





# bit.ly/SGESvolunteer



### VOLUNTEER TRAINING

## 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**

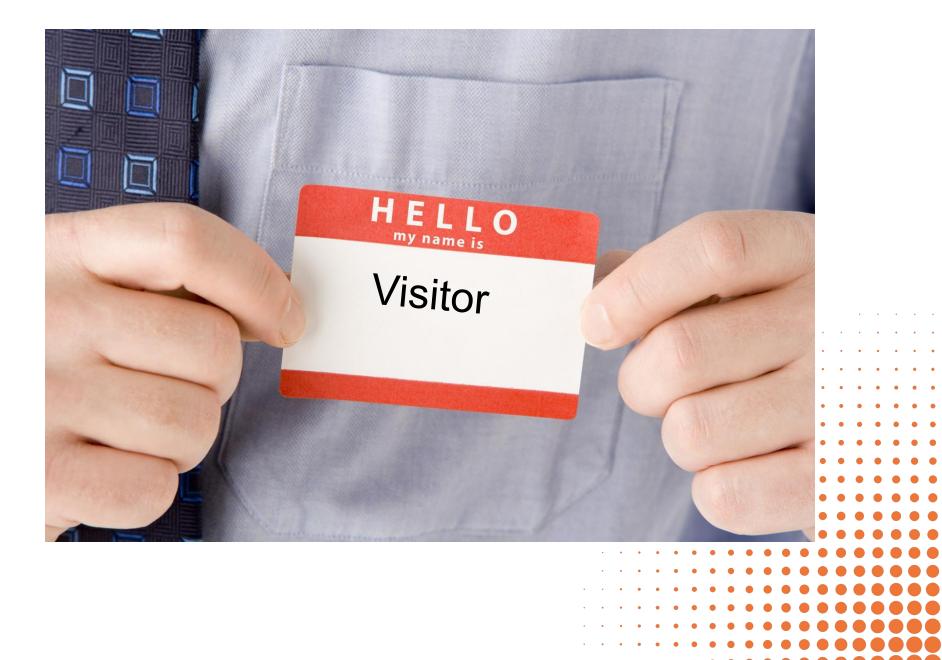
- Integrity
- Respect
- Dedication and Commitment
- Relationships
- Continuous Improvement



### Policy Code 5015 - Volunteers

### Policy Code 5020 - Visitors to the Schools







# Volunteer Levels

#### Level 0

- No/limited contact with students
- Landscaping (not during school hours)
- Concession Sales

#### Level 1

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

### Level 2

- Attend field trips as a chaperone
- Attend overnight field trips
- Tutors

#### Examples of various volunteer duties under each level are listed below

Volunteer training NOT required

- At home support volunteers
- At home fundraising activities

Supervised Volunteers, Volunteer Training Required

- School-based volunteer with functions:
- book fairs
- classroom celebrations
- field day
- school wide events
- other activities involving supervised interaction with students

Unsupervised Volunteers, Volunteer Training Required

- Lunch or Reading buddies
- Proctors



•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.

- volunteer/chaperone? Yes
- responsible use for students



• Do I need to pay for field trips if I am a

 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

• 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







Shelter in Place





Fire

Tornado

## Safety Measures

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



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.

#### ;

- Dress appropriately.
- Accept the fact rates.

**Volunteers:** 

- Regard all infor as confidential.
- Not discuss stusses
  school.
- Refrain from discussing religious or political views with

students.

Understand and follow the rules and philosophy of the school

system.

- Work under the direction and supervision of a teacher or other members of the school staff.
- Accept the fact that all children learn differently and at different
- Regard all information concerning children, teacher and school
- Not discuss student information with anyone outside of the



Below is an example:	
* Location :	Arnold Elementary School
Volunteer Activity	
• Volunioon / Konnig	
* Activity :	Lunch Buddy/Lunch Helper

2.



**O** Volunteer

### Log Your Hours

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



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

Fill out the screen and press Submit at the bottom.

Bulk Hours :	_	
* Date :	09/13/2022	誧
* Start Time :	10:00 AM	O
* End Time :	1:30 PM	O
Total Hour(s) :	3.5	

# THANK YOU FOR VOLUNTEERING AT OUR SCHOOL!





#### **Contacts:**

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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



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