

<b>FAUQUIER COUNTY PUBLIC SCHOOLS</b>	Policy: 2-3.1
	Adopted: 06/11/12
	Revised:
<b>COMMUNITY INVOLVEMENT IN DECISION-MAKING</b>	

**1. General**

1.1. The School Board recognizes that the community’s resources and experience can be useful to schools. The School Board may involve citizens both as individuals and as groups to act as advisors and resource people. Public input will be carefully considered by the School Board in light of school division goals, current practices, and financial feasibility. However, all final decisions on matters pending rest solely with the School Board.

**2. Community Involvement/Volunteers**

2.1. The School Board recognizes that volunteers and businesses make a valuable contribution to the educational program and that their involvement in the schools increases support of the schools by the community. Parents shall be encouraged to become involved as volunteers in the educational program, subject to appropriate regulations. The principal may appoint parents as volunteers to assist in the schools. The principal will provide orientation, job descriptions, and specific assignments for volunteers.

2.2. Volunteers participating in educational programs and extra-curricular activities do so at the sole discretion of the school principal, division superintendent, and/or the School Board. All volunteers are obligated to adhere to the policies and regulations of the School Board and school administration. However, volunteers’ participation is voluntary only, and nothing regarding their service shall be construed as an employment relationship with the School Board, nor are they entitled to any benefits of employment. At the discretion of the division superintendent, volunteers may be required to submit to criminal background and child abuse and neglect checks as required of Fauquier County Public Schools employees by School Board policy 5-2.4.

**3. Citizen Advisory Committees**

3.1. The School Board intends to involve as many citizens as may be practical in the activities of the schools. The School Board, upon recommendation of the division superintendent, shall from time-to-time appoint such advisory committees of citizens of Fauquier County as it deems necessary or as may be required by law. The School Board shall provide such committees specific instructions regarding their authority, the areas or problems they are to consider and to whom they are to submit reports of their deliberations. Unless extended, citizen committees shall expire upon rendering their reports, the completion of their assignment or at the end of their appointment.

**4. Public Hearings**

4.1. The School Board will conduct public hearings as required by law and, from time to time, may conduct public hearings when there is an issue about which citizens have expressed concern. The time, place, and date of the hearing(s) will be announced in advance consistent with all applicable law. Public hearings shall be conducted in accordance with the School Board’s bylaws and shall be presided over by the School Board chairman.

**5. Parental Involvement**

5.1. The School Board encourages parental involvement in the school division and in the individual schools, including but not limited to the following activities: parenting; communicating; recruiting and organizing parent help and support; learning at home; and representing other parents. The division superintendent may develop regulations and/or guidelines to encourage parental involvement in the school division, in the schools and in students’ educational programs.

**6. Partnerships**

6.1. The School Board encourages business, industry, educational and community agency partnerships in the individual schools and throughout the school division to assist the school division in providing an effective education for all students.

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**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 2.2-3600 through 2.2-3605, 22.1-86, 22.1-89.4, 22.1-253.13:1 through 22.1-253.13:9.

**ACCOMPANYING REGULATION/FORM**

REGULATION 2-3.1(A)  
FORM 2-3.1(A) F1

GUIDELINES FOR VOLUNTEERS  
VOLUNTEER REGISTRATION FORM

*Regulation and Form Follow*

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**REGULATION 2-3.1(A) GUIDELINES FOR VOLUNTEERS**

**1. General**

- 1.1. The division superintendent, in conjunction with school administrators and human resources, will annually review and revise, as necessary, the Guidelines for School Volunteers.
- 1.2. Each school will maintain a building-level volunteer program for parents and community members who are interested in volunteering.
- 1.3. Parents and community members will be encouraged to participate in this program for the purpose of assisting and enhancing the educational experience for all public school students.
- 1.4. Prior to service as a school volunteer, all candidates will be provided training to familiarize them with the procedures governing their service.
- 1.5. All volunteers will be provided a copy of the Guidelines for School Volunteers, and the code of ethics requirements for volunteers will be explained.

**2. Responsibilities**

- 2.1. The administration of the schools and the administration of the instructional programs are the responsibility of school division employees, and the responsibility cannot be delegated.
- 2.2. Volunteers work under the direction of the administration and school staff who retain the responsibility for the instruction and supervision of students in their charge.

**3. Registering to be a Volunteer**

- 3.1. Persons who wish to volunteer in the schools need to complete a Volunteer Registration Form.
  - 3.1.1. The Volunteer Registration Form is available in each school office.
  - 3.1.2. A form must be submitted at each school in which the person would like to volunteer.
  - 3.1.3. Volunteers will need to complete a new Volunteer Registration Form each year for which he/she wishes to volunteer.
  - 3.1.4. When a form is returned to a school location, the school will verify the volunteer’s identification, provide the volunteer with a copy of the Code of Ethics for Volunteers, and submit the form to the human resources department.
  - 3.1.5. When a form is received by the human resources department, the applicant’s information will be checked against the Virginia State Police’s Sex Offender Registry.
    - 3.1.5.1. If the check is clear, the form is initialed by the human resources department and returned to the school for filing.
    - 3.1.5.2. If the check is not clear, the director of human resources, in consultation with the division superintendent, will determine if the applicant can volunteer and appropriate communication will be made to the principal of the school involved.

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3.1.5.3. Volunteers must be cleared before they are able to begin their duties.

3.1.6. For volunteers who will be under the direct control of a staff member during the school day, the Volunteer Registration Form is all that is required to volunteer.

3.1.7. For volunteers who will not be under the direct control of a staff member (e.g. chaperoning on an overnight field trip, volunteer coaching), the volunteer must also undergo a more comprehensive background check.

3.1.7.1. Volunteers in this case must go to the human resources department to be fingerprinted and complete a Child Protective Services Central Registry Check Form.

3.1.7.2. Volunteers who fall under this requirement are responsible for paying the cost of the background check.

3.1.7.3. The results of the background checks for volunteers which fall under this requirement will be communicated to the individual school via return of the Volunteer Registration Form marked appropriately.

3.1.7.4. Volunteers must be cleared before they are able to begin their duties.

#### **4. Volunteer Procedures**

4.1. Volunteers are required to report to the school office to sign in and out.

4.2. Volunteers are required to wear identification badges provided by the school while participating in volunteer activities.

4.3. Volunteers are required to work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.

4.4. Volunteers are expected to work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.

4.5. Volunteers are expected to communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activities.

4.6. Volunteers must adhere to the Fauquier County Public Schools Volunteer Code of Ethics.

#### **5. Volunteer Code Of Ethics**

5.1. Dependability—a volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

5.2. Respect for Authority—a volunteer shall respect the authority of school administration.

5.3. Confidentiality—A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

5.4. Impartiality—a volunteer shall favor no one side or party more than another in all school situations.

5.5. Objectivity—a volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

5.6. Appearance—a volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.