



VOLUNTEERS IN SCHOOLS

The Vance County Board of Education (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 shall provide for parents to be notified of their right to take four hours of unpaid 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 implement plans and procedures for utilizing school volunteers. The superintendent and designees are responsible for implementing and supervising school volunteer programs. School volunteer programs must provide the following:

1. adequate screening of volunteers based upon the amount of contact they will have with students;
2. the requirement that volunteers comply with policy [5020](#), Visitors to the Schools;
3. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
4. adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies (including policy [4040/7310](#), Staff-Student Relations), administrative procedures, and school rules.

All school volunteers are expected to be professional and dependable in their volunteer activities.

Adopted: May 8, 2017; Replaces: Board policy KO, School Volunteers

Revised: January 13, 2020

Vance County Schools

School Volunteer Policy Procedures:

1. New volunteers will be asked to sign a volunteer code of ethics at the beginning of each school year.
2. Background checks will be done on volunteers.
3. The Communication & Marketing Office will work closely with the local Chamber of Commerce in recruiting and identifying business partners and/or volunteers for schools, as well as work with the local churches and organizations in recruiting and identifying school volunteers.
4. Each school is expected to maintain an organized volunteer plan.
5. Each school shall require that all volunteers sign in at the main school office when arriving on campus.
6. Each volunteer shall state where they will be volunteering during their visit in the school.
7. Each volunteer shall wear an identification tag while volunteering in a school.
8. Each volunteer shall sign out at the main school office when departing the campus.
9. Special training for tutoring and mentoring or other volunteer activities that require special skills may be required.
10. Each volunteer should understand the expectations of the school program, the issue of confidentiality and any special procedures required by a particular school.
11. School volunteers may help in each of our schools in a variety of ways including, but not limited to: mentoring students; tutoring students; serving as field trip chaperones; serving as parent organization officers and/or members; serving as classroom helpers; serving as school office helpers; helping with school fund-raising efforts; helping with school landscaping; helping with school clean-up efforts; helping with teacher appreciation events; school improvement team members; testing proctors; band boosters; athletic boosters; volunteer coaches; and school business partners or contacts.

Volunteer Program Questions:

What are the goals of the Volunteer Program?

The goals of a volunteer program are to improve and expand upon the educational experiences provided for all students. Through a volunteer program students can get the additional support, attention and assistance that many young people need to succeed in school. A whole array of resources will become available to the school via the skills, talents and interests of volunteers. The volunteer program will enhance and broaden the rapport between the school and the parents and community members served by the school. Finally, the volunteer program will assist school personnel allowing educators to focus their time and talents on direct instructional activities.

What are activities volunteers should not participate in?

Despite the background and abilities of volunteers some activities should be left to classroom teachers and other staff members. Volunteers should not be put in the position of direct instructional responsibility, formal evaluation of student progress, handling confidential material, determining group or individual instructional needs, holding conferences with parents or similar activities.

What qualifications are needed to be an effective volunteer?

First and foremost, a potential volunteer should have a sincere desire to help others. In the school situation, it also is helpful and preferable that the individual enjoys working with and among young people! Beyond that a good volunteer program should be able to find a suitable position for any individual who wishes to serve regardless of the interests, experiences or background of the volunteers. If training is needed, the program should provide it. All skills are welcomed skills.

What if a volunteer is not happy with an assigned role?

It serves no purpose to the school or the individual to have a volunteer remain in a role in which he or she is not satisfied. Flexibility should be built into the plan for placement of volunteers. Volunteers should be able to request a change in assignments in which he or she is more comfortable. Likewise, staff members may request to change the parameters of their volunteer activity or the personnel assigned to them.

Can schools use volunteers who cannot serve in the building?

Yes! Teachers and staff members can use an extra pair of hands to prepare materials, look for resources, contact other parents, grade some assignments, help prepare bulletin boards, etc. If an individual has a desire to help out, but can't make it to the school, there are still many opportunities to serve.

School/Volunteer Agreement:

Return this form to VCS Administrative Services Center, 1724 Graham Avenue, Henderson, NC 27536.

As a parent/guardian of a student in Vance County Schools or as a community member, I understand the importance of parental and community support and involvement in our schools. In doing my part to be involved in the educational process, I agree to volunteer in some capacity for the school.

*All information will be kept confidential. Individuals should report any transgressions to school officials.
Please print all information.*

First Name	Middle	Last	Maiden	Social Security Number
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Address	City/State	Zip
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Phone Number	Date of Birth	Male or Female
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If Parent, Name of Child(ren) attending Vance County Schools

Signature of Volunteer	Date
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Have you been a N.C. resident for the last 5 years? Yes No

Email Address: _____

I would prefer to volunteer mornings afternoons

Day(s) of the week I would prefer to volunteer _____

I could volunteer for the following amount of time _____
(i.e., whatever you can spare, 1/2 hour, 1 hour, 2 hours, etc., per week, every other week, etc.)

Please check activities you may be interested in participating in:

mentor <input type="checkbox"/>	tutor <input type="checkbox"/>	testing proctor <input type="checkbox"/>
making bulletin boards <input type="checkbox"/>	reading to students <input type="checkbox"/>	office helper <input type="checkbox"/>
classroom helper <input type="checkbox"/>	field trip chaperone <input type="checkbox"/>	typing/clerical <input type="checkbox"/>
copying materials <input type="checkbox"/>	library helper <input type="checkbox"/>	parent organization <input type="checkbox"/>
computer assistance <input type="checkbox"/>	fundraiser <input type="checkbox"/>	band booster <input type="checkbox"/>
social committee <input type="checkbox"/>	science fair helper <input type="checkbox"/>	grade parent <input type="checkbox"/>
field day helper <input type="checkbox"/>	school cleanup <input type="checkbox"/>	school improvement team <input type="checkbox"/>
business partner <input type="checkbox"/>	athletic team helper <input type="checkbox"/>	athletic booster <input type="checkbox"/>
business partner contact <input type="checkbox"/>	Other: <input type="checkbox"/>	

Background checks will be conducted on all school volunteers.

Volunteer Code of Ethics:

Return this form to VCS Administrative Services Center, 1724 Graham Avenue, Henderson, NC 27536.

As a volunteer, I realize that I am subject to a code of ethics, similar to that which binds the professional. I expect to be accountable for these responsibilities. I will not discuss school matters outside of school.

As a volunteer, I agree to serve without pay, but with the same high standards as the paid staff in doing their work.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the community.

Being eager to contribute all that I can to human betterment, I accept this code for volunteering as my code, to be followed carefully and cheerfully.

Signature of Vance County Schools' Volunteer

Date