

RCPS SCHOOL VOLUNTEER AGREEMENT

The volunteer position is not a right, but rather a privilege that is supported by the Board and administration. Volunteers will be placed in a tier status based on duties and responsibilities and may be asked to complete a criminal background check if the volunteer position requires indirect supervision.

All volunteers are required to:

- Apply to the principal of the affected school either directly or through school personnel administering the affected program. Each volunteer approved must sign the School Volunteer Agreement prior to rendering service to the school or school system.
- Check-in at the front office of the school (during school hours) or with supervising personnel (outside of school hours) before volunteering
- Wear identifying badge
- Understand and demonstrate confidentiality
- Refer to supervising personnel any financial decisions, disciplinary issues, medical needs, emergency situations and guidance with volunteer responsibilities

Tier 1 Volunteer: *Volunteers work with or under the **direct** supervision of the teacher, a director, and/or an administrator and may assist with homeroom parties/celebrations, organize and/or manage activities that support and promote Parent School Associations (PSA), athletic programs and/or extracurricular events.*

Tier 2 Volunteer: *Volunteers work with or under the **general** supervision of the teacher, a director, and/or an administrator and may assist with instruction and tutoring, chaperoning of field trips (school hours), and school fundraising.*

Tier 3 Volunteer: *Volunteers work with or under the general supervision of a classroom teacher, head coach, arts teacher, a director, and/or an administrator and may assist with instruction and tutoring, chaperoning of field trips (overnight trips), and school fundraising.*

Tier 3 volunteers may be **indirectly supervised** while volunteering with students. Therefore, Tier 3 volunteers will be required to pay for and complete a criminal background screening (\$16.95 through BIB - Background Investigation Bureau).

To complete the BIB, perspective volunteers can go to <https://bib.com/SecureVolunteer/RADFORD-CITY-SCHOOLS/>. *The school retains the right, at any time, to accept or deny the applicant access to volunteer opportunities, regardless of the BIB findings and will notify them in writing of the reason.

Additional Volunteer Information:

- Volunteers will not be provided with medical or hospitalization insurance, worker's compensation benefits, nor unemployment insurance. Each volunteer shall be subject to the policies and rules of the school and school system, shall serve under the supervision and direction of the school system employee administering the affected program and the principal of the affected school or his designee.
- Any volunteer's service can be terminated at any time and without prior notice by the volunteer, the school system employee administering the affected program, the principal of the affected school or the superintendent. RADFORD CITY PUBLIC SCHOOLS rcs File: IICB/IICC (Page 2)
- Should a volunteer elect to appeal the decision to terminate his or her service as a volunteer, such appeal will be limited to the level of superintendent and will not be heard by the School Board.
- This regulation is intended for program volunteers. Invited speakers or guests of the school are not required to sign a formal agreement.

I have seen, read, understand and agree to abide by the terms of this agreement. _____ **Volunteer Signature**
_____ Volunteer Printed Name _____ Date

I have seen this Agreement executed by the Volunteer. _____ **Principal Signature**
_____ Principal Printed Name _____ Date

Adopted: March 8, 2016