

Volunteering Policies & Responsibilities

Purpose:

The purpose of this program is to provide various services that enrich classroom experiences for students by allowing building principals and classroom teachers to devote their energies to the professional skills they are trained to provide.



Description:

- Volunteers are persons working in a school building regularly or working directly around students.
- Volunteers are not employees of the school district and are not student teachers or teacher aides.*

General Principles

- The building principal or classroom teacher is the immediate supervisor with whom the volunteer works.
- Volunteers should never be asked to serve as a substitute classroom teacher during the absence of classroom teachers.
- Volunteers will observe the confidential nature of the relationship between the school volunteer and school staff.
- At no time should there be criticism or discussion of the staff, other volunteers, or students with persons unassociated with the program.
- Smoking in or about any school district building is strictly prohibited.
- All volunteers working in a school building regularly or working directly around students are required to complete a site Volunteer Registration form every school year and submit to a background check every three years using the SPS preferred company: Southeastern Security Consultants, Inc. (SSCI)

Confidentiality & Ethics

The qualities exemplified by volunteers include integrity, high ideals, and empathy. In addition, volunteers are expected to maintain high standards in their school relationships, including the following:

- Maintain just and courteous professional relationships with students, parents, staff members, and others.
- Represent the school system in a positive manner on all public occasions.
- Place the welfare of children as their first concern.
- Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or non-professional self-serving interests of any kind.
- Properly use and protect all school properties, equipment, and materials.

- Recognize basic dignities of all individuals with whom the volunteer interacts in the performance of duties.
- In the performance of duties, keep in confidence such information as the volunteer may secure, unless disclosure is required by law.
- A volunteer should always take care not to imply through his or her individual actions an endorsement from the district.

Responsibilities of the volunteer

- Complete a Volunteer Registration form every school year and be background checked every three years.
- Be prompt and dependable in attendance, notifying the classroom teacher or building principal when you will be absent or late.
- Maintain a high standard of work, be cooperative, and have a positive disposition.
- Do not help with skills or grade papers in a classroom in which your child is enrolled.
- Avoid asking a child to do anything that might be physically dangerous (i.e., open or close window, step on chair to reach something).
- Avoid situations where there could be a liability question.
- Avoid any discussions with students regarding personal beliefs.
- Feel free to discuss with the classroom teacher or building principal any change you would prefer in building assignment, grade, or activity.
- Make suggestions for improvement of the program to the Manager of Administrative Services.
- Accept no gratuities or gifts of significance from classroom teachers or pupils.
- Volunteers shall refrain from soliciting funds from other school volunteers or personnel at the school.

Protocol for volunteers offering math and/or reading assistance

- All requests to provide assistance will be coordinated through the principal or classroom teacher.
- All records and other information related to the students participating in the activity will be the property of the SPS District and will be held in strict confidence.
- Screenings, assessments, or other testing materials must be approved by SPS. Activities/ materials will complement and support district curriculum.
- Any statistical data needed by an agency providing services will be collected and recorded in a manner that will not personally identify students, and must be approved.
- All volunteer information will be recorded, and volunteers must register annually including consent for a criminal background check.

* *Volunteers will not receive benefits under the SPS District's Workers' Compensation Program. Volunteers are responsible for their own medical expenses.*