VOLUNTEER APPLICATION

Thank you so much for your interest in volunteering in our schools!

Name: _____ Date of Birth: _____ Male ☐ Female ☐
Home Address: _____ City, State, Zip: _____
Email: _____ Home Phone: _____ Cell Phone: _____
Employer: _____ Job Title: _____

In case of emergency, please contact:
  Name: _____ *Phone*: _____

The following information is required for background checks to work individually with students
  SSN: _____ *Race:* _____ *Driver's License Number/State:* _____

Do you have students enrolled in Charles City County Public Schools?   Yes ☐   No ☐
If yes, please list:
 Student Name: _____ *School/Grade:* _____
 Student Name: _____ *School/Grade:* _____
 Student Name: _____ *School/Grade:* _____

At which school would you prefer to volunteer?   ☐ *Elementary School*   ☐ *High School*   *Both*

I am interested in volunteering: ***(List days of the week and times available below)***
  ☐ *on a regular basis* _____
  ☐ *occasionally* _____
  ☐ *on an "as needed" basis* _____

Please check the types of volunteer jobs that interest you:
  ☐ *Working with Individual Students*   ☐ *Working with Groups of Students*
  ☐ *Assisting with Administrative Tasks*   ☐ *Rockin' Readers Program*
  ☐ *Assisting with Events and/or Special Programs (Tiger Packs, Community Den, Book Buddies, etc.)*

Have you ever been convicted of any offense involving the sexual molestation, sexual battery, physical abuse, sexual abuse, or rape of a child?   ☐ *Yes*   ☐ *No*

Have you ever been investigated by Child Protective Services for abuse or neglect?   ☐ *Yes*   ☐ *No*

Have you ever been convicted of a felony and/or misdemeanor other than a traffic violation?   ☐ *Yes* ☐ *No*

By signing below, I certify that all statements made on this application are true, complete, and correct to the best of my knowledge. I understand these statements are subject to verification. My signature also gives authorization to Charles City Public Schools to perform needed criminal and background checks.

Signature: X_____   Date: _____
Print Name: _____

For Office Use Only:
  Date Received _____   Date Verified _____
  Date of Orientation _____   Date added to CCPS Volunteer List _____

Charles City Public Schools
Educate ● Engage ● Empower

Volunteer Agreement

I hereby acknowledge that I have received a copy of the Charles City County Public School's Volunteer Handbook and that I have read and will abide by its contents and all other applicable Charles City County Public Schools policies and procedures.

I understand that as a volunteer, I am not compensated for any services including wages and insurance. I further understand that I have the right to terminate my arrangement at any time, with or without cause, and that the Charles City County Public Schools has a similar right.

VOLUNTEER CODE OF CONDUCT
As a volunteer, I agree to abide by the following code of volunteer conduct:
- Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
- I will wear or show a volunteer identification whenever required by the school to do so.
- I will use only adult bathroom facilities.
- I agree never to be alone with individual students without the authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
- I agree not to transport students.
- I will not disclose, use or disseminate student photographs or personal information about students, self or others.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

_____
Print Full Name

 X
_____
Signature   Date

Return completed form to the Supervisor of Human Resources.

Volunteer Confidentiality Agreement

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer, there may be times when this information is heard. Our staff will make <u>every effort</u> to prevent his from happening; however, as a volunteer you must agree that if you do hear information about a student or family you will not repeat this outside of school. This will ensure the protection of our students and their families, thus creating a better environment for all.

Additionally, two laws govern special education confidentiality, FERPA (Family Education Rights and Privacy Act) and IDEA (Individuals with Disabilities Education Improvement Act). Both bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with another who does not have a right to know is in violation of the laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building administrators, or appropriate staff members. The volunteer should not use any written or verbal statements outside of the school that would divulge the child's disability. This includes notes, email, text messages, and/or social media sites. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer service may occur.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private.
- I also understand that volunteering at Charles City County Public Schools is a privilege and not a right. The school's administration reserves the right to deny or remove any volunteer violating confidentiality or any district policy.

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

X _____   _____
 Volunteer Signature   Date

_____
 Volunteer Name (Please Print)

VA Department of Social Services
Office of Background Investigations – Search Unit
801 East Main Street, 6th Floor, Richmond, VA 23219-2901

Central Registry Release of Information Form

Search Fee $10.00

Purpose of Search, Check one:		
☐ Adam Walsh Law ☐ Adoptive Parent	☐ Babysitter/Family Day Care	
☐ CASA ☐ Children's Residential Facility ☐ Custody Evaluation	☐ Day Care Center ☐ Foster Parent	
☐ Institutional Employee ☐ Other Employment ■ School Personnel ☐ Volunteer	☐ Other	

MAIL SEARCH RESULTS TO: Agency, Individual or Authorized Agent Requesting Search

Name Charles City County School Board Office	**Payment/FIPS Code (Use only if assigned by OBI-CRU)**
Address 10035 Courthouse Rd	
City Charles City **State** VA **Zip** 23030	**B-10021**
Contact Name Toni Childress **Tel.#** 804-652-4612 **Ext**	**Mandatory if agency code has been assigned**
Contact E-Mail tchildress@ccps.net	

PART I: DETAILS OF INDIVIDUAL WHOSE NAME MUST BE SEARCHED

Last Name	First Name	Full Middle Name – (given at birth) - **No initials** (if middle name is an initial, indicate "Initial Only")

Maiden Name (last name before marriage)	Sex	Date of Birth **(MM/DD/YYYY)**	Race
	☐ Male ☐ Female		

Driver's License Number or ID #	Social Security Number	Other names used; nicknames, legal names (refer to instruction page)

Current Address (Include Street # and Apt #)	City	State	Zip

Applicant's Prior Addresses

Include Street # and Apt #	City	State	Zip	Start Date **(MM/YY)**	End Date **(MM/YY)**

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Partner
If married, list current spouse. If previously married, list all previous spouses. If you have never been married, write 'N/A'.

Last Name	First Name	Full Middle Name (given at birth)	Maiden Name	Race	Sex	Date of Birth **(MM/DD/YYYY)**
					☐ Male ☐ Female	
					☐ Male ☐ Female	
					☐ Male ☐ Female	

List all of your children. If you have none, write **'N/A'.** Include all adult children, step and foster children not living with you.

Last Name	First Name	Full Middle Name (given at birth)	Relationship	Sex	Date of Birth **(MM/DD/YYYY)**
				☐ Male ☐ Female	
				☐ Male ☐ Female	
				☐ Male ☐ Female	

VA Department of Social Services
Office of Background Investigations – Search Unit
801 East Main Street, 6th Floor, Richmond, VA 23219-2901

Central Registry Release of Information Form

Search Fee $10.00

PART II: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which has been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

_____

Signature of person whose name is being searched

(Sign in presence of Notary)

_____

Parent or Guardian signature required for minor

children under the age of 18

PART III: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____

Commonwealth/State of _____

Acknowledged before me this _____ day of _____, year_____

_____   _____

Notary Public Signature   **Notary Number**

My Commission Expires: _____   Notary Seal

PART IV: CENTRAL REGISTRY FINDINGS – COMPLETED BY CENTRAL REGISTRY STAFF ONLY

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to the Central Registry Unit in order for us to make a determination:

_____
_____
_____
_____
_____

Worker: _____Date: _____

2. _____ Based on information provided by the Local Department of Social Services, we have determined that

_____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the

_____Dept. of Social Services in reference to referral _____ phone#_____

_____Dept. of Social Services in reference to referral _____ phone#_____

3. _____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry of Child Abuse/Neglect.

Signature of worker completing search: _____Date: _____

OBI Staff Only

Volunteer Handbook

Why Volunteer?

You can make a difference for every child, every day, every opportunity

Introduction

Welcome to Charles City County Public Schools. We are honored that you are interested in volunteering in our schools. We know how valuable your time is and appreciate that you chose to spend time supporting our students.

The mission of our district is to be an exemplary model of rural education where collaboration, critical thinking, communication, and creativity are practiced developing adults who contribute positively to the global society.

In today's world, it takes volunteers to make our schools and Districts function. It really does take a village to raise a child. Your experience, expertise, knowledge, and skills are valuable, and we are ready to put those to good use in meeting the needs of our children and school. The gift of time with a caring adult role model is powerful in making a difference in a child's educational career and life beyond school. We hope you gain as much from your experience as our students do.

This handbook outlines what is required of you as a Charles City Public Schools volunteer and will give you an overview of the numerous opportunities, policies, and procedures that schools and volunteers must follow to maintain a safe and caring learning environment for our students. Your personal interest and desire to help is welcomed and appreciated. Our youth are our most important community resource, and their education is the foundation of the future.

Volunteers Can Serve in Many Capacities

The Charles City County School Board and administrators recognize that volunteers can make an incredible impact on the educational program of the school. However, the administration and teacher are responsible for the education of students and these responsibilities cannot be delegated. Therefore, volunteers work under the direct supervision of principals and teachers who retain the responsibility for the instruction and supervision of their students. Examples of areas in which you can volunteer include the following (along with other activities):

- Assisting teachers in short term projects in the classroom such as special art projects, science projects, etc.
- Assisting in the main office with copying newsletters, special mailings, or paper for teachers
- Listening to students read
- Reading aloud to classes
- Helping in the Media Center with shelving books, reading to students, assisting the media specialist
- Assisting with special school projects such as Book Fairs, Fun Days, assisting with preparations for special music or theater programs.
- Providing talks to students on special areas of expertise
- Teaching elementary students a foreign language
- Supporting student with homework after school
- Providing special programs for students such as photography, drama, or story writing for a group of students.
- Assisting during computer projects
- Assisting with tasks in the Community Den
- Helping to pack backpacks for our Tiger Pack Program

Volunteer Process

Charles City County Public Schools supports and encourages the active participation of parents and members of the community to provide and extend educational opportunities for children. The administration of each school will direct activities of parents, volunteers, and other community resources at the building level (School Board Policy IICB/IICC).

For individuals wishing to volunteer in Charles City County Public Schools, there is an established protocol for participation. The protocol includes two levels of background clearance depending on the level of responsibility and contact with students.

Level I

Level I volunteers serve as resources to the school and provide limited student supervision. If you would like to volunteer in any of the following capacities, you must be approved as a Level 1 volunteer. Level 1 volunteer approval/clearance is completed at the school board office.

Level I Volunteer's role might include:

- Athletic Concessions Volunteer
- Community Den/Tiger Pack Volunteer
- PTO Volunteer
- Resource Speaker
- Day Field Trips Guests (responsible for his/her child only; not riding the school/charter bus)
- Media Center Volunteer

Level 2

Level 2 volunteers may be solely responsible for supervision of students. If you would like to volunteer in any of the following capacities, you must complete Level 2 Volunteer Approval, which would include fingerprinting.

Level 2 Volunteer's role might include:

- PTO Officers
- Booster Club Officers
- Tutors
- Day Field Trips Chaperones (group supervision and/or not riding the school bus)
  Overnight Field Trip Chaperones

Any questions regarding this procedure should be directed to the Supervisor of Human Resources.

Complete the application form and submit to the School Board Office. Once approved, you will be notified of your approval via email, and your name will be available for administrators and teachers to call to volunteer.

Confidentiality and Volunteers

Information about a student must never be shared or discussed beyond the school building. Student information will only be shared as necessary for the volunteer experience to be effective and will never include confidential or sensitive information without permission from a parent. Volunteers must always respect the confidentiality of student information.   If the volunteer becomes aware of information that affects the safety of a child, the volunteer must notify the principal, assistant principal, or designee. Each Charles City County Public Schools Volunteer will be asked to sign a Confidentiality Agreement.

Volunteer Qualifications and Requirements

Volunteers should be friendly and respectful to the individual differences of children. They must also be able to work well with others and follow the directions of the staff in the school.

All volunteers must complete the application and information agreement. A copy of both is in the back of this handbook and available on the CCPS website, www.ccps.net. Upon entering the school, all visitors must sign in and will be required to wear a visitor's pass during their time at the school.

Volunteers must be dependable and understand that volunteering requires commitment. If you are unable to make it on the scheduled day, please contact the main office of the school.

The school calendar is also included in this handbook.   If the weather threatens to interfere with school, please watch local news stations or check our website for cancellations, delayed openings, and / or early dismissals.

Volunteers need to be able to focus on assigned tasks; therefore, volunteers cannot bring their children with them to school while they volunteer.

Volunteer Guidelines

We truly appreciate the services provided by our volunteers. As a school division, there are certain guidelines we must all follow to ensure the Division stays in compliance with applicable laws and division policies and procedures. If you are asked to do something that makes you feel uncomfortable, please see the principal or appropriate administrator. Charles City Public Schools is responsible for the education and well-being of all students while at school and staff while at work, CCPS has the discretion to dismiss a volunteer whose actions are not in the best interest of the Division. The following are guidelines that are meant for the protection of students, staff, and volunteers:

- **Supervision**- A school volunteer is never considered a substitute for a member of the school staff. School volunteers who are working with students should always work under the direct supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned. "Direct Supervision" means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of an employee. School volunteers who are not working with students should always work under the general supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned.
- **Student Instruction** – Volunteers are an important part of the educational process. The suggestions and opinions of volunteers are welcome. However, the staff are responsible by law for the decisions that are made regarding the instruction of students and the management of the school. Consequently, volunteers should not provide the curriculum or teaching plan, take charge of the classroom, diagnose student needs, evaluate achievement, or counsel students.
- **Restrooms –** For your convenience, staff restrooms are available for volunteers. Volunteers are not permitted to use student restrooms.
- **Discipline** – Students may occasionally display unacceptable behavior while working with a volunteer. The Division has a detailed discipline plan, and the responsibility for discipline rests with the school's principal, assistant principal, and teachers. Please report any discipline issues to these individuals for them to handle.
- **Dismissal of Students** – Students leaving school must have permission from the school and must follow established school procedures. Students must be dismissed from school by appropriate staff. Volunteers must work with students only during regular school hours at the location designated by the supervising staff member. Volunteers cannot take a student off campus and cannot drive students in their vehicles except, of course, if the student is the volunteer's child.
- **Student Contact** – Volunteers should not telephone students or visit them off campus. If you are interested in working with students off campus and outside of school hours, we encourage you to contact local organizations that arrange these types of situations.
- **Dress and Behavior** – We ask that your dress and actions do not detract from the educational process. As a role model to students, we ask that you help us set an appropriate example.
- **Badges –** Please receive and wear the school's volunteer badge at all times while on campus, so students and staff know who you are and why you are on campus. **Please return the badge at the end of each day.** When a school is having a special event that may involve 50 or more visitors and/or volunteers, the school may use a temporary badge for that event.
- **Health** – If you are sick, please let the appropriate staff member know that you will not be coming in, and he or she will make alternative arrangements.
- **Sign In and Out** – Please sign in and out of the school office as you come and go from the school. It is important to have a record showing the days and hours each volunteer works on campus for security reasons and to recognize and thank volunteers for their contribution of time.
- **School Rules** – A Parent/Student Handbook is available in the office for your use. Please refer to it if you have any questions.
- **Commitment** – Before you agree to volunteer, please consider your commitment. Whether you will be working in the office, classroom, or playground, the work is important. Please be prompt and consistent. In those instances where you cannot fulfill your commitment, please let us know.

- **Renewal**- Each volunteer is required to submit a new application and ID with photo at the start of each year.
- **Evacuations and Lockdown Policies-** All volunteers should familiarize themselves with the appropriate evaluation route(s) from their volunteer location. There are evacuation maps posted throughout our buildings. Volunteers should assist their supervising staff member with evacuating students efficiently from the building and accounting for the presence of all assigned students.
- **Lockdown Procedures-** In case of a lockdown/intruder event, volunteers should assist staff members with closing and locking the classroom door, covering windows, and moving students from intruder visibility. If in the hallway, volunteers should quickly usher students into the closest classroom/office for safety.
- **Working in Your Student's Classroom-** As a parent you know that your child may behave differently when you are present than when you are away. While parents are welcomed as volunteers in their child's school, you may be asked to fulfill another volunteer assignment outside of your child's classroom, as this may be a distraction. Your child's education is our primary focus, and we want to minimize any distraction that may hinder the educational process.
- **Personal Possessions-** The school system is not responsible for your personal possessions. Therefore, we encourage you to bring only the necessities you will need while at the school.
- **Tobacco, Alcohol, Drug, and Firearm Free Zone-** Charles City Public Schools is a tobacco, alcohol, drug, and firearm free zone. Employees, volunteers, visitors, and students may not use tobacco or alcohol on school grounds or property. It is the policy of the school division to prohibit the use, possession for consumption, sale or dispensing of illegal drugs and narcotics o its premises. The presence on its premises of any person who is under the influence of illegal drugs or involved in the abuse of alcohol or legal drugs is also prohibited. Furthermore, firearms are not permitted on school grounds at any time.

Tips for volunteers working with students:

- Be a good listener.
- Be cheerful, friendly, and relaxed. Do not worry about making mistakes. Let them see that you learn from mistakes, and they will do the same.
- Let your student know you enjoy what you are doing.
- Treat all students with equity and respect.
- Be a positive role model through your respectful interactions with students and adults.
- Look for ways to genuinely praise students' accomplishments, progress, and hard work. Whenever possible phrase your comments to be specific about a child's accomplishment. "You completed every homework assignment and are prepared for class" gives a student more helpful feedback.
- Recognize that for some students what appears easy may be difficult, give them time to work through the problem… saying "this is easy" may actually make the student feel defeated if indeed they do not find the work "easy". Congratulate them for "working hard to complete the addition problems".
- Be patient, everyone learns at their own pace.
- Remember that your interest and enthusiasm may be one of the most important parts of a student's day.
- In the event of an emergency, stay calm and the students will follow you example.
- Try some of these phrases to encourage students
  - "That shows a great deal of work."
  - "I like the way you explained that."
  - "Good thinking"
  - "Congratulations"
  - "You're on the right track"
  - "That's quite an improvement"
  - "That's a good point."
  - "I appreciate your help."
  - "It looks like you put a lot of work into this."
  - "This paper shows how hard you are working."
  - "You showed a great deal of creativity in painting this."

Charles City County Public Schools thanks you for volunteering your time to our schools. We hope this experience is positive for you. This is exciting and rewarding work, and we are glad you are joining us.

Remember, that schools require that ALL visitors to the school enter through the school office, sign in and wear a badge that identifies you. Please follow this process each time you enter a school even if you are a regular visitor.