

## COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The School Board values and appreciates parents and other members of the community who volunteer their time, talent and expertise to Waynesboro Public Schools and its student and staff. Volunteers perform functions that, among other things, allow instructional staff to spend more time with students, help students understand the relevance of the curriculum to “real life,” and help individual students improve their academic skills. The School Board, therefore, encourages parents and other members of the community to volunteer in the schools, and supports the recognition of volunteers by schools and the division.

While the Waynesboro division values and supports volunteers and volunteerism, school personnel are directed to take reasonable precautions to see the students are safe while in school. Therefore, no person shall be permitted to volunteer in any capacity in any school-related activity without the prior approval of the principal or the principal’s designee. For purposes of this policy, a school-related activity shall be defined as any curricular, co-curricular, extracurricular or to the activity that is organized and sponsored by a school or a school staff member acting in his or her official capacity. Volunteering in a school-related activity school include, but not be limited to, serving as a volunteer coach, guest speaker, volunteer for a school fundraiser, field trip chaperone, classroom assistant, or tutor, whether or not an individual is to serve in a long-, short-, or one-time capacity. Additionally, a school-related activity is any activity that is organized and sponsored by a booster club, the Parent Teacher Organization (the PTO), or any other similar organization, if such activity is for the benefit of a school or its students or staff and is reasonably anticipated to cause volunteers to have direct contact with students on school property during regular school hours or during school sponsored activities.

All volunteers must complete an annual application at the school level, signed by the building principal with a copy sent to the Personnel Office for record and review. As a part of this application, volunteers shall sign a volunteer certificate agreeing to abide by the rules and regulations of the Waynesboro Public Schools. Volunteers may be subject to a background check at any time during the time that they provide volunteer services to the school division.

In deciding whether or not an individual may serve as a volunteer in a school-related activity, the principal or principal’s designee shall, at a minimum and prior to service, determine that the individual’s name does not appear on the sex offender registry and that the school is not in possession of a court order prohibiting the person from being on school grounds or near a student or staff member.

Each principal shall establish procedures that all volunteers must follow. A principal may, at any time and in his or her sole discretion, prohibit any individual from serving as a volunteer.

Adopted: October 11, 2011

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

WPS/2011

WAYNESBORO PUBLIC SCHOOLS



If you answered "Yes" to any of the above questions, WPS may need to contact Child Protective Services (CPS) before making a decision about your application. Do you grant WPS the right to check with CPS and/or police regarding any of the above investigations and/or convictions?                        
Yes No

A school volunteer is defined as a person who has chosen to donate his/her time and talent, without compensation, to assist with programs and activities in Waynesboro Public Schools in an effort to enhance instruction and to promote learning opportunities.

The safety and security of the school community is a top priority of Waynesboro Public Schools. For your protection and that of the students and staff, the school system conducts a check with the National Sex Offender Public Website which includes the Virginia State Police "Registry of Sexual Offenders and Crimes against Minors" on all school personnel and volunteers.

Anyone convicted of a misdemeanor or felony offense, especially an offense against a minor, may be disqualified from volunteering depending upon the nature of the offense and/or volunteer activity.

I understand that Waynesboro Public Schools will check my name against the National Sex Offender Public Website.

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with Waynesboro Public Schools.

During such times as I am a participant in the Waynesboro Public Schools volunteer program, I agree to assume full responsibility for such participation and release Waynesboro Public Schools from any damages which I may sustain thereby. I fully understand that if my services are no longer needed, or my performance is not acceptable, Waynesboro Public Schools has the right to terminate my services as required and without notice.

\_\_\_\_\_  
Signature Date

If volunteer applicant is under 18 years of age, a parent/guardian must sign below:

\_\_\_\_\_  
Parent/Guardian Signature Date Phone

\_\_\_\_\_  
In case of emergency, please contact Phone

All applications must be filled out completely, or they will not be processed. Please return this completed form to your local school. Questions regarding the volunteer policy can be directed to the Assistant Superintendent at 946-4600.

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**FOR OFFICE USE ONLY**

Name of Person Verifying Application \_\_\_\_\_

Date of Verification \_\_\_\_\_

National Sex Offender Public Registry Checked                        
Yes No

Follow-up Necessary                        
Yes No

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date