



VOLUNTEER TRAINING

bit.ly/SGESvolunteer

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.

Core Values

- Integrity
- Respect
- Dedication and Commitment
- Relationships
- Continuous Improvement



Policy Code 5015 - Volunteers

Policy Code 5020 - Visitors to the Schools



Volunteer Levels

Examples of various volunteer duties under each level are listed below



Level 0

Volunteer training NOT required

- No/limited contact with students
- Landscaping (not during school hours)
- Concession Sales
- At home support volunteers
- At home fundraising activities

Level 1

Supervised Volunteers, Volunteer Training Required

- Attend field trips as a visitor, NOT a chaperone
- Clerical assistants
- DCS student interns

School-based volunteer with functions:

- book fairs
- classroom celebrations
- field day
- school wide events
- other activities involving supervised interaction with students

Level 2

Unsupervised Volunteers, Volunteer Training Required

- Attend field trips as a chaperone
- Attend overnight field trips
- Tutors
- Lunch or Reading buddies
- Proctors



FAQ

•What is start time and end time for students? **7:50-2:45** For staff? **7:45-3:15**

•Where and how do I sign in every time I volunteer? **Front office, show ID, Get a Volunteer sticker and wear visibly**

•What is the dress code? Am I expected to follow it? **Follow Student dress code- shorts should be fingertip length, no spaghetti strap shirts or strapless shirts, no midriff showing. No drugs, alcohol, guns, violent pictures on clothing.**

- Do I need to pay for field trips if I am a volunteer/chaperone? **Yes**
- Am I invited to use cafeteria facilities? **Yes, will have to pay breakfast/lunch prices if eating from cafeteria**
- Can I use my cell phone while in the building? **Yes, but cannot photograph or record in the building- model responsible use for students**
- What do I do if I witness inappropriate behavior of a student? **Report to classroom teacher** Of a staff member? **Report to Assistant Principal or Principal**
- How will I learn about Volunteer opportunities? **Posted on PTO facebook, school website, school calls/ emails**

Safety Measures



Every school has a plan in place for the following emergency situations.



Fire



Tornado



Shelter in Place



Lockdown

DCS Volunteer Code Of Ethics

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 during the application process, agreeing to abide by the rules as stated here, as part of the Volunteer Application process and before volunteering for Davie County Schools.


Volunteers:

- Work under the direction and supervision of a teacher or other members of the school staff.
- Dress appropriately.
- Accept the fact that all children learn differently and at different rates.
- Regard all information concerning children, teacher and school as confidential.
- Not discuss student information with anyone outside of the school.
- Refrain from discussing religious or political views with students.
- Understand and follow the rules and philosophy of the school system.

Log Your Hours

1.

Click on "My Logged Time", then "My Logged Time" again.

- My Logged Time
- Summary
- My Logged Time 
- Past Assignments to Log

Click on "New Log Entry" in the upper left-hand corner of the screen.


 New Log Entry

Fill out the screen and press Submit at the bottom.

2.

Below is an example:

* Location :

 Volunteer Activity

* Activity :


Description :


3.

 Volunteer Time

 Bulk Hours : Yes

* Date : 

* Start Time : 

* End Time : 

* Total Hour(s) :

* Location :



THANK YOU FOR VOLUNTEERING AT OUR SCHOOL!

bit.ly/DCSVolunteerApp



Scan me



Contacts:

Misty Mccue, Volunteer Coordinator: mccuem@davie.k12.nc.us

Kristen Hatcher, Office Manager: hatcherk@davie.k12.nc.us

Sarah Burns, Principal: burnss@davie.k12.nc.us



For questions about the application process, approval/denial, Volunteer Tracker system, please contact:

- Lauren Seats, Community Relations Manager, seatsl@davie.k12.nc.us
- Karen Jarvis, Chief Communications Officer, jarvisk@davie.k12.nc.us