Troup County School System

A Place For Every Kid

Volunteer Guidelines for Principals

The following are suggested guidelines for your school's volunteer partnerships. These areas, as well as guidelines specific to your school, need to be covered in training with all volunteers. Your school should have a volunteer coordinator who is the contact person for all volunteers in your building.

Purpose of the Program

As Troup County embraces the idea that education not only affects the entire community, but also requires the efforts of the entire community, individuals and organizations are looking for more opportunities to lend support. The Volunteers-School Partnership is designed to channel valuable resources of time and talent into our schools. Volunteers will work with principals and their designees to meet specific needs within their adopted schools.

Sign-In

In order to monitor the success of the program and effectively account for volunteers, the following campus sign-in procedures are required:

- Have a separate sign-in notebook for volunteers capturing *name, date, volunteer assignment and location, time in and time out*. Tab the notebook if more than one organization partners with your school.
- Require all volunteers to sign in and out each time they come and wear name badges.
- Virtual volunteers will also be required to keep a log of the time they work with students and what they do during the time.
- Volunteers cannot work with students unless they have signed in prior to engaging with the student.

Safety Issues / Building Rules

Familiarize volunteers with the following:

- Fire drill procedures
- Emergency exits
- What to do in the event of a student emergency

Offer a facility tour including information on:

- Adult restrooms
- Volunteer parking
- Lunch prices

Remind volunteers (and the staff members utilizing their services) that they should always remain in plain sight of staff members when working with students. Students participating in virtual sessions with a volunteer are required to provide an adult who is present in the room. This is for their safety as well as the students' safety.

Volunteer Expectations

In order to make the program successful and support the efforts of full-time educators, volunteers should be reminded that the program functions optimally when they follow the guidelines set to meet the specific needs which have been identified by the staff.

Organizations with Multiple Volunteers

Some community groups or faith-based partners may have several individuals volunteering in your school during the year. It is suggested that your school's volunteer coordinator determine a coordinator within each organization to simplify communications with volunteers. The organization's coordinator can assist the school coordinator in tasks such as:

- Distributing paperwork to volunteers
- Collecting paperwork from volunteers
- Scheduling volunteers in classrooms
- Communicating with volunteers
- Serving as the point person for concerns or feedback to be shared with the school

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Volunteer Guidelines

Thank you for your interest in partnering with the TCSS to work with students.

School Orientation

The school principal or his/her designee will provide a comprehensive school orientation including system policy, school rules and safety regulations. Volunteers/mentors are required to sign in and out through the school office. Virtual volunteers are required to keep a log of time spent tutoring to include what they accomplished with the child.

Volunteer Screening

Anyone having direct contact with students, whether supervised or unsupervised, is required to have a criminal history record check through the Troup County Sheriff's Department. Paperwork for this screening will be given to volunteers/mentors at the initial training.

Mandated Reporting Procedures

All participants with the Troup County School System's volunteering/mentoring programs will review the Mandated Reporting Procedures at the time of the initial training session.

The volunteer/mentor will sign that they have received and reviewed the procedures on the Volunteer Protocol form. While everyone is encouraged to report suspected student abuse or neglect, volunteers/mentors working with students through the Troup County School System are mandated to report a case of student abuse.
Responsibilities of Mandated Reporters, O.C.F.A. 19-7-5 (2)(D,E); Liability for failure to report, O.C.G.A. 19-7-5; and Protection as a Mandated Reporter- Georgia Code 19-7-5 (f)(g): For volunteers/mentors: While working with minors at any Troup County School System activity, a volunteer/mentor who has reasonable cause to believe a student is abused, must report that abuse THAT DAY by notifying the Principal or School Counselor. Either the principal or counselor will handle any necessary reporting to the Department of Family and Children Services.

What should a volunteer/mentor do if a student discloses abuse of any kind during your session?

1. Please remain calm and listen to the student.
2. Give an empathetic/caring response.
3. Do not question the student as to the details of the abuse.
4. Report abuse concerns to the Principal or School Counselor before the end of the day. A process will be followed.

Confidentiality

Volunteers/mentors are to maintain strict confidentiality with all school or classroom information to which they have access to while performing volunteer activities. Volunteers/mentors are not permitted access to cumulative records of students or other confidential information.

Separation of Church and State

Volunteers/mentors are required to abide by the laws of separation of church and state. While volunteers/mentors can demonstrate their faith through their actions, evangelizing to students in any way is prohibited and can jeopardize the entire program.

Examples of violations of separation of church and state include, but are not limited to:

- Inviting the student to church or any church-related activities
- Speaking to the students about their own faith or the faith of the student
- Distributing church or religious materials

Student Relations

As required of all school system personnel, volunteers/mentors shall maintain a professional, ethical relationship with students and refrain from improper fraternization or undue familiarity with students.

Physical contact and terms of endearments, unfortunately, can be misconstrued.

Covid-19 Protocol

Volunteers and mentors working face to face with students should be willing to wear a mask when working with students when the school system expects teachers and students to wear masks. They should also be committed to social distancing while working with students.

Professional Dress

Comfortable, professional dress that is appropriate for a school setting is expected of all volunteers and mentors.

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Troup County School System recognizes the importance of community involvement in education and encourages the support and participation of volunteers within its schools. In order to ensure a mutually supportive relationship, the following guidelines have been established.

School Orientation

The school principal or his/her designee will provide a comprehensive school orientation including system policy, school rules and safety regulations. Volunteers are required to sign in and out through the school office.

Confidentiality

Volunteers shall maintain strict confidentiality with all school or classroom information to which they have access while performing volunteer activities. Volunteers are not permitted access to student cumulative or other confidential records.

Volunteer Screening

Anyone having direct contact with students, whether supervised or unsupervised, is required to have a criminal history record check through the Troup County Sheriff's Department.

Training

Volunteer assistance can take many forms depending on the needs of the school and the talents of the volunteer. Roles may include mentoring, one-on-one or small group tutoring, clerical support, student supervision, test monitoring, or participation in classroom or school wide assemblies. Training appropriate to the volunteer role will be conducted prior to service.

Volunteers are asked to work within the guidelines established by the responsible administrator, teacher or supervisor.

Student Relations

As required of all school system personnel, volunteers shall maintain a professional, ethical relationship with students and refrain from improper fraternization or undue familiarity with students.

Professional dress appropriate for a school setting is expected of all volunteers.

Separation of church and state prohibits sharing or discussing religion or religious affiliations with students.

Volunteer's Name _____ Date_____

Volunteer's Signature _____

Troup County School System sincerely thanks all volunteers for your many valuable contributions.

Phone #: _____ **Email:**_____