

Hattiesburg Public Schools

Adopt-A-School Partnership Guidelines

ADOPT-A-SCHOOL PARTNERSHIP GUIDELINES

Hattiesburg Public Schools is dedicated to creating a model teaching and learning environment that graduates every student prepared for success in life, college, and the workforce. The purpose of the Adopt-A-School program is to provide structured partnerships between Hattiesburg Public Schools and the community.

The Adopt-A-School Partnership program provides a structured partnership between Hattiesburg Public Schools and the community. The program is intended for businesses, organizations, churches, and individuals interested in building relationships with Hattiesburg Public Schools that support a positive school climate, culture, and family and community engagement.

Although your business or organization may have an idea of what support they would like to provide to a school or the District, we have listed some examples of how schools can be assisted.

1. **College & Career Exposure** – Expose students to college/career pathways through field trips, career days, job shadowing, internships, or mentoring sessions.
2. **Financial Support** – Provide support through in-kind donations or monetary contributions to each adopted school.
3. **Academic Support**- serve as a tutor/guest reader, assist in a school's media center, judge contests, volunteer in the classroom, provide scholarships, sponsor field trips, or donate books.
4. **Student Recognition**- display student artwork, sponsor student of the week/month, or provide honor roll, perfect attendance, or good behavior rewards for students.
5. **Staff Recognition** - sponsor teacher of the month, faculty appreciation luncheons, provide employee discounts, host Teacher Appreciation activities, or develop a grant program for teachers.
6. **Club/Extracurricular sponsorship**- sponsor field trips, host family/spirit nights at your business and provide a portion of the proceeds to support programs, sponsor a billboard for the school district to help raise community awareness and support and provide tickets for community events.

To learn more about Adopt-A-School Partnerships, please contact Jasmin Baxter or Kim Nelms at 601-582-5078. You may also contact the school principal directly. Please visit www.hattiesburgpsd.com for school listings.

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VOLUNTEER GUIDELINES & PROCEDURES

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Hattiesburg Public School District recognizes that community members can provide valuable services to the schools by sharing their time, talents, and experience. Our District encourages the help of school volunteers to expand and enhance parental and community involvement in our schools while maintaining a high level of safety and security.

A volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

Volunteers may fall into one of the following two categories:

Type of Volunteer	Examples	Approval Steps
Tier I Volunteers serve in a one-day event capacity.	<i>Field trip chaperone, dance chaperone, History Day judge, Career Day, Book Fair assistant, PTA/PTO officer.</i>	1. Contact the building principal. 2. The principal will approve or deny
Tier II Volunteers serve in multiple-day, regular, overnight, or recurring events * Volunteer is responsible for the \$40 background check fee.	<i>Overnight trips, Classroom Assistant, Coach, Mentor</i>	1. Complete the online application 2. The principal may recommend/deny the application 3. Upon principal recommendation, fingerprinting will be scheduled. 4. HR will approve/disapprove the recommendation

How to Become a Volunteer

1. You may contact the school directly or go to www.hattiesburgpsd.com and click the volunteer link under the **ABOUT** tab.
2. Once the application is submitted, human resources will be notified, and background checks will be conducted.
3. When the volunteer is approved, the school coordinator and the volunteer will be notified.

General Guidelines

1. All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service-learning or community service requirement for graduation, or is done by a recognized student organization

2. Volunteers serve under the direction and supervision of the building principal or designated staff.
3. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity advisor, or other designated employee.
4. Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.
5. Volunteers must abide by all Board policies, procedures, and school rules when performing their assigned responsibilities.
6. The building principal shall make volunteers aware of applicable policies, procedures, and rules before undertaking their first assignment through a volunteer orientation, volunteer handbook, or other means.
7. Volunteers shall perform only those tasks that have been assigned.
8. Volunteers will not have access to confidential information in student records.
9. Volunteers may not transport students in private vehicles except as allowed by Board policy.
10. Volunteers that are **not approved** cannot serve as volunteers or chaperones.
11. Volunteers should not interrupt instruction, distract students or staff, or interfere with students' right to privacy.