**RPS** RICHMOND
PUBLIC SCHOOLS

# RPS Volunteer Background Check Information Sheet

## Volunteer Background Check Process

For the safety of our students and staff, Richmond Public Schools has a volunteer application and background check process, which is operated out of the Office of Community Partnerships.  There are several categories of volunteers, which require a criminal background check under certain conditions. Please review the chart below to access the appropriate forms as needed:

| Category | Background Check Requirement |
|---|---|
| **Parents volunteering to assist their child**- Parents volunteering to assist their child in the classroom are not required to undergo a background check. Parent volunteers are never to be left alone with any child(ren) other than their own child(ren). | ▪ Raptor sign-in required.<br>▪ No background check required.<br>▪ No fingerprints required. |
| **Teen Volunteers**- Volunteers 17 and younger are not required to undergo a background check.  However, they are required to complete a volunteer application, which is kept on file with the assigned school's main office. Teen volunteers are never to be left alone with students. | ▪ Raptor sign-in required.<br>▪ Principal of the school of the student volunteer(s) sends the school receiving volunteer(s) a letter stating student volunteers are in good standing & all participating youth can be listed in the document.<br>▪ No background check required.<br>▪ No fingerprints required. |
| **Done-In-A-Day Volunteers**- Individuals wishing to volunteer on an occasional basis, e.g., career day, field day, etc. are not required to complete the volunteer background check process. Done-In-A-Day volunteers are never to be left alone with students. | ▪ Raptor sign-in required.<br>▪ No background check required.<br>▪ No fingerprints required. |
| **Ongoing Volunteering with Students-** An individual wishing to volunteer on a regular basis beyond with his/her child and/or with his/her child's class is required to complete a volunteer application and undergo a background check. For example, an individual | ▪ Raptor sign-in required.Verified Volunteers background check required.<br>▪ No fingerprints required. |

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| who volunteers to come in on a monthly basis to read with a group of students in the classroom in the presence of a teacher is considered an ongoing volunteer activity. Ongoing volunteers are never to be left alone with students. | |
| **Volunteers with access to Students in an Unsupervised Setting-** Volunteers wishing to engage with students on a regular basis.  For example, an individual who coaches or chaperones an overnight field trip. | ▪ Verified Volunteer background check required.<br>▪ FBI fingerprint background check required.<br>▪ Raptor sign-in required. |
| **International Volunteers -** International volunteers wishing to volunteer with Richmond Public Schools must have resided in the United States of America for at least one (1) year prior to the start of their volunteer service. | ▪ International volunteers meeting the one (1) year requirement will follow requirements based on categories listed above. |
| ***Corporate Volunteers -** Volunteers participating in corporate sponsored events that are one time or ongoing. | ▪ Raptor sign-in required.<br>▪ Signed certification form (see page 5). |

*This is applicable only for corporate partners who require background checks as part of their employee hiring process. Corporate partners who do not require background checks as part of their employee hiring process must undergo individual background checks before volunteering on an ongoing basis with RPS.

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### What's Prohibited

Richmond Public Schools prohibits individuals from serving as volunteers if they have any felonies or any offense involving sexual molestation or physical or sexual abuse or rape of a child. Certain additional misdemeanors are also not allowed or must be reviewed for further details. Out of state convictions that fall within the definition of the Virginia code sections listed below will be classified the same as the below misdemeanors. **Pending cases must be resolved prior to volunteering with RPS.** Below is a list of offenses that are not allowed or need further review:

**Strictly prohibited:**
- Any and all felony convictions;
- Any and all sexual crimes towards anyone and/or anything that puts an individual on the sex offender list;
- The following misdemeanors:
  - 18.2-83 Stalking with intent to cause fear of death, etc.
  - 18.2-56 Unlawful hazing of a student
  - 4.1-322 Interdicted person found drunk in public
  - 4.1-322 Possession of alcohol by interdicted person
  - 16.1-253.2 Violation of a protection order
  - 18.2-130(A) Trespass- Peep or spy into dwelling place
  - 18.2-346(A) Prostitution, adultery or fornication for money, etc.
  - 18.2-346(B) Solicitation of prostitution
  - 18.2-387 Indecent exposure

**Offenses needing review (all misdemeanor):**
- 18.2-57 Hate crime - Simple assault;
- 18.2-57 Simple assault;
- 18.2-57 Simple assault on a teacher, principal, etc.;
- 18.2-57.2 Simple assault against a family member;
- 18.2-371 Contribute to delinquency, abuse of child;
- 54.1-3466 Possession or distribution of needles, capsules, pipe, etc. (Possession or distribution of controlled paraphernalia);
- 18.2-204.1 Identify fraud - Obtain identifying info with intent to defraud;
- 3.1-796.122(A) Cruelty to animals;
- 18.2-138 Damage to public building, damage <$1000.

*Review criteria consists of the number of convictions, the dates of convictions and the volunteer need at the given RPS location. Pending volunteers who fall into the offenses needing review category must complete an explanation form and submit prior to review (see page 4).*