



AM I A VISITOR OR VOLUNTEER?

VISITORS ARE WELCOME

Visitors are welcome to observe and learn about our school programs. Our paramount concern is to maintain the integrity of instructional time in a safe and orderly learning environment. To visit during the school day or during any scheduled activity (e.g. field trip), **contact the teacher or principal ahead of time** to arrange a day and time for such a visit to avoid any conflicts with the school schedule.

Visitors are subject to Policy 5020 “Visitors to the Schools,” as well as Policy 5020 “Collections and Solicitations,” and Policy 5022, “Registered Sex Offenders.”

All visitors must sign in at the administrative office immediately upon entering the school building, to obtain permission to be in the school building, as well as identification for being in the school as a visitor. Visitors are not to be assigned any tasks while visiting the school. Anyone wishing to assist the school, principal, teacher, or other parent/student organization should consider applying to volunteer.

WHO MAY SERVE AS A SCHOOL VOLUNTEER?

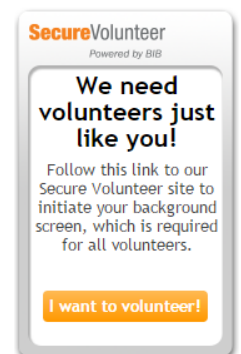
School volunteers may be parents, community members, or senior citizens. Volunteers may fill a variety of roles in schools, with assignments ranging from one time only to monthly, weekly or daily commitments. They may provide tutorial help, monitor lunchrooms, staff libraries and supervise playgrounds. Volunteers may assist the classroom teacher and the clerical staff. They may answer telephones, type or file. They might share a special skill, occupation, or talent with the students.

GETTING STARTED

All volunteers **MUST** have an [application](#) on file and be approved by the school principal. Visit www.tcsnc.org and click on the button shown here to start your application and the background check process.

QUALIFICATIONS

- Availability, dependability, reliability, friendliness and flexibility.
- Awareness of and willingness to follow all school district or state mandated criteria.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Maintain strict confidentiality regarding students and school personnel.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions while working with students.



Background Checks

Transylvania County Schools will perform a background check for all applicants to volunteer in our schools. Visitors are not required to submit to background checks, but will sign in as required at each school.

Level I Volunteers

- Do not volunteer more than one time per week.
- Do not have unsupervised contact with students.
- Level I Volunteers may help with PTO/PTA fundraising activities, testing proctors, athletic concession sales, school carnivals and fairs, field trip chaperones, (does not include overnight field trips) and beautification projects.

Level II Volunteers

- Volunteer more than one time per week.
- Have unsupervised contact with students.
- Must have a clear background check.
- Level II Volunteers may work in the classroom, serve as reading buddies, extracurricular coaches, after hours tutors and overnight field trip chaperones.
- **Must complete volunteer training/orientation according to requirements by school.**

VISIT OUR DISTRICT WEBSITE TO APPLY:

www.tcsnc.org/volunteer

Applicants will complete a disclosure form authorizing a background check during the application process. Visit our [Board Policy Manual](#) page to learn more about the Board of Education Policy 5015 regarding “School Volunteers.”

Applicants are required to submit to this background check to participate as either Level I or Level II Volunteers in Transylvania County Schools. For more information, visit any of our schools or contact the district Community Relations office at 828-884-6173, email: info@tcsnc.org.

