

## HUMAN RESOURCES

### Criteria for the Selection and the Use of Non-Contract Volunteers

#### I. Selection

All non-contract volunteers who serve the school on a regular basis, identified as 15 or more hours in any given week, must meet the criteria stated below unless exceptions are approved by the appropriate associate superintendent or designee:

1. Complete an online application;
2. Provide two written references from individuals who have direct knowledge of the applicant's job performance and character. One reference must be the most recent supervisor or manager;
3. Provide verification of negative tuberculosis (TB) results reported within the last twelve (12) months prior to the volunteer effective date;
4. Reference verification; and
5. Clear Fingerprint and CPS screenings.

#### II. The Use of Non-Contract Volunteer Coaches

- A. A coach under contract must be present at all times when the non-contract volunteer coach is working with students.
- B. The procedures for the use of non-contract volunteer coaches at the middle school level are outlined in the Middle School Interscholastic Athletic Handbook.
- C. The use of non-contract volunteer coaches to coach high school athletic teams is restricted by Virginia High School League rules and by the conditions and procedures specified in this regulation. Non-contract volunteer coaches may assist school staff coaches during practice sessions only. Non-contract volunteer coaches may not be involved in any aspect of coaching during official games.

#### III Requirements

- A. The principal or designee shall notify the Department of Human Resources of the request to process a non-contract volunteer by using the "Non-Contract Volunteer Request Form" (Attachment A).

- B. The principal or designee shall provide the non-contract volunteer with the “Guidelines for Volunteering in Prince William County Public Schools” (Attachment B), and complete the “Acknowledgement of Receipt of Volunteer Guidelines” (Attachment C).

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2016.

Legal Reference:

Virginia High School League Handbook

NON-CONTRACT VOLUNTEER REQUEST FORM

Principal: \_\_\_\_\_ Location: \_\_\_\_\_

I am requesting approval for the following non-contract volunteer to be processed. The individual meets the criteria for volunteer as stated in Regulation 511.10-1. If approved, the non-contract volunteer will be notified of expected duties and obligations including a statement clarifying that volunteers do not receive pay.

Volunteer Name: \_\_\_\_\_ PID #: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Principal or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward the completed form to the Department of Human Resources.**

## GUIDELINES FOR VOLUNTEERING IN PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

Volunteers in the schools provide additional help and assistance to the school staff in providing services to the students. Each building principal should publish written rules for volunteers to use, and provide appropriate orientation and training.

If the volunteers will serve in the schools on a regular basis (i.e., more than 15 hours per week), they must complete a temporary employment application form and be processed through the Department of Human Resources.

Volunteers who do not serve on a regular basis must always work in the presence of a staff member and/or a regular volunteer.

Volunteers will act within the rules, regulations, and policies of the School Division, which includes refraining from promoting commercial products, religious beliefs, or a political agenda. Additionally, abortion counseling, birthright counseling, distributing contraceptives and distributing pregnancy tests are prohibited. Volunteers should model the kind of speech and dress and overall behavior which students would be expected to emulate. Volunteers will follow the following guidelines:

### A. Confidentiality

Volunteers must understand that information based on contact with students, staff, or others at school is considered confidential and may not be used in conversation at school or outside school. Students and their parents have the right to expect that the student's conduct, classroom performance and achievement, and other characteristics of the student will not be the subject of rumor or gossip. Respect for the confidentiality rights of students and others within the school is essential. Volunteers must also be informed of the limits of confidentiality as described in Regulation 651-2., "Confidentiality of Student Disclosed Information." Volunteers should be cautioned when entering into relationships in which students may disclose sensitive or confidential information. Volunteers may not engage in counseling or other health-related services; such services may only be provided by authorized personnel in accordance with relevant policies and regulations. It should be noted that policy only permits paid employees access to students' grades, test scores, and other information which is considered confidential student information unless the parent/guardian or adult student authorizes the release of such information.

### B. Reporting Requirements

Volunteers must be informed of the legal requirement to report cases of suspected child abuse or neglect to school officials. In addition, they must be informed of the responsibility to report

illegal or improper behavior on the part of the student as well as any information that might indicate that a student or others may be at risk of harm, as described in Regulation 651-2.

Volunteers must also report to school officials any incidents involving property damage or bodily injury as required under Regulation 390-1.

### C. Risk Avoidance

As volunteers work in the schools, they must keep in mind that their intentions may not be perceived accurately by students or others. What children go home and report to parents may not always be an accurate portrayal of events. What is perceived, factual or not, has the potential of causing problems for all involved. A heightened level of awareness can help to avoid potential pitfalls. Awareness can be increased by paying close attention to verbal and nonverbal signals, and by taking a moment to consider the possible unintended consequences of specific actions. Additionally, volunteers must AVOID:

1. Suspicion – Behavior which may arouse suspicion in others can be minimized by increased awareness, considering consequences, and by attention to the remainder of this list.
2. Privacy – Volunteers should not normally meet with individual students or small groups in an empty room with the door closed. Meetings should occur in open areas that are visible to others, especially other adults.
3. Secrecy – Volunteers should not share (give or receive) secrets with students. No school staff members have an unlimited right to confidentiality even though some personnel have specific training which allows them a greater right than others. Volunteers have no such right, and they place themselves in a particularly vulnerable position by engaging in confidential communication.
4. Touching – Physical contact with students is discouraged; however, a common sense approach is the expectation. For instance, coaches may pat a player on the back for a job well-done and place a student's body in a position as part of a coaching demonstration/lesson. Volunteers must be aware that the line between appropriate and inappropriate contact is often unclear and may be subjective, based on the perception of others. Unusual circumstances may require physical contact for self-protection or to carry out a specific request of the administrator/designee.
5. Favoritism – All students should be valued and respected equally. The appearance of favoritism undermines the ability of staff to work effectively with all students and may lead to suspicion of the individual's motives.
6. Outside Contact – Volunteers may not arrange to meet with students outside school without parental permission. This does not apply to a chance meeting in some public place. In such a situation, a friendly greeting and brief conversation

may be appropriate, especially if the parent is present. The school is not responsible for any problems which may arise from outside contact.

These guidelines are designed to protect the volunteers as well as the students, staff, and parents with whom they may work. Volunteers should be assured that their efforts are appreciated and that guidelines are intended to ensure the continued success of volunteer services within the schools. Volunteers should be given a copy of the guidelines, reviewed during the orientation process, to be used for later reference. All volunteers must sign the attached form to acknowledge receipt. This acknowledgement should be retained at the school level.



**Prince William County**  
**PUBLIC SCHOOLS**  
*Providing A World-Class Education*

ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER GUIDELINES

I, \_\_\_\_\_ (print name), acknowledge receipt of the “Guidelines for Volunteers” and understand that I am responsible for complying with these guidelines and with applicable policies and regulations of Prince William County Public Schools. I understand my failure to follow these guidelines may cause me and/or my sponsoring organization (if applicable) to be excluded from volunteering.

Signature: \_\_\_\_\_

Principal or Designee Signature: \_\_\_\_\_

School/Location: \_\_\_\_\_

Date: \_\_\_\_\_

*Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:*

*Associate Superintendent for Human Resources  
Prince William County Public Schools  
P.O. Box 389  
Manassas, VA 20108*

**This acknowledgement should be retained at the school level.**