



WASHINGTON COUNTY VIRGINIA PUBLIC SCHOOLS – CHAPERONE/VOLUNTEER PROCESS

The Washington County School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for students. The involvement of parents, volunteers, and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs.

The following process must be completed to participate as either a chaperone, volunteer coach, or to serve in other volunteer needs for Washington County Virginia Public Schools (classrooms, school events, etc.).

Step 1

- Download and complete the [CHAPERONE – VOLUNTEER – NON-STIPEND/NON-TEACHING COACH EXPECTATIONS/QUALIFICATIONS AGREEMENT](#) – *File GC-R-1* (for chaperoning, volunteer coaching, or volunteer work within the school and/or classroom), checking the box for the area in which you wish to assist.
- Submit the completed form **to the school** in which the individual prefers to chaperone or volunteer. Please submit one form to each school in which you wish to chaperone or volunteer.
- ***This step is an ANNUAL process*** – which involves completing the above-mentioned form each year but NOT the investigation process in Step 2. The investigation findings will not need to be repeated each year as long as you have continued service to the school(s) with a lapse in involvement not being greater than one year.
- If you are charged with a crime during your continued involvement at your chosen school(s), whether as a chaperone or volunteer, you are required to share the information with the Director of Human Resources for potential removal from the chaperone and/or volunteer list.
NOTE: If you are an employee of Washington County Public Schools – do not proceed to Step 2. Complete Expectations/Qualifications Agreement ONLY and give to school administration.

Step 2

- Submit an application through the [Secure Volunteer website](#), operated by Background Investigation Bureau (BIB).
- The cost for the secure volunteer information is \$19.45 for this investigative service.
- Once the application has been submitted to Secure Volunteer and your **Chaperone – Volunteer – Non-Stipend/Non-Teaching Coach Expectations/Qualifications Agreement** has been submitted to the school, your application will be reviewed and approved by the Human Resources Director, at which time your credit card will be charged \$19.45. (If your application is not approved, the credit card will not be charged, and you will be notified.)

Step 3

- Upon completion of the background check by Secure Volunteer, results will be reviewed by the Washington County Public Schools Director of Human Resources.
- If a Barrier Crime has been committed by the prospective chaperone and/or volunteer, the request will be denied and notifications will be sent by BIB to the school system. (Barrier Crimes are listed below.)
- If the application is approved, the school will be notified and the volunteer will receive an I.D. card with approval.

General List of Barrier Crimes

- The physical or sexual molestation or abuse, rape, or neglect of a child, or an equivalent offense, which is founded by a Department of Social Services in this Commonwealth or by a similar agency in any jurisdiction in the United States of America.
- Conviction of a felony; or conviction of moral turpitude.
- Arrested for sexual assault, obscenity, drugs, child abuse, or crime of moral turpitude. (For example, misdemeanor crimes of moral turpitude are limited to those crimes involving lying, cheating, or stealing. This includes making false statements or forgery in any jurisdiction in the United States of America.)

Other

- Other Barrier Crimes may be identified through the process, and if so, we will communicate the information with the prospective chaperone or volunteer.
- In addition, there are crimes that may not be a barrier to chaperoning or volunteering, but may be a barrier to certain chaperoning or volunteering options (i.e., Embezzlement would prevent someone from being a chaperone or volunteer in any capacity where money is involved.)