



Engage, equip, empower!

**DAVIE COUNTY SCHOOLS
VOLUNTEER HANDBOOK**

WELCOME

Dear Volunteers:

On behalf of Davie County Schools, thank you for your interest in volunteering. We appreciate parents, friends, and community members like YOU who care about our students. Your dedication is invaluable.

If you ever have a problem, question or concern, please contact a school administrator directly. If he/she cannot assist you, please contact me.

Again, thank you for all that you do to support the students and staff of Davie County Schools!

MISSION

Engage, equip and empower.

VISION

Davie County Schools will be a safe, innovative learning environment where each individual is valued, respected, and challenged. An engaging staff and community will ensure students learn, grow, create, and discover their talents through experiences that prepare them for success.

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Davie County Schools does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age in its activities and programs, including employment policies and practices.

POLICY 5015 – SCHOOL VOLUNTEERS

The Board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children.

The superintendent or designee shall provide for parents to be notified of their right to take four hours of paid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3.

The Board encourages school administrators to develop and maintain a strong volunteer program that provides varied opportunities for parents and members of the community to be active partners in support of the instructional program and school climate. The Board encourages schools to be sensitive to a parent's limitation of time and distance from a school which may restrict some parents from volunteer work and to use innovative strategies that support families and their involvement in school-related activities. For example, activities may be developed that allow at-home participation.

A. VOLUNTEER LEVELS AND BACKGROUND CHECKS

All volunteers will complete an application, which can be found on-line or at a school. Volunteers will apply as Level 0, 1 or 2. Criminal background checks shall be required of all volunteers working individually with students under limited or no supervision by other staff (Level 2 activities) in programs that are sponsored or co-sponsored by Davie County Schools, that receive funding from the school system, or that collaborate with the school system.

1. Level 0: Volunteer activity does not include direct contact with or supervision of students. These activities include, but may not be limited to, at-home support volunteers, PTA/O/etc. fund raising activities, outdoor projects such as landscaping, athletics concession sales, school fairs, proctors. Level 0 volunteers do not require formal screening or training.
2. Level 1: Volunteer activity includes direct contact with and controlled access to students under the supervision of the professional staff. These activities include, but may not be limited to, clerical volunteer, lunch buddies, and student interns. Level 1 screening includes, but may not be limited to, review of the National sex offender registry.
3. Level 2: Volunteer activity includes direct contact with and supervision of students for extended periods of time without direct supervision of the professional staff. These activities include, but may not be limited to, reading buddies, instructional volunteers, school office clerical assistants, after-hours remediation/tutoring, after-school one-on-one mentoring, school chaperones, volunteer athletics coaches, health room assistants, and student teachers. Level 2 screening includes, but may not be limited to, review of the National sex offender registry and criminal background check. Appropriate training is required.

Current Davie County Schools' employees are eligible to volunteer in Davie County Schools. Each employee must complete a volunteer application. Volunteers through the Big Brothers Big Sisters program go through an extensive background screening. These volunteers are therefore

exempt from the Davie County Schools' volunteer screening process, but must complete a volunteer application.

Volunteers shall notify the assistant superintendent for human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the assistant superintendent for human resources no later than the next scheduled business day following the arrest, charge or conviction, unless the volunteer is hospitalized or incarcerated, in which case the volunteer must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the volunteer must report the disposition and pertinent facts in writing to the assistant superintendent for human resources no later than the next business day following adjudication. Failure by a volunteer to provide timely notice as described above may lead to the volunteer being barred from volunteering at all levels.

B. DENIED PARTICIPATION

Volunteers, whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in Level 2 activities. Conditions for rejecting a volunteer's participation in Level 2 activities may include, but may not be limited to, the following:

1. Conviction of or Plea of No Contest to any felony.
2. Conviction of or Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment.
3. More than one DWI.
4. A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.

If Davie County Schools learns that an individual is a registered sex offender, this individual will be barred from volunteering at all levels. The registered sex offender list may be found at: <http://www.nsopw.gov>.

A volunteer who is deemed to be a threat to the security of a school can be barred from the campus by school administration, even if the volunteer has a clear criminal background check.

Prior to denial of participation in Level 2 activities, a volunteer applicant will be notified of the tentative decision to deny access or clearance and the reasons therefore. The applicant shall be given 10 days to contact the Assistant Superintendent of Human Resources to provide any corrections to the information used to make the determination or to provide extenuating data.

C. VOLUNTEER SIGN IN

All volunteers shall sign in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.

D. VOLUNTEERS HOURS

Schools shall keep a record of the number of volunteers and volunteer hours assisting the school each year and report these figures to the Public Information Office mid-year and year-end.

E. TRAINING

Schools shall hold a volunteer orientation each school year. Appropriate training for tutoring and mentoring or other volunteer activities that require special skills is required.

Volunteers should understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a particular school.

F. CONFIDENTIALITY

Volunteers are to be held to professional standards for maintaining the confidentiality of student records. The Principal or his/her designee will advise volunteers on the issues and importance of confidentiality of student information. Volunteers shall not be granted access to a student's education record other than directory information.

G. DRIVING

There are no instances where volunteers drive students in their personal vehicles.

H. GENERAL LIABILITY INSURANCE

The Board of Education maintains comprehensive general liability insurance which covers the Board, system employees, and school volunteers for liability incurred in the performance of their assigned duties.

Legal References: G.S. 115C-36, -47, -203 to -209.1

Cross References: Parental Involvement (policy 1310/4002), Participation in Research Projects (policy 5230)

Adopted: July 31, 2008

Revised: June 7, 2010

POLICY 5020 – VISITORS TO THE SCHOOLS

The board encourages the community and parents to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools:

1. visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators;
2. visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in board policy 5030, Community Use of Facilities; and
3. visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school board policies including policy 5025, Prohibition of Alcoholic Beverages; policy 5026, Smoking and Tobacco Products; and policy 5027, Weapons and Explosives Prohibited.
3. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.

C. ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS

To minimize disruption to student learning and school operations, the board established the following additional requirements for visits by probation officers during the school day:

1. Probation officers may not visit students on school property during school hours unless the visit is conducted through the Division of Community Corrections' School Partnership Program.
2. Visits by probation officers must be authorized in advance by the school principal or designee or be the result of a request for assistance by a guidance counselor or school resource officer. The principal or designee at each school shall coordinate with probation officers to plan and schedule visits to occur at times least disruptive to the student's academic schedule and to school operations.
3. To protect the privacy of students, the principal or designee shall designate a private area for probation officers to meet with students away from contact with the general student population. Initial contact with the student will be made by a designated school employee, who shall direct the student to the private area to meet with the probation officer.
4. Probation officers may not initiate direct contact with any student while the student is in class or between classes.
5. All visits must be conducted in accordance with this policy and any additional guidelines developed by the superintendent or designee.

D. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is in a school without having received permission or the individual exhibits unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal or the school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy 5022, Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer.

Students shall be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has the authority to:

1. order the individual to leave school property;
2. notify law enforcement; or
3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come on school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, -159.13, -208.18; 115C-523, -524, -526

Cross References: Registered Sex Offenders (policy 5022), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Community Use of Facilities (policy 5030), Weapons and Explosives Prohibited (policy 5027/7275)

Adopted: July 31, 2008

Revised: August 19, 2009; March 5, 2013

THINGS VOLUNTEERS CAN DO

- Tutor students: All ages, all grades. Reading, Writing, Math
- Assist with class projects (ex: art, science projects)
- Assist with class field trips
- Help with special events (ex: Fall Festivals, Science Fair, Math Night)
- Help with “at home” projects (see individual teachers for ideas)
- School Beautification
- Join the School PTO/PTA
- Be a Lunch Buddy
- Help with Kids Voting
- Be a guest speaker in your child’s classroom
- Help with Field Days
- Be a Reading Buddy
- Help with clerical work (bulletin boards, etc.)
- Assist with classroom parties & celebrations (ex: quarterly Honor Roll)
- Volunteer at sporting events
- Help with school plays/musicals (set design, costumes, music, etc.)

The possibilities are ENDLESS.

VOLUNTEER INTEREST

Please complete the interest form and return it to the school you are interested in volunteering at in the Davie County Schools system. We appreciate your time and dedication to Davie County Schools!

Areas of Help Needed:

- Office/Media Volunteer
- Special Activities (Field Day, Field Trips, Parties, Book Fairs, Festivals, etc.)
- Refreshments for Special Activities
- Classroom Projects
- Classroom Volunteer
- Mentor Program
- Reading Program
- Reading to Students
- JROTC Boosters
- Athletic Boosters
- Band Boosters
- Home Volunteer
- Parent/Teacher Organizations
- Beautification

VOLUNTEER BACKGROUND CHECKS

All volunteers will complete an application using the App-Garden Volunteer Tracker system. Starting with the 2013-2014 school year and once you have completed the application process, you will be in our system and will only need to log your volunteer hours and update your information as needed. The App-Garden Volunteer Tracker can be found at:

<https://appgarden2.app-garden.com/VolTrackNC300.nsf>

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LEARNING ABOUT THE SCHOOL

It is important to recognize and appreciate that each school has policies in place that are designed to meet the needs of its school. The policies are often similar from school to school (no smoking—we are a tobacco free school system), yet there are some differences. For example, one school might have a student and/or staff dress code while another does not. You are encouraged to talk with the principal or another employee to learn more about their school policies.

Some questions you might want to ask are:

- What is start time and end time for students? For staff? This will allow you to plan your volunteer time around these busy start & ending times.
- Where and how do I sign in every time I volunteer?
- Do I need to wear an ID badge?
- What is the dress code? Am I expected to follow it?
- Can I participate in special events? (attending a school play or concert during school hours)
- Do I need to pay for field trips if I am a volunteer/chaperone?
- Am I invited to go into the teacher's lounge area?
- Am I invited to use cafeteria facilities?
- Can I use my cell phone while in the building?
- What do I do if there is a lockdown or fire drill?
- What do I do if I witness inappropriate behavior of a student? Of a staff member?

These are just a few ideas. Please brainstorm your own list of questions. It is both your right and responsibility to know the school policies and safety rules and adhere to them when you are volunteering.

EMERGENCY SITUATIONS

Every school should have a plan in place for the following emergency situations:

- Fire Drills
- Lockdowns
- Tornado Drills
- Shelter in Place (was Code Yellow)
- Lockdown (was Code Red)

Please review the School Handbook and/or talk with your Volunteer Coordinator or an Administrator so that you are educated and informed on how to handle any of the situations listed above.

VOLUNTEER CODE OF ETHICS

A successful volunteer program must have specific guidelines. They are as follows:

- ❑ Volunteers work under the direction and supervision of a teacher or other members of the school staff.
- ❑ Volunteers should dress appropriately.
- ❑ Volunteers should be friendly, pleasant, and flexible.
- ❑ Volunteers accept the fact that all children learn differently and at different rates.
- ❑ Volunteers should regard all information concerning children, teacher and school as confidential.
- ❑ Volunteers should not discuss student information with anyone outside of the school.
- ❑ Volunteers should refrain from discussing religious or political views with students.
- ❑ Volunteers should understand and follow the rules and philosophy of the school system.

Maintaining confidentiality is a crucial part of your job as a volunteer for the Davie County Schools system. Volunteers will complete a statement of confidentiality, agreeing to abide by the rules as stated here, as part of the Volunteer Application process and before volunteering for Davie County Schools.

VOLUNTEER SIGN IN

Volunteers are asked to track their volunteer hours by signing in and out using the App-Garden Volunteer Tracker, which can be found at:

<https://appgarden2.app-garden.com/VolTrackNC300.nsf>

NOTES

CONTACTS

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