



Use of School or District Volunteers (SAF-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the use of school or district volunteers and requirements for volunteering.
- 1.2 CMCSS is committed to maintaining a positive work environment. We strive to provide employees, students, and volunteers with an environment that encourages efficient, productive, and creative work. CMCSS will not tolerate any verbal, nonverbal, or physical conduct that harasses, disrupts or creates an intimidating, offensive or hostile environment.

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

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Director

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Volunteer: a person who voluntarily undertakes or expresses a willingness to undertake a service. CMCSS volunteers must be 18 years of age or older unless they are a parent or guardian to a CMCSS student.

5.0 PROCEDURE:

- 5.1 All district- and building-level volunteers must adhere to the district's procedures for volunteer as described below. Individuals who do not adhere to these procedural requirements will be denied approval to volunteer within CMCSS. Volunteers must adhere to the following:
 - 5.1.1 Complete the CMCSS Volunteer Interest Form ([SAF-F023](#)).
 - 5.1.2 Complete and sign the Volunteer Agreement Form (SAF-F029).
 - 5.1.3 Sign **in** and **out** through the school office each and every time they enter or leave the building.
 - 5.1.4 Wear the name badge issued by the school at all times. This badge allows staff to recognize registered volunteers to ensure the safety of students, staff, and volunteers.
 - 5.1.5 Comply with applicable district policies and procedures when circumstances require them to be alone with a student that is out of view of school personnel or to participate in a school-sanctioned overnight trip. For out of town or overnight excursions, volunteers must have completed SAF-F023 and SAF-F029, provided a copy of their driver's license, and be cleared in a background check through the TBI Sex Offender Registry (background checks are good for one year).



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5.1.6 All district- and building-level volunteers must adhere to the CMCSS Volunteer Code of Ethics (SAF-F028). Individuals who do not adhere to the CMCSS Volunteer Code of Ethics will be denied approval to volunteer within CMCSS.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CMCSS Volunteer Policy ([SAF-A005](#))
- 6.2 CMCSS Volunteer Interest Form ([SAF-F023](#))
- 6.3 CMCSS Volunteer Agreement Form ([SAF-F029](#))
- 6.4 CMCSS Volunteer Code of Ethics ([SAF-F028](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Volunteer Interest Form	School level	Current school year	Shred	Locked building/office
Volunteer Agreement Form	School Level	Current School Year	Shred	Locked building/office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/22/13		Initial Release
2/2/15	A	Modified procedure to comply with changes to SAF-A005 and SAF-F023. Removed ethics from procedure and incorporated into separate form that is provided to volunteers, and incorporated into SAF-F023 form.
12/13/16		Changed RM to Safety and Health.
7/26/18	B	Added new Volunteer Agreement Form: SAF-F029. Changed SAF-F023 to Volunteer Interest Form.

*** End of Procedure ***