

# **Guidelines**

## **Individuals Who Volunteer in Hampton City Schools**

To determine if a volunteer is required to obtain a criminal background check or child protective check, see descriptions of Level Zero, Level One and Level Two below.

**Level Zero:** No criminal background or CPS required

Level Zero includes activities where there is no direct contact with students or those which allow for direct contact with students, but NEVER unsupervised access to students, AND the volunteer is providing infrequent services or assistance to the school division so as not to develop a familiarity or rapport with students at any school or program.

Activities: Examples of Level Zero activities include one time activities such as reading on Dr. Seuss' birthday; reading as a member of the Mayor's Book Club; participating in school beautification projects; Field Day attendance.

**Level One:** Child Protective Services check required

Level One includes activities where there is direct contact with students, but a division employee is always supervising so that there is no unsupervised access to children.

Activities: Examples of Level One activities include programs like Watchdogs; a Garden Club working directly with students; organized partnerships such as JBLE and faith and school.

**Level Two:** Child Protective Services check and Criminal Background Check required

Level Two includes many activities undertaken by volunteers, from providing ongoing assistance in the education, training, instruction or recreation of students to accompanying students on field trips, participating in extra-curricular activities and all situations where the volunteer may have unsupervised access to students.

Activities: Examples of Level Two activities include field trips where the adult would have unsupervised access to students; overnight trips; athletic/cheerleading/booster trips; assisting in the library, cafeteria, classroom, lab, or athletic or co-curricular programs.

If it is determined that a volunteer is a Level One or Level Two volunteer, the volunteer must:

1. Complete the appropriate form(s) for a Criminal Background Check and/or CPS check and pay the fee(s);
2. Participate in volunteer orientation under the direction of the Principal or designee;
3. Obtain and wear an identification badge while in the school;
4. Respect the authority of school personnel;
5. Abstain from assuming responsibility of instruction and/or supervision of students;
6. Never assign grades or disciplinary action;
7. Exhibit dependability and always notify the school if unable to complete a scheduled volunteer task.