

Internal Guidelines for RRCA Volunteers, Chaperones and Drivers

RRCA Policy regarding Driving RRCA will not allow parent drivers if they have had driving violations in the last 10 years. (Including by not limited to: DUI, violations of reckless driving, substance abuse or possession while operating a motor vehicle)

RRCA will not allow volunteers to be in a supervisory role or chaperone of students if they have had assault, possession of drugs or illegal substances, violations within the last 10 years. The list above is not intended to be exclusive and other violations may carry the same 10 year waiting period.

RRCA will not allow volunteers to be in contact with children other than their own, if they have had any violations including but not limited to indecency with a child, public exposure or sexual assault. The list above is not intended to be exclusive and other violations may carry the same restriction.

After a volunteer fills out the appropriate paperwork, each individual will receive an email that will outline what activities they are approved to participate in.

Sample Letter:

Thank you for submitting your paperwork for participation as a volunteer in some capacity with Round Rock Christian Academy.

Based on the paperwork you have provided, below you will find a list of activities and your permission level.

Yes	No	Paperwork Received
Yes		Volunteer Application
Yes		Background Check
	No	Volunteer Driver form with Driving Record

Yes	No	Activity
Yes		Lunchroom/Classroom/Chapel visitor
Yes		Volunteer at school events on campus
Yes		Provide volunteer lunch coverage for a teacher
		Volunteer as a Watchdog DAD
Yes		Chaperone field trips
		Drive a school vehicle
		Drive a personal vehicle with students other than your own
		Chaperone overnight trips

If you submit additional paperwork, additional permissions may be added. The forms can be found on the website here: <https://www.rrca-tx.org/news-events/parent-resources-and-forms/>

If you have any questions, feel free to contact:

Paula Headley paulaheadley@rrca-tx.org