



Shelby County Schools Volunteer Policies

Welcome Volunteers!





SCS Policies Related to Volunteers

- School Volunteers (7010)
- Background Checks (4053)
- Visitors to the Schools (7011)
- Confidential Student Information (6003)
- Child Abuse and Neglect and Child Sexual Abuse (6017)
- Field Trips and Excursions (6004)
- Registered Sex Offenders (6059)



SCS Policies Related to Volunteers

● School Volunteers (7010)

- Volunteering is a privilege, not a right.
- Volunteers serve at the discretion of the principal.
- Volunteers must submit to criminal background checks.
- Volunteers shall maintain a professional relationship with students at all times and develop wholesome and constructive relationships with them. Intimate relationships are prohibited.
- The principal has the right to restrict the types of communications between volunteers and students.



SCS Policies Related to Volunteers

○ Background Checks (4053)

- Certain volunteer positions require a fingerprint screening; others require a web check.
- Volunteers must disclose prior charges and convictions.
- The district may conduct additional screenings if warranted.
- Information obtained by a background check is kept confidential by the district.



SCS Policies Related to Volunteers

- ◉ **Visitors to the Schools (7011)**
 - Principals decide who may be on campus.
 - Visitors must sign in and out, may be asked to present ID, and wear a visitor's badge.



SCS Policies Related to Volunteers

- Confidential Student Information (6003)
 - “I agree to access confidential student information only with permission from school or district personnel and only if I have a **legitimate educational interest.**”
 - “I will not share or release any confidential student information to any other persons, other than school officials who have a **legitimate education interest** in the record.”



SCS Policies Related to Volunteers

- Child Abuse and Neglect and Child Sexual Abuse (6017)
 - Individuals who know or have reasonable cause to suspect that any child has been abused, neglected or sexually abused are responsible for immediately reporting such knowledge or suspicions directly to the legal authority, including local law enforcement (901 545-5700) or the Department of Children Services, 1-877-54ABUSE (877-542-2873).
- Before leaving the school inform the principal or site coordinator.



SCS Policies Related to Volunteers

- ◉ Field Trips and Excursions (6004)
 - Volunteers serving as field trip chaperones must abide by policy 4053 and serve under the rules of the principal.
 - Use of private vehicles is prohibited.
- ◉ Registered Sex Offenders (6059)
 - Registered sex offenders may not serve as volunteers.



**Thank you for your interest in
serving our schools and
students!**

