

Roanoke County Public Schools Volunteer Approval Form

This form may not be used for athletic coaches.

School Year: _____

School/Location: _____

Date: _____

Full Name: _____ (first, middle, last)

Address: _____

Home Phone: _____

City, State, Zip: _____

Cell Phone: _____

Email: _____

Date of Birth: _____

Employer/Occupation (if applicable): _____

Organization (if applicable): _____

If you have children/grandchildren at this school, please list their name and grade level:

Description of volunteer work to be done:

** Volunteers who may be directly supervising students may be required to complete a detailed background check. See the volunteer agreement for additional details.*

Have you been convicted of or currently are being investigated for any crimes against children? ____ Yes ____ No

If "yes," please explain (including conviction, jurisdiction and date of incident): _____

I acknowledge that I have read the Roanoke County Public Schools volunteer policy and I agree to adhere to this policy. I certify that the information provided above is true and accurate to the best of my knowledge. I understand that any willful misstatements or omissions may disqualify me from serving as a volunteer. I understand that I will not be paid or otherwise compensated for my services. I understand that if my services are no longer needed, or my performance is not acceptable, Roanoke County Public Schools has the right to terminate my services without notice.

Signature: _____

Date: _____

SCHOOL PRINCIPAL ONLY:

☐ Approved
☐ NOT Approved

(Principal's signature)

Please email this form to the RCPS HR office at cstclair@rcps.us
or fax to (540) 562-3993.

Volunteer Level (PRINCIPAL must determine level):

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4

☐ Background check required (for level 3 and 4)

(If a background check is required, please note who will pay for the check)

☐ School to pay for background check
☐ Volunteer to pay for background check

Roanoke County Public Schools Volunteer Policy/Regulations

(Approved by the School Board, Dec. 2016)

A school volunteer is any person who donates service to the school division or school without pay or other compensation. School volunteers who enhance the instructional and/or extra-curricular programs of the school are valued and encouraged.

Principals are responsible for the administration of volunteer programs at the school level.

The community relations specialist serves as the school division liaison to school volunteer organizations and programs and publicizes volunteer opportunities to the community.

Principals are responsible for:

- Working with staff to identify and define the need for volunteer services
- Approving volunteers
- Ensuring that volunteers are properly trained
- Ensuring that volunteers follow policies and procedures, including projects involving facilities and grounds.
- Ensuring that volunteers are properly supervised

School volunteers must adhere to the following guidelines:

- The school principal identifies the need for and the scope of volunteer service.
- Volunteers may provide only the services authorized by the principal.
- Volunteers must comply with all School Board policies and regulations as well as school rules.
- Volunteers must follow normal check-in and check-out procedures.
- Volunteers are welcome to serve, but not proselytize.
- Volunteers are not allowed to take unauthorized photographs nor video or audio record within the school.
- A volunteer may be asked to leave or cease volunteering at the discretion of the principal.
- Volunteers may not be alone with an individual student.

Level 1 volunteers work under the general supervision of an RCPS staff member during times when no students are present. Examples of Level 1 service include landscaping, cleaning, painting or other similar facility improvements. Other examples related to the classroom may include preparing or providing materials.

- Have the written approval of the principal.

Level 2 volunteers work under the direct supervision and in the continuous presence of an RCPS staff member. Examples of Level 2 volunteers include volunteer receptionist, homeroom parents, individuals who volunteer to assist in the planning or conducting of classroom celebrations, performance, and individuals who help manage, officiate, or perform functions ancillary to an athletic event or extra-curricular activity. Level 2 volunteers must:

- Have written approval of the principal
- Check-in at the front office utilizing the visitor management software that allows schools to track volunteers with date/time, capture volunteer image, and compare against the Virginia Sex Offender Registry
- Wear a badge identifying volunteer as a visitor/volunteer at all times
- Not assume professional responsibilities of the school staff
- Maintain confidentiality regarding students
- Participate in training appropriate for the type of volunteer work to be done
- Not directly administer first aid, except in the case of an emergency

Level 3 volunteers work under the general supervision of an RCPS staff member but may work with small groups of students in the general school environment. Examples of Level 3 volunteers include volunteer tutors, and chaperones for groups of students at musical performances (non-overnight trips). In addition to Level 2 requirements, Level 3 volunteers must:

- Clear fingerprinting and a criminal background check, at the volunteer's expense

Level 4 volunteers work under the general supervision of an RCPS staff member. Level 4 volunteers may instruct students engaged in an activity and may, from time to time, have indirect supervision when in contact with students. Examples of Level 4 volunteers include volunteer coaches, assistant coaches, sponsors, choreographers, musicians, and those chaperoning overnight trips. In addition to Level 3 requirements, Level 4 volunteers:

- Will have their names provided in advance to parents of student groups with whom they are working

Related Policies: 8.06, 8.15, 8.09, 8.13b, 8.14, 6.43