

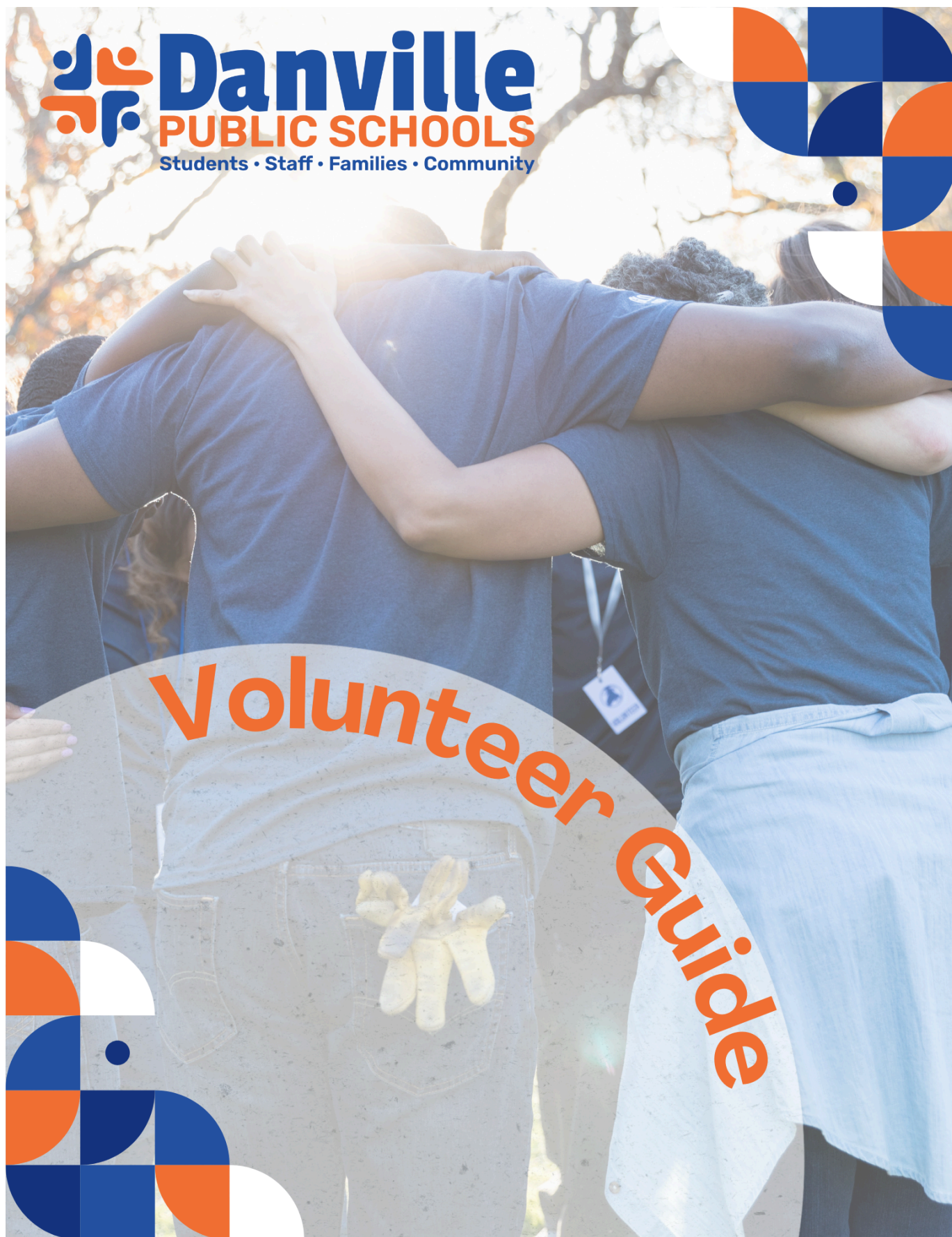


Danville
PUBLIC SCHOOLS

Students • Staff • Families • Community



Volunteer Guide





Volunteer Guide



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WELCOME



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.

While volunteers are not paid staff members, they are required to adhere to DPS policies, rules, and procedures at all times. This Volunteer Guide aims to provide guidance for creating a safe and healthy environment for employees, students, and fellow volunteers, as well as to encourage a professional and courteous demeanor among DPS volunteers. It is not meant to cover every aspect of volunteering information, procedures, and expectations, as School Board policies and related departmental procedures may change and require updates to this guide. Additionally, Principals may establish further guidelines for volunteering in their schools.

The School Board of the City of Danville is committed to maintaining an educational environment and workplace that is free from nondiscrimination and harassment. In accordance with law, the Board prohibits discrimination and harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

BECOMING A DPS VOLUNTEER

How to Apply to Volunteer

1. Complete the 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, which include background checks through the Virginia State Department of Police and the National Sex Offenders registry. Background checks are performed at the School Board Office.
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. Any person who has been convicted and placed on the National Sex Offenders registry will not be allowed to volunteer in the schools.
2. DPS reserves the right to deny volunteer privileges to any individual in the best interest of the school division.
3. Once approved, you may then contact the school at which you desire to volunteer to schedule your volunteer activities.
4. Volunteer applications and background checks must be updated yearly.

Volunteer Tiers

Volunteers are separated into two tiers based on the tasks they may be responsible for. Volunteer assignments are determined by the specific needs within each school. If you are not satisfied with your volunteer placement for any reason, please speak with the Principal to discuss other options.

Tier 1: Under supervision of a teacher or administrator

- Athletic Concessions Volunteer
- Homeroom/Classroom Volunteer
- PTO Volunteer
- Business/Community Partner speaker
- Day Field Trips Guests (responsible for his/her child only; not riding the school/charter bus)
- Library Volunteers
- Volunteer to help the school PTA/PFAC
- Volunteer in the resource hub
- Curriculum related speakers, exhibits, demonstrations
- School Committee
- Offer to donate books, art materials, musical instruments, games.
- In-school school events



Tier 2: Volunteers responsible for supervision of students

- PTO/PFAC Officers
- Tutors
- Student mentors
- Day Field Trip Chaperones (bus supervision)
- Overnight Field Trip
- Field Day Chaperones

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 PROGRAM GOALS

- Enhance ways to involve and engage parents to support the needs of all families in the school community.
- Recognize parents and community members as key partners in students' education.
- Build stronger connections between schools and parents, guardians, and community members through meaningful service opportunities.
- Assist teachers and staff in implementing curriculum and school programs.
- Use volunteers' skills and knowledge to support student achievement.
- Provide direct help to students who need extra support with their tasks.
- Assist school staff and students with extracurricular activities, afterschool programs and fundraising opportunities.
- Supervise and guide students during off-campus learning activities.

SCHOOL SAFETY AND SECURITY



The safety of students and staff in Danville Public Schools is our top priority. We use the Raptor Visitor Management System to check in visitors and volunteers. When you visit a school, please bring a government-issued photo ID or driver's license. Staff will scan your ID to collect your photo, name, and date of birth, which will be used to create an ID badge and check against national sexual offender databases.

If there's an alert from Raptor, you may need to meet with the Principal to provide more information. Once your ID is verified and cleared, you will be allowed into the school.

At the end of your volunteer activities, please check out with the office staff to confirm you've left the building. This process helps us track volunteer hours for recognition and grant applications. Rest assured, your information is kept secure and confidential and will not be shared outside the school.

VOLUNTEER 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.

- Do not discipline any student at any time. Behavior concerns should be reported to a teacher or school administrator.
- Observe safety and school rules at all times.
- Volunteers are not allowed to bring non-registered or non-school-aged children to volunteer assignments, as the school cannot ensure their safety while the volunteer is focused on their tasks.
- Volunteers are requested to commit to specific days and times. If you cannot volunteer on a scheduled day or will be late, please contact your site right away to ensure student needs are addressed.
- Due to potential student allergies, volunteers should not bring or handle any food or drinks meant for student consumption.
- If another space other than a classroom is needed, volunteers must ask a school administrator.
- 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 that is profane, offensive, obscene, abusive, demeaning, and/or threatening/intimidating to another, including students.

- DPS maintains a drug-free and smoke-free workplace. Employees and volunteers must not be intoxicated or under the influence of alcohol or drugs while volunteering. Additionally, smoking or vaping is not allowed in buildings or on DPS property.
- No solicitation of goods and/or services for personal use that interferes with student instruction; buyer's participation must be voluntary and unforced.
- Volunteers may not use their work time or environment to promote a political candidate, political issue, or any other topic that is inappropriate for the school setting or disrupts the school's effective operation and student instruction.
- No contact should be made with students outside of school hours without permission from the students' parent/guardian. Sexual interaction, contact, or intercourse with a student is prohibited.

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.



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. 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 (lunch/ID number)
- Personal characteristics or identifiable information (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.

TIPS FOR VOLUNTEERS

Best practices when working with students:

- Be adaptable and flexible when working with children. Remember that school is a learning environment and that students will make mistakes!
- Remember that teachers are in charge of the instruction and discipline of each student. Report discipline concerns to the teacher.

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.

DISTRICT POLICIES

As a Danville Public Schools volunteer you are responsible for understanding and following the district policies. Policies that are critical to know are listed below. These policies and regulations can also be found on the DPS website at www.danvillepublicschools.org in the DPS Policy Manual.

- Reporting Acts of Violence and Substance Abuse (CLA)
 - All acts or threats of violence or substance abuse committed on a school bus, school property, or school-sponsored event should be immediately reported to the superintendent, school principal, or a designee.
- Child Abuse and Neglect (GAE/GAE-Rb)
 - Every employee of the School Board of the City of Danville who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq., shall immediately report the matter.
- Prohibition Against Harassment and Retaliation (GBA/JFHA)
 - It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity.
- Staff Weapons in Schools (GBEB/JFCD)
 - No one may possess or use any firearm or any weapon on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place or on any school bus without authorization of the superintendent or superintendent's designee.

- Tobacco Products and Nicotine Vapor Products (GBEC/JFCH)
 - The use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

VOLUNTEER POLICY

The context used to develop this Volunteer Guide is Danville Public Schools' ***School Volunteers Policy (IICB/IICC)***. This policy and the regulations can be found on the DPS website at www.danvillepublicschools.org in the DPS Policy Manual.

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 by contacting the School Board Office at (434) 799-6400.



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: ☐ Full Time ☐ Part Time ☐ Unemployed ☐ Other		
A background check will be required to volunteer. Are you willing to submit a background check? ☐ Yes ☐ No		
Do you have a valid driver's license or government issued ID? ☐ Yes ☐ No If "yes," provide information below: State: _____ License/ID Number: _____ Expiration Date: _____		
Do you have children who are students in the Danville Public Schools? ☐ Yes ☐ 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
- Offer to donate materials (books, art materials, etc.)
- 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 INTEREST 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: _____



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