

Volunteering at CMMS

Carroll Magnet Middle School recognizes the importance of parent and community volunteers, and encourages volunteer participation in school activities. Many of our teachers and staff re: field, and on field trips.



Virtually everyone is invited to volunteer in our schools. Once thought to be the province of parents, our schools are eager to involve the entire community including individuals, senior citizens, college students businesses, churches and synagogues, community groups and others in support of education.

Registration

Persons who volunteer in the schools will be asked to provide information and to select the types of volunteer activities in which they are interested. Volunteers are requested to use a school's designated computer to submit their registration on the WCPSS Intranet site. Volunteers may update their registration at any time. Website registration is not possible for security reasons.

Once registration is submitted, a volunteer number will be assigned. The volunteer number may be provided on individuals reactivating their registration to eliminate duplications and quicken the clearance process. Registration in Spanish is also available.

In accordance with WCPSS policy, all volunteers, both former and new, will need to register via the WCPSS online system in order to volunteer. Volunteers will need to use Carroll Magnet Middle School's designated computers in our media center to complete and submit their registration on the WCPSS Intranet site. You may complete your volunteer registration via the designated computers in the Media Center. Please call ahead of time to ask about registration hours (919)881-1375 or (919)881-1370. Unfortunately website registration from home is not possible at this time, and all volunteers must register in person at the school. Volunteers will provide information that will be utilized for a criminal background check before being placed in a school, and all volunteers are placed according to their time and site preference.

The computer screen also provided a checklist of volunteer activities in all levels. Persons volunteering for Level 3 and 4 will be asked to provide additional information for a criminal background check; for example, driver's license, social security number, and addresses for residences during the last seven years.

Screening

Applicants for Level 2 or higher activities would take part in a school-led orientation. Applicants for Level 3 or higher activities would have a criminal background check. Any checks that indicate a criminal arrest are reviewed by WCPSS Human Resources Department.

Wake's advanced registration and screening system helps the school system stay informed through an ongoing link with the NC Administrative Office of the Courts. With the addition of the program's link in 2006, additional criminal background checks are not necessary with a volunteer's registration in activities for Level 3 or higher after the initial check is completed. Volunteers who have previously registered must reactivate their status if they plan to participate another year. Annual reactivation occurs after July 1 of every year.

Levels of Volunteer Activities

Level 1

- Activity takes place with supervision, in a public setting, and it involves little or no student contact.
- Public setting
- Staff or other adults can enter and observe at any time

- No solitary time with student
- Always within unbroken view of school staff or multiple adults

Examples: clerical work for teacher, telephone volunteer, media center volunteer, beautification volunteer, resource speaker

Level 2

- Activity takes place in the classroom or other group setting.
- Public setting
- Staff or other adults can enter and observe at any time
- No solitary time with student
- Always within unbroken view of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students is limited by own responsibilities or other factors

Examples: classroom assistant, field day volunteer, test proctor, front office helper, room parent

Level 3

- Activity involves direct contact with students under limited supervision by school staff
- Activity takes place in the classroom or other group setting.
- Could have solitary time with students of short duration.
- May be outside the view of school staff or multiple adults for brief periods.
- May involve access to confidential student information.

Examples: field trip chaperone, one-on-one tutoring outside the classroom, dance chaperone, club sponsor, health room assistant.

Level 4

- Activity allows unsupervised contact with a student on or off campus
- Private setting such in home or community
- Extended solitary time with a student

Frequently Asked Questions:

- **I registered last year or at another school, do I have to register again?**
 - If you've already registered, you must log into the system again to update your preferences or make any updates.
- **Do I need to register as a volunteer to help with a school productions, dances, or sporting events?**
 - Yes, all activities that involve volunteering at school require a WCPSS volunteer clearance.
- **What should I bring with me when I register?**
 - Applicants will need to know their Social Security number and driver's license number in order to register.
- **How long does it take to complete the questionnaire?**
 - Most applicants finish the process in five to ten minutes.
- **How long will it take to receive my volunteer security clearance?**
 - It may take up to two weeks to be approved as a WCPSS volunteer, so register early!
- **Who do I contact if I have additional questions?**
 - You should contact (will be updated).