

Volunteer Handbook

2018-2019



Greene County Public Schools



Dear Greene County Volunteers,

Our students are at the center of all that we do. As such, I would like to thank you for your willingness to give your time to help our teachers and schools to support our students. We recognize that there are many other things that you could do with your time; the fact that you are choosing to spend your time to contribute to our school system and our children is greatly appreciated.

Keeping our students safe is at the foundation of our mission. We are charged with caring for our most precious resource, our children, on a daily basis. While we must ensure that our students are learning and growing, we take the responsibility of keeping our children safe very seriously.

This handbook is a very valuable resource and should be reviewed carefully. Issues related to safety, confidentiality, and appropriate conduct are addressed and outlined within these pages. Please take the time to read and consider this handbook and ask questions about its contents.

Again, thank you for your contribution to our school system. Whether you volunteer once a year or multiple times a week, we are thrilled that you are choosing to be a part of our team.

Sincerely,

Andrea E. Whitmarsh
Superintendent



2018-2019 Building Contacts

Nathanael Greene Elementary School

Contact: Tina Shifflett
Telephone: 434-939-9001

Nathanael Greene Primary School

Contact: Jessica Ayres
Telephone: 434-939-9002

Ruckersville Elementary School

Contact: Sharon Johnson
Telephone: 434-939-9006

William Monroe High School & GCTEC

Contact: Erin Rocha
Telephone: 434-939-9004

William Monroe Middle School

Contact: Debbie Sacre
Telephone: 434-939-9003

VOLUNTEERS WORKING WITH CHILDREN ON A REGULAR BASIS



REQUIREMENTS

Each volunteer will be screened through the State Department of Social Services. The process involves a form that is completed by the volunteer and then submitted by the school for approval. The cost is paid by the school system. This form will be re-submitted for approval every three years. We hope that each volunteer realizes the necessity of this safety measure. Volunteers **MUST** check-in with the office and wear proper identification each and every time they volunteer. This, too, is an important safety measure. A volunteer registration form and confidentiality agreement must be completed each school year in which you plan to volunteer. A training session for new volunteers will be offered in September of each school year to offer more information and an opportunity for questions.

COMMITMENT

Every volunteer is important. We are committed to making your experience a rewarding one. In doing so, plans are made or students assigned that make your presence necessary. Please call as early as possible if you cannot come or you will be late to allow teachers to make other arrangements.

COMMUNICATION

As a volunteer, it is crucial that the lines of communication be open and clear. If you have questions about a task, a policy, or procedure, please ask your supervising teacher. We want you to be comfortable with the assigned tasks; let the teacher know if you are unsure of expectations. Do not be shy about your talents and interests; we are constantly developing volunteer opportunities.

Remember that you are in a supportive role of the teacher and other members of the faculty. They are responsible for any decisions made in regard to students. If you are dissatisfied or upset about an incident, policy, staff member or child, please speak directly to administration.

VOLUNTEER JOB DESCRIPTIONS



VOLUNTEERS ON A REGULAR BASIS

Instructional volunteers and volunteer coaches provide direct services to students on a regular basis. Typically, volunteers are assigned hours or days of the week that they work with a teacher in the classroom.

Other volunteers are asked to assist or lead children in a coaching/leadership role. Volunteer coaches or assistants are often necessary for athletic or extracurricular activities.

Volunteers may be asked to work with students individually or in small groups. He/she may assist with projects, help with an assignment, or read with children.

Some volunteers work with non-English speaking or other English Language Learners.

There are occasional situations where a volunteer becomes a mentor. This is usually arranged through a specific program that requires additional training. This relationship involves close one-to-one contact providing academic support, encouragement, and friendship.

Volunteers may also support the teacher with clerical assistance.

VOLUNTEERS ON A LIMITED BASIS

Volunteers with special talents, travels, or interests may be asked to serve as a guest speaker, to lead a demonstration, or to conduct an assembly. These enrichment activities are very popular.

Volunteers are often asked to chaperone field trips or events at school.

Volunteers help support extracurricular activities at school.

Volunteers are often invited to help with school-wide projects, e.g., beautifying the grounds.

Some parents are unable to leave their homes to volunteer and complete projects in their homes.

VOLUNTEER REGISTRATION FORM

Volunteer Name: _____ Date: _____

Volunteer Address: _____ Phone: _____ (h)

_____ (c)

_____ (w)

Student Name(s): _____

Relationship to Student(s): _____

Teacher's Name(s): _____

Emergency Contact

Name: _____ Relation: _____

Phone Number(s): _____

Reference Information

Name: _____ Relation: _____

Phone Number(s): _____

Have you been convicted of a crime against children? Yes____ No____

Why do you wish to volunteer? _____

How do you feel that you can be most helpful? (e.g., working individually with students, performing clerical duties, chaperoning field trips)_____

Do you have any special talents, travels, or interests that you would be willing to share?

VOLUNTEER AGREEMENT

GREENE COUNTY PUBLIC SCHOOLS would like to welcome you as a volunteer in our system. We believe that the talents and resources of our parents, business people, civic organization members, retirees, and friends improve our educational program. Volunteers enhance school goals, as well as bridge school/community relations that provide increased learning for our students. We thank you for your time and appreciate your willingness to help our children.

Following is a code of ethics and guidelines for you to follow for the safety, protection, and right of our students as well as for you.

- I understand that I am offering my time and services as a volunteer without compensation. I am assuming full and complete responsibility for my actions while serving Greene County Schools.
- I will inform the teacher or administrator in the school of any concern about the safety or well-being of students.
- As a school volunteer, I may become aware of information about a student and his/her family which is CONFIDENTIAL. This may include a child's grades, performance, behavior, skill levels, or other information shared within the school. This would also include home address, phone numbers, or email information. I will consider any or all of this information confidential and I agree that the information should not be shared with ANYONE outside of the school.
- I will not use or disseminate student or personal photographs or information.
- I will not contact students outside of school hours without permission from the students' parents or guardians.
- I will not be alone with individual students who are not under the supervision of teachers or school authorities without permission from authorized school staff.
- I will not transport students without the expressed permission of the school and the permission of their parents or guardians.
- If I have any questions regarding policy or procedure, I will discuss the issue with a school administrator.
- I understand the procedures and ethical responsibilities of a volunteer and I agree to abide by them.



Volunteer Signature

Date

PART II: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which has been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

Signature of person whose name is being searched
(Sign in presence of Notary)

Parent or Guardian signature required for minor
children under the age of 18

PART III: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____

Commonwealth/State of _____

Notary Seal

Acknowledged before me this ____ day of _____, year _____

Notary Public Signature

Notary Number

My Commission Expires: _____

PART IV: CENTRAL REGISTRY FINDINGS – COMPLETED BY CENTRAL REGISTRY STAFF ONLY

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to the Central Registry Unit in order for us to make a determination:

Worker: _____ Date: _____

2. ____ Based on information provided by the Local Department of Social Services, we have determined that _____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the

_____ Dept. of Social Services in reference to referral _____ phone# _____

_____ Dept. of Social Services in reference to referral _____ phone# _____

3. ____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry of Child Abuse/Neglect.

Signature of worker completing search: _____ Date: _____

OBI Staff Only