



## Am I a Visitor or a Volunteer?

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### VISITORS ARE WELCOME

Visitors are welcome to observe and learn about the educational programs at each school, subject to reasonable rules developed by school administrators. 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, **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 5220, "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 parent/student organization should consider applying to volunteer.

### WHO MAY SERVE AS A SCHOOL VOLUNTEER?

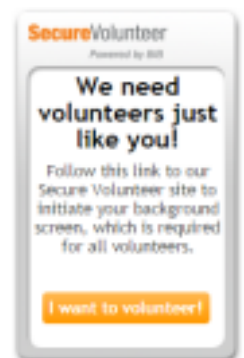
School volunteers may be parents or community members. Volunteers may fill various roles in schools, with assignments ranging from one time only to monthly, weekly, or daily commitments. Roles they may fill include providing tutorial help, monitor lunchrooms, assisting the classroom teacher, or supervising playgrounds.

### GETTING STARTED

All volunteers **MUST** have an [application](#) on file and be approved by the school principal.

### 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.





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### Background Checks

Transylvania County Schools will perform a background check for all applicants to volunteer in our schools. Visitors are not required to submit 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 and serve as reading buddies, extracurricular coaches, after-hours tutors, and overnight field trip chaperones.

### VISIT OUR DISTRICT WEBSITE TO APPLY:

[www.tcsnc.org/volunteer](http://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 828-885-7379 or email: [info@tcsnc.org](mailto:info@tcsnc.org).