



2023-2024

VOLUNTEER GUIDE



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QUESTIONS OR CONCERNS?

Questions regarding volunteering or any information contained in this Volunteer Guide can be directed to the Principal of the school at which you wish to volunteer or to Mr. Jeffrey McLaughlin, Director of School Safety and Security, at (434) 799-6400.

DPS SCHOOL VOLUNTEERS POLICY

The context used to develop this Volunteer Guide is Danville Public Schools' **School Volunteers Policy (IICB/IICC)**, and the corresponding regulation is provided below.

This policy and regulation can also be found on the DPS website at www.danvillepublicschools.org in the DPS Policy Manual.

COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The Danville School Board encourages schools to develop and implement plans for utilizing school volunteers. The school principal will be responsible for the implementation and supervision of school volunteer programs. School volunteer programs must provide the following:

- adequate screening of volunteers utilizing the Human Resource and School Safety Departments volunteer protocol; (Form IICB-R1/IICC-R1)
- prior to student contact, based upon the amount of contact they will have with students;
- reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students;
- adequate training of approved volunteers, including familiarizing volunteers with applicable laws, Board policies, administrative procedures, and school rules; and
- regular recognition of volunteer contributions.

Annually by August 1, each principal shall submit to the Superintendent or designee for approval a written plan (Form IICB-R1/IICC-R2) for screening, supervision, and training of volunteers. Volunteers may be subject to background, criminal record, and reference checks to the same extent as school division employees. Principals may limit or terminate the activities of a volunteer in the best interest of the school.

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

INTRODUCTION



Thank you for your interest in volunteering in the Danville Public Schools (DPS). We recognize the valuable contributions that school volunteers can make to the learning process and educational goals of the school division. Instructional programs are enhanced through the participation of parents and guardians, community members, local business and industry leaders, and other community stakeholders. As a volunteer, you are essential to the educational process, as you bring your knowledge and skills into our schools and strengthen classroom instruction.

Although volunteers are not paid staff members, they are expected to follow DPS policies, rules and procedures at all times. As such, this Volunteer Guide is intended to provide information to assist in fostering a safe and healthy environment for employees, students, and other volunteers and to promote a professional and courteous attitude by DPS volunteers. It is not intended to be exhaustive of volunteering information, procedures, and expectations, as School Board policies and related departmental procedures may change and necessitate updates to this guide. As well, Principals may set additional guidelines for volunteering in their schools.

The Danville Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, military or veteran status, sexual orientation, or genetic information in its programs or activities. Dr. Natalie Halloran, Chief Human Resources Officer, has been designated to handle inquiries regarding our nondiscrimination policies. If you have any questions or concerns regarding these policies, she can be reached at (434) 799-6400.

VOLUNTEER PROGRAM GOALS

- Expand parental involvement and engagement strategies to meet the unique needs of all families in the school communities.
- Acknowledge parents and community members as important partners in the education of all students.
- Strengthen the relationship between schools and parents, guardians, and community stakeholders through meaningful service opportunities.
- Support teachers and staff with the implementation of curriculum and school programs.
- Utilize the knowledge and skills of volunteers to promote student achievement.
- Offer direct support to students needing additional assistance with assigned tasks.
- Assist school staff and students with extracurricular activities, afterschool programs and fundraising opportunities.
- Provide supervision and direction for students while participating in off-campus learning experiences.



BECOMING A DPS VOLUNTEER

How to Apply to Volunteer

1. Complete Volunteer Application, which is provided at the back of this guide.
2. Completed applications can be returned to the school at which you desire to volunteer or to the School Board Office.
3. Once your application is received, you will be contacted by phone and/or by email, within 5 business days regarding next steps, including background checks (if applicable) through the Virginia State Department of Police and the National Sex Offenders registry. Background checks are performed at the School Board

Office (SBO), located at 341 Main Street, Suite 100, Danville, VA. The phone number to the SBO is (434) 799-6400.

4. You must bring a valid government-issued identification card and your Social Security card to the appointment for identity verification and to enter information into the Virginia State Police LiveScan Identification System.
5. Results of background checks can take as little as 48 hours or as long as 6 weeks to be returned to DPS. After receiving the results of your background check, a representative in the Department of Human Resources will notify you of your approval status.

Approval of Volunteers

1. Anyone convicted of a misdemeanor or felony offense, especially an offense against a minor, may be disqualified from volunteering depending upon the nature of the offense and/or volunteer activity.
2. DPS reserves the right to deny volunteer privileges to any individual in the best interest of the school division.
3. Any person who has been convicted and placed on the National Sex Offenders registry will not be allowed to volunteer in the schools. DPS may run updated background checks as necessary. Once approved, you may then contact the school at which you desire to volunteer to schedule your volunteer activities.
4. DPS also reserves the right to end the volunteer relationship for any reason at any time or not to accept a volunteer applicant for any reason at any time. (DPS: Volunteer Handbook).

Sign In

Volunteers will need to “sign in” to the Raptor Visitor Management System each time they serve in a school. This system enables continual monitoring of background activity of volunteers and visitors, which help keep our students, staff, and other volunteers safe. This system will be discussed in detail in the ***School Safety and Security*** section of this guide.

VOLUNTEER PLACEMENT

Volunteer assignments are determined by the specific needs within each school. Principals will consider the skills, interests and preferences of each volunteer candidate in determining the best placement within the building. Volunteers are encouraged to share their preferences with the principal. Occasionally, a volunteer placement may not be the right fit for the volunteer. If you are not satisfied with your volunteer placement for any reason, please speak with the Principal to discuss other available options.

SCHOOL SAFETY AND SECURITY



The safety of all students and staff in Danville Public Schools is of utmost importance to all of us. Our schools utilize the Raptor Visitor Management System for checking in all visitors and volunteers. When volunteers visit any school for the first time, they will be asked to present a government-issued photo ID, or a driver's license to a staff member in the school office. The ID will be scanned and the following information will be collected: your photo, your name, and your date of birth. This information will be utilized to check you in, create an ID badge, and compare your information against sexual offender databases throughout the country.

If there is an alert published by Raptor, you may be asked to meet with the Principal to discuss the alert and furnish additional information. Once you have provided the appropriate ID and clearance is made, you will be allowed access to the school.

At the end of your volunteer activities, you will also be asked to check out with the office staff upon leaving the school so that we know you are no longer in the building. Each time you volunteer, you must bring your ID to be scanned. Checking in and out of the Raptor system enables us to collect and tabulate volunteer hours necessary for volunteer recognition and many grant applications. The information collected will not be shared outside of the school and is kept on a secure server.

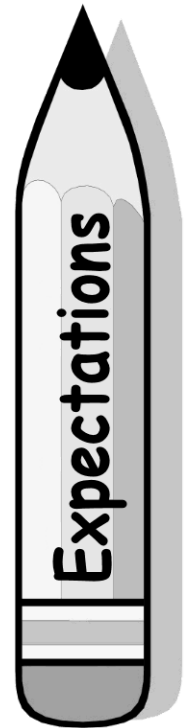
Your assistance in keeping our students and schools safe is appreciated.

VOLUNTEER WORKDAY EXPECTATIONS

To best support school staff and students, volunteers are expected to follow these procedures each time that they volunteer:

Volunteer Responsibilities

- Sign in at the beginning of each school visit and sign out prior to leaving school grounds via the Raptor Visitor Management System.
- Wear specific school/site identification while on school property or at school-related activities and return the identification prior to leaving the school and/or activity.
- Dress appropriately for the educational and work setting in a manner that is not disruptive to the educational process. The principal has the discretion to determine whether attire is disruptive to the educational process.
- Promote the worth and dignity of all individuals by displaying an attitude of cooperation, friendliness, and acceptance.
- Treat fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- Demonstrate a commitment to education for all students.
- Maintain open communication with school staff, Principals, and other volunteers.
- Make every effort to perform volunteer duties in the presence of a DPS employee. Avoid unsupervised, one-on-one contact with students.
- Use adult restroom facilities.
- Do not discipline any student at any time. Behavior concerns should be reported to a teacher or school administrator.



- Observe safety rules at all times and use common sense in operating any type of equipment.
- Volunteers may not bring non-registered or non-school-aged children with them on volunteer assignments. The school cannot assure their safety while the volunteer is giving undivided attention to their assigned tasks.
- Volunteers are asked to commit to specific times and days, as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact your site immediately to ensure that student needs are met.
- Due to potential student allergies, volunteers should not bring any food or drinks meant for student consumption. It is recommended that volunteers avoid handling unwrapped or open student food and drinks as well.
- Volunteers are asked to refrain from using the faculty lounge to work with students. If another space other than a classroom is needed, volunteers must ask a school administrator.

Dress Code

- Wear specific school/site identification while on school property or at school-related activities and return the identification prior to leaving the school and/or activity.
- Dress appropriately for the educational and work setting in a manner that is not disruptive to the educational process. The principal has the discretion to determine whether attire is disruptive to the educational process.

VOLUNTEER CONDUCT EXPECTATIONS



You are a role model for students. By volunteering with DPS, you have a responsibility to DPS and to your fellow volunteers to adhere to certain rules of Danville Public Schools' standard professionalism and conduct.

Danville Public Schools' standards of conduct and personnel policies for volunteers include, but are not limited to:

- No contact should be made with students outside of school hours without permission from the students' parent/guardian.
- Refrain from using electronic communication devices while volunteering, unless the device is used to call for assistance in an emergency situation.
- No language shall be used in the process of conducting School Board business that is profane, offensive, obscene, abusive, demeaning, and/or threatening/intimidating to another, including students.
- All buildings owned by the Danville School Board are designated smoke-free facilities; therefore, smoking or vaping in buildings and on grounds of DPS is prohibited.
- DPS is a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of alcohol or controlled substances while volunteering. Use, possession, or sale of a controlled substance in any quantity while on DPS property (except medications prescribed by a physician that do not impair volunteer performance) will result in immediate dismissal.
- No solicitation of goods and/or services for personal use that interferes with student instruction; buyer's participation must be voluntary and unforced.
- Use of a volunteer's work time or work environment to promote a political candidate, a political issue, and/or any other issue that is not appropriate for the school environment or that interferes with the effective and efficient operation of the school or student instruction.
- Sexual interaction, contact, or intercourse with a student is prohibited.



PROTECTING OUR STUDENTS

If child abuse and/or neglect is suspected, report your concerns to school staff. If a student talks about harming themselves or others, report the conversation immediately to school staff.

School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property) must report the incident to a staff member immediately.

STUDENT CONFIDENTIALITY



You are responsible for respecting the confidentiality of all students, staff, and privileged information which you may be exposed to as a volunteer. Our students and their families entrust DPS with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with DPS assumes an obligation to maintain confidentiality. As such, it is essential that you not share any information about students, even with your own family, friends, or acquaintances. Confidentiality is protection of ALL personally identifiable data, information, and records collected, used or maintained by an agency. Confidentiality requirements also apply to discussions about a student and the student's records.

Personally identifiable data includes information such as:

- Name of child, parent, or other family member
- Address of child
- Personal identification number (student lunch number, student ID number)
- Personal characteristics or other information to identify child (bus number, hair color, etc.)

Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss information about a student with anyone other than his/her teacher, principal, or school staff that has a vested interest with the student. No information should be discussed by any volunteer with parents of children in the

school. In addition, volunteers should not take pictures or videos of students. Because of its seriousness, disclosure of confidential information could lead to dismissal.

RESOURCES FOR VOLUNTEERS

Best practices when working with students:

- Relax and be yourself.
- Be friendly toward all students.
- Be pleasant and interested in the students' activities.
- Encourage the student to try and do the activity to the best of his or her ability.
- Praise individual students for a job well done.
- Encourage positive behavior by making note of students who are doing things the right way.
- Remember that a student often responds better to suggestions, rather than commands. Proceed at the student's own rate of speed.
- Don't do for a student what he or she can do for him or herself.
- Call the student by name at each opportunity.
- Approach a subject in a very specific way. In planning with the student, keep your expectations few, short, and clear.
- Be flexible! Don't be afraid to admit your mistakes, nobody is perfect. Students are delighted with this honesty. It gives them a chance to "teach you" and an opportunity for the two of you to learn together which is important both academically and personally.
- Be patient – remember teachers and students are human. They will have good days as well as bad days, and will not perform at 100% efficiency at all times.



Try using some of these statements when working with students for encouragement:

- I knew you could do it!
- You're doing fine.
- I'm very proud of you.

- Excellent!
- You've just about got it!
- Outstanding!
- You did it that time.
- Good for you.
- That's great!
- That's it!
- Keep up the good work!
- You did a lot of work!
- Great Job!
- Much better!
- You're learning fast!
- You're doing a good job!
- That's the way to do it!
- You should be proud of yourself!

VOLUNTEER RESIGNATION OR DISMISSAL

If for any reason you decide not to continue volunteering with DPS, please inform your site administrator and those you work with directly. DPS reserves the right to discontinue the volunteer relationship with any individual at any time. Principals may limit or terminate the activities of a volunteer in the best interest of the school. If a Principal terminates a volunteer, he or she can no longer volunteer at any school/location in the school division.

VOLUNTEER INTEREST FORM

Last Name:	First Name:	Middle Initial:
Street Address:		
City:	State:	Zip Code:
E-Mail Address:		Primary Phone #:
Alternate Phone #:	SSN:	Date of Birth:
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Other		
A background check will be required to volunteer. Are you willing to submit a background check? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid driver's license or government issued ID? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," provide information below: State: _____ License/ID Number: _____ Expiration Date: _____		
Do you have children who are students in the Danville Public Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide the information below for each child. Add additional children's names, schools, and grades on the back of this form, if necessary. Child's Name: _____ School: _____ Grade: _____ Child's Name: _____ School: _____ Grade: _____ Child's Name: _____ School: _____ Grade: _____		

I am interested in volunteering at the following grade level(s):

- Elementary
- Middle
- High
- Any - Specific School(s): _____
- Any specific availability? _____

VOLUNTEER OPPORTUNITIES

Dear DPS Volunteer:

Studies show that family involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Moreover, most experts agree that family involvement should go beyond attendance at teacher conferences and open house. We realize, however, that each of our families is unique – with its own priorities, needs, talents, and time constraints -- and so we try to provide as many different kinds of opportunities for family involvement as possible. Please review the volunteer opportunities suggested below, and check any you are interested in -- or tell us what you would like to do.

- Volunteer to help the school PTO/PTA
- Volunteer to participate in the division Family Education and Engagement Committee
- Volunteer to help in your child's classroom
- Arrange for curriculum related speakers, exhibits, demonstrations
- Share a talent, interest, or hobby
- Tutor individuals or small groups of students
- Mentor a student interested in your profession
- Manage a classroom project
- Chaperone a field trip or event
- Organize or participate in a special event. (example: Field Day) Start and/or Lead a school club
- Translate notices, letters, and forms into another language
- Offer to donate books, art materials, musical instruments, games.... the list is endless
- Join a school committee
- Other _____

VOLUNTEER ACKNOWLEDGEMENT

By signing this volunteer application, you are acknowledging and agreeing to the following statements:

I affirm that I have not been convicted of any felony, and that there is no pending charge against me for any felony or misdemeanor offense with the exception of traffic offenses. I hereby give my voluntary consent to a criminal history check.

I understand that certain information obtained as a result of the criminal history check may preclude my participation as a volunteer for Danville Public Schools. I also waive any claim for damages or injury against Danville Public Schools, the Danville School Board, its officers, employees, assigns and/or representatives or the provider of the report, except as mandated by the Fair Credit Reporting Act.

I further understand that Danville Public Schools and/or the Danville School Board does not provide liability insurance, personal injury insurance, and/or workers' compensation insurance of any kind whatsoever for persons serving as a volunteer, but I do understand that I have the right to obtain any such insurance coverage on my own at my own expense while serving as a volunteer for Danville Public Schools.

I further agree to hold Danville Public Schools and/or the Danville School Board, its administrators, employees, assigns and/or representatives harmless for any and all claims, liabilities, damages, lawsuits, and/or causes of action, of any kind, nature and/or description, including attorney fees, for any personal injury, violation of rights, violation of any law, bylaw, ordinance, regulation or decree, and for any damage to property, either real or personal, sustained by me or committed by me against a third party, whether intentional or unintentional, in tort or contract, law or equity, directly or indirectly resulting from my serving as a volunteer for Danville Public Schools.

Volunteer's Signature:	Date Signed:
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PLEASE NOTE: ALL INTERESTS FORMS WILL BE SUBMITTED ANNUALLY.

For Danville Public Schools Use Only:

Date Received in Human Resources (HR): _____ Date Contacted for Background Check: _____

Date of Background Check: _____ Date Results Received: _____

Approved: ____ Yes ____ No

Human Resources Initials: _____