



Department: Safety and Health
 Policy Number: SAF-A005
 Effective Date: 4/22/13

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

CMCSS VOLUNTEER POLICY

It is the policy of the Clarksville-Montgomery County School System to use volunteers for a variety of purposes in support of the district’s mission. For the purposes of this policy, a “volunteer” is defined as a *person who voluntarily undertakes or expresses a willingness to undertake a service*. Volunteers are a vital part of student success at CMCSS. Individuals may volunteer to assist in classrooms, media centers, computer labs, science labs, tutoring, health clinics, in afterschool activities, on field trips, and many other places throughout our school community.

District volunteers must be 18 years of age or older unless they are a parent or guardian to a CMCSS student. District volunteers are not covered under CMCSS insurance policies for any negligent acts to include failure to follow this policy, failure to follow the School District Volunteers Procedure (SAF-P009), failure to follow all terms set within the CMCSS Volunteer Agreement (SAF-F023), or failure to follow the CMCSS Volunteer Code of Ethics (SAF-F028).

Because student safety is of utmost concern, it is essential that all district-level and building-level volunteers adhere to the CMCSS Volunteer Code of Ethics as covered in SAF-F028. Individuals who do not adhere to the CMCSS Volunteer Code of Ethics (SAF-F028) will not be allowed to volunteer.

The district reserves the right to terminate or decline the volunteer service of any individual at any time.

A volunteer is required to provide disclosure to the school district of any felony convictions or if registered as a sex offender. Persons convicted of a felony will not be allowed to volunteer. If the district becomes aware of, or if disclosure is provided, that a volunteer was convicted of a felony, the person will be immediately terminated from any volunteer activities within the school district.

Implementing Procedures: Use of School or District Volunteers ([SAF-P009](#))

Associated Documents: CMCSS Volunteer Agreement Form ([SAF-F023](#))
 Request for Field Trips/Excursions ([INS-F028](#))
 CMCSS Volunteer Code of Ethics ([SAF-F028](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/22/13		Initial Release
2/2/15	A	Added last paragraph regarding felony convictions or registration as sex offender; added Code of Ethics Form (SAF-F028) and reference to Code of Ethics in policy
12/13/16		Updated department name to Safety and Health Department.

***** End of Policy *****