



NEW HANOVER COUNTY SCHOOLS

Volunteer Orientation

—

SANDRA SARMIENTO
COMMUNITY & OUTREACH

Our values

**The mission of New Hanover County Schools,
in collaboration with our parents and the community,
is to strive to provide children with an opportunity
for a superior education in a safe and positive learning
environment where they are prepared with the
skills to succeed.**



Volunteers are our *partners* in education

THEY TAKE AN ACTIVE ROLE

Every day, family and community member volunteers bring enthusiasm and skill into our schools while assisting staff, teachers and students.

WE COULDN'T ACHIEVE OUR MISSION WITHOUT THEM

Thousands of people unite each year to give the precious gift of their time to ensure our students get a great education.

**Why
volunteer?**



Because YOU make a difference!

LEVEL I VOLUNTEERS

HOW IT WORKS

Level I volunteers are parents, family, or community members volunteering while *continually* supervised by school personnel during the school day.

No background check required

Sign in/out at volunteer check-in computer at school



EXAMPLES

- Classroom Helper
- Clerical Helper
- Library or Media Center Helper
- Cafeteria Helper

All volunteers must be 18 years old.

LEVEL II VOLUNTEERS

HOW IT WORKS

Level II volunteers are parents, family, or community members working with students in an unsupervised setting or who travel with students on an overnight field trip.

Background check required

Complete online application and pay \$20.00 fee. Once approved, the volunteer will continue to be monitored in N.C. for three years.



All volunteers must be 18 years old.

EXAMPLES

- Tutors providing one-on-one remediation with students.
- Field Trip Chaperones - [Refer to Field Trip Policies](#)

NHCS employees, UNCW staff and student interns, SRO's, and active local and state law enforcement officers are exempt from background checks. The Superintendent or designee may exempt additional groups.

Confidentiality

Any information, data, or behaviors observed by the school volunteer is confidential.

Information observed while visiting the school shall not be discussed with anyone outside the school setting. Information shall not even be shared without use of the student's name because it is possible that the information could still be linked to the student.

Sensitive Data

Volunteers shall not work with confidential data. Personnel and student files shall not be in the file cabinet/file rooms that are accessible to volunteers.

Volunteers may work with student directory information as defined in Policy 8700 Student Educational Record.



Volunteer Training:

How we'll help you prepare.

ANNUAL ORIENTATION

Orientation/Training will take place at the beginning of each school year and as needed to review policies and procedures on safety, sexual harassment, child abuse, discrimination, security, internet and software use, etc. Every volunteer is required to receive training in person or virtual on a yearly basis. Volunteers are only required to participate in one orientation even if they will be volunteering at multiple schools.

SITE-SPECIFIC TRAINING

Information will be provided to volunteers about school goals, programs and practices related to their specific responsibilities.



Standard Operating Procedures:

What we expect from you

- Be prompt, dependable, and professional. If you're unable to attend a scheduled volunteer shift, notify the volunteer coordinator at your school or program.
- Wear a visible school ID badge at all times.
- Sign in and out of each school site when arriving and departing.
- Use appropriate language.
- Discuss age-appropriate topics.
- Refrain from disciplining students (behaviors needing discipline shall be directed to the appropriate teacher or administrator).



Standard Operating Procedures (continued)

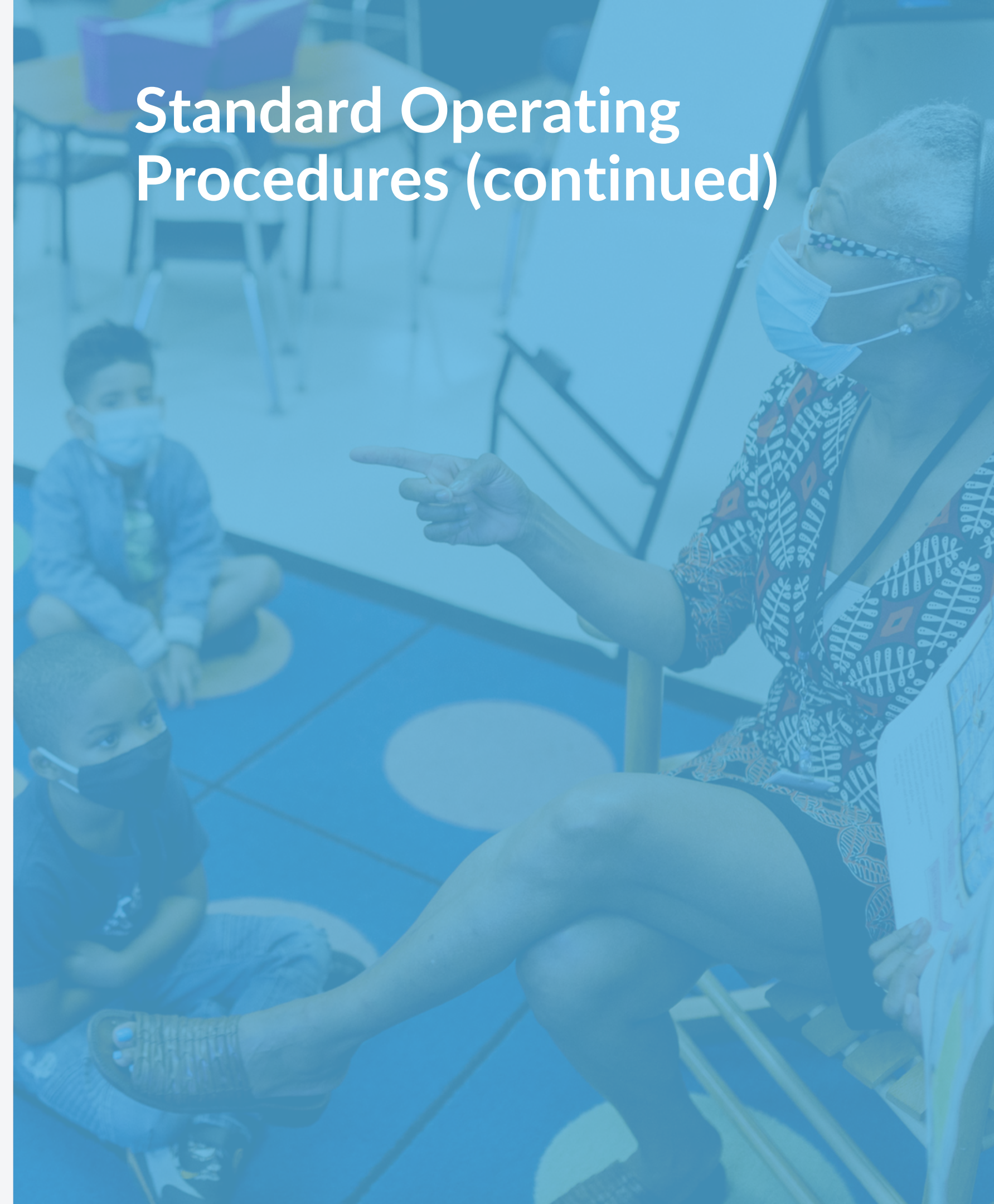
- Follow the student and employee relationship policy for appropriate interaction with students.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
- Follow the employee/volunteer dress code policy.
- Immediately communicate safety concerns with someone in authority.
- Follow the same code of ethics and standards of conduct as school employees.
- Follow all other applicable policies and school rules.

CLASSROOM ASSIGNMENTS

Classroom assignments be approved in advance by the Principal/Program Director, who will determine:

- The appropriateness of volunteers to the curriculum/classroom/program needs
- The skill and experience requirements for the volunteers;
- The ideal or maximum number of volunteers to be utilized; and
- Volunteers assigned to classrooms are to be under the direction of the classroom teacher unless directed otherwise by the Principal/Program Director.

Standard Operating Procedures (continued)



ACCIDENTS/INJURIES

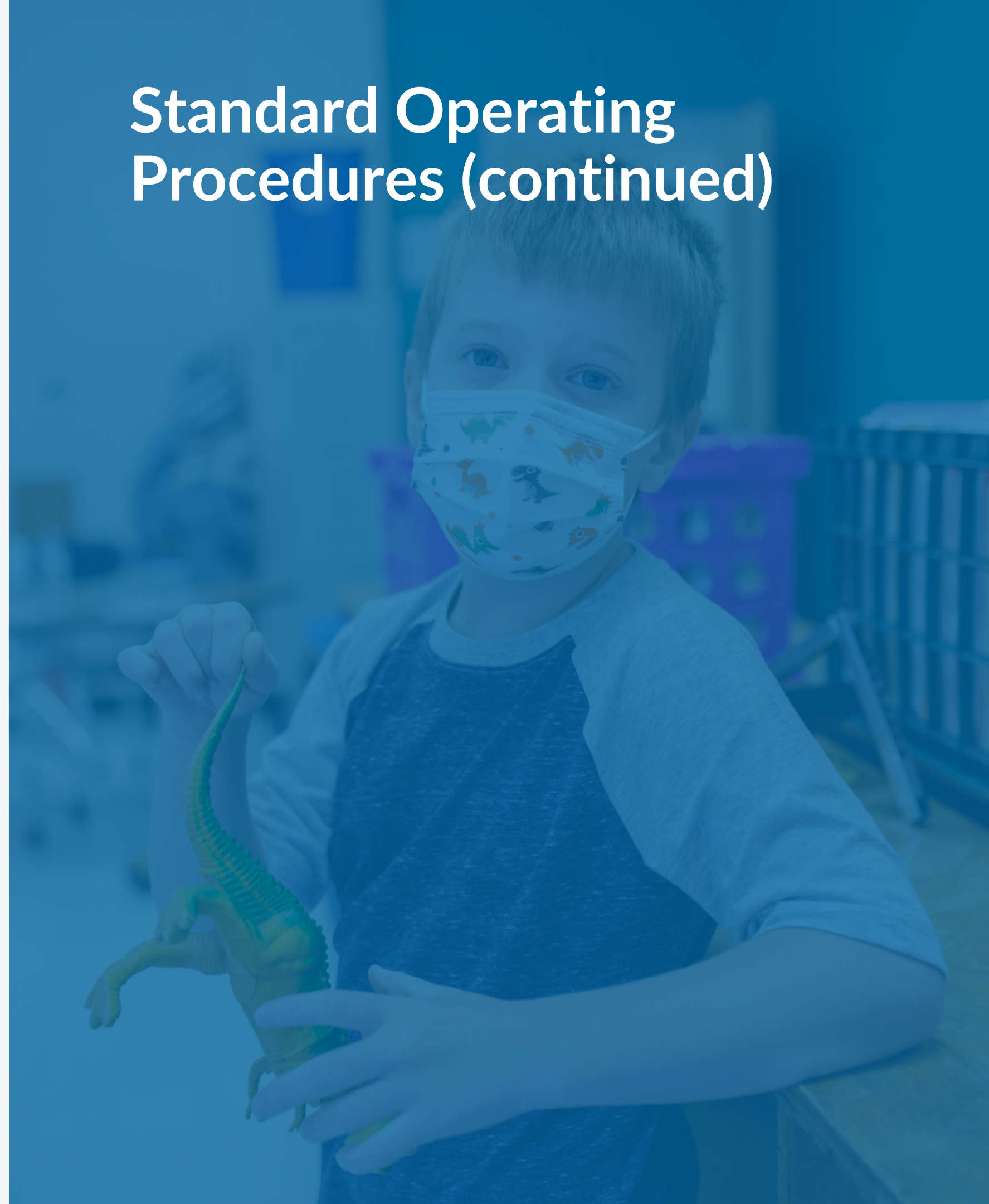
If a volunteer is injured, the volunteer must notify the office and administration immediately. The site administrator will complete an Accident and Injury report and send it to the Division of Operations.

SAFETY

Supervising staff will provide safety, fire and emergency procedures to volunteers and provide adequate supervision to ensure safe work practices.

Volunteers should follow all safety procedures and policies. Volunteers may not administer first aid, except in an emergency.

Standard Operating Procedures (continued)



NHCS Board Policies to Review

- [Policy 3320: School Trips](#)
- [Policy 3226/4205: Internet Safety](#)
- [Policy 4329/7311: Bullying and Harassing Behavior Prohibited](#)
- [Policy 5215: Political Activities on School Property](#)
- [Policy 6082: Employee Code of Ethics and Standards of Conduct](#)
- [Policy 6133: Conditions of Employment – Background Checks](#)
- [Policy 6430 Drug Free Workplace](#)
- [Policy 6434: Use of Tobacco Prohibited by Adults](#)
- [Policy 6435: Employee Dress Code](#)
- [Policy 4240/7312: Child Abuse, Neglect and Related Threats to Child Safety](#)
- [Policy 6441: Reporting Crimes, Acts of Violence and Child Abuse/Neglect](#)
- [Policy 6442: Student and Employee Relationships](#)
- [Policy 1740/4020/72/30: Discrimination and Harassment Prohibited by Federal Law](#)
- [Policy 8700: Student Educational Records](#)
- [Policy 5015: School Volunteers](#)
- [Policy 9023: Volunteer Dress Code](#)
- [Policy 9410: Soliciting and Advertising](#)
- [Policy 9415: Distribution of Non-School Material to Students](#)

Title IX

Title IX of the Education Amendments of 1972 is a federal law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. The U.S. Department of Education gives grants of financial assistance to K-12 school districts (including NHCS), which makes Title IX apply to NHCS.

Examples of the types of discrimination that are covered under Title IX include: Sex-based Harassment (including Sexual Harassment, Sexual Violence and Gender-based Harassment), Sexual Orientation and Gender Identity, Pregnant or Parenting Students, Athletic Opportunities and Benefits, and Retaliation.

NHCS encourages all volunteers to report matters of discrimination falling under Title IX to NHCS' Title IX Coordinator.

Nondiscrimination Policy

The Board's Nondiscrimination policy applies to students and their parents or legal guardians, employees, and applicants for admission or employment based on sex.

Policy 1720/4030/7235 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process

The New Hanover County School Board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations.

The contact information for the Title IX coordinator is:

- Office Address: 6410 Carolina Beach Road, Wilmington, NC 28412 Email Address: titleix@nhcs.net
- Phone Number: (910) 254-4200

The contact information for the Office of Civil Rights with jurisdiction over North Carolina is:

- 4000 Maryland Ave, SW Washington, DC 20202-1475
- Telephone: 202-453-6020 TDD: 800-877-8339
- Fax: 202-453-6021
- Email: OCR.DC.ed.gov

INSTRUCTIONS

- Review the [NHCS Volunteer Handbook](#)
- Submit the Volunteer Form to your school's Volunteer Coordinator
 - In-person or by email
 - The Volunteer Application Form can be found at the end of the Volunteer Handbook or by [clicking here](#).
- Take the Volunteer Orientation Assessment by clicking on the link located on the last slide or attend an Orientation in person at a school.
 - You must score an 80% or higher.

Become a Level I & II Volunteer



Additional Requirement for Level II Volunteer



BACKGROUND CHECK INSTRUCTIONS

- Copy the link below in your browser - <https://www.nhcs.net/community/volunteer-programs-portal>
- Complete the application and make a payment of \$20 online.
- You will receive an email confirmation.
- Forward the email you receive to the Volunteer Coordinator at your school/program. If you wish to volunteer at more than 1 school email all Volunteer Coordinators at each school.
- Background checks are valid for 3 years.



Thank you!

WE APPRECIATE YOU AND WE LOOK FORWARD TO
WELCOMING YOU INTO OUR SCHOOLS!

[Volunteer Orientation Assessment Link](#)