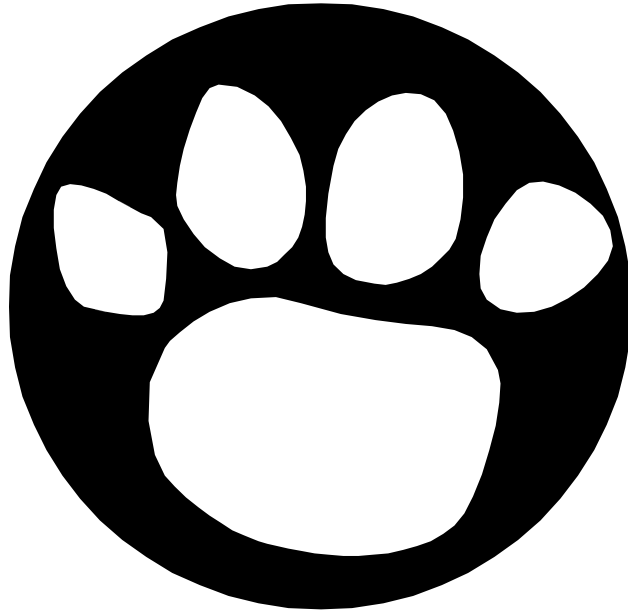


Kings Chapel Elementary Volunteer Handbook



Parent Volunteer Coordinator
Jackie Lampley
jackie.lampley@hcbe.net
478.988.6273 extension 25033

Principal
Paulette Tompkins
paulette.tompkins@hcbe.net
478.988.6273 extension 25272

Assistant Principal for Instruction
Kathy James
kathy.james@hcbe.net
478.988.6273 extension 25388

At Kings Chapel Elementary School...
Our mission is to provide a challenging and meaningful education through a positive and nurturing environment that will enhance student learning and ensure success for *all*.

Houston County Volunteer Program Mission...
The mission of the Houston County Volunteer Program is to ensure that school volunteers throughout Houston County are confident, competent and comfortable as they help serve the educational needs of children across our community.

Houston County Volunteer Program Beliefs...

Volunteers are a valuable asset to our school. They dedicate many hours of their time to give teachers more time to teach and to provide opportunities for students to learn and enjoy school. Volunteers represent a great gift to the district and to the children who attend its schools.

Houston County Volunteer Program Goals...

- To help students stay in school until graduation
- To help schools and families find solutions to problems
- To improve student behavior in school
- To strengthen the involvement of parents in the education of their children
- To help students create a willingness to trust adults and accept responsibility for their actions and learning
- To improve academic performance of students and schools
- To enhance and enrich students' learning
- To promote drug-free and crime free lifestyles
- To increase student attendance in school
- To promote and strengthen the partnership between families, community and the school
- To enable teachers to offer more individual attention to their students

Houston County Volunteer Program Definition...

A volunteer is a person or group who has been approved by completing the district's volunteer process and then provides goods and services of his/her own free will to the School District of Houston County. A volunteer receives no financial payment for such goods and services. Volunteers assist school programs and children's progress from any location at any time.

Types of Volunteers...

Media Center Volunteer: assists in the media center under the direction of the school media specialist

Clerical Volunteer: performs various clerical tasks for teachers, school secretaries and other school staff

Classroom Volunteer: prepares teaching materials under the direction of the teachers, works individually or with small groups of students under the direction of the teacher and may require special training

Advisory: serves on school committees that make decisions for the school

Non-Academic Volunteer: supports students and schools by participating as chaperones, boosters, athletic assistants, club sponsors etc... while under the supervision of school staff.

BOARD POLICY

Descriptor Code: IFCD

SCHOOL VOLUNTEERS

Adopted: 05/13/97

Parents, citizens, civic groups, businesses, and industry represent a valuable resource for the Houston County School System and its many programs and activities. The concept of total community involvement in public education can be realized through a well planned and effectively implemented volunteer program designed to support and assist students and staff in the education process.

Mentor Program Volunteers

The Houston County School District Mentor Program is designed to match mentors with identified at-risk students who could benefit from the association with individuals who would act as role models and provide a positive influence in the student's life. To ensure student welfare and safety, the Houston County Board of Education establishes the guidelines set forth below for selection/screening of mentors. Mentors shall be approved by the Superintendent or designee. Applicants to become mentors shall be excluded from participation upon the following grounds:

- A personal history or background check reveals any conviction, plea of adjudication, without regards to adjudication of first offender status, showing the applicant has engaged in a crime of violence to persons or property, or illegal drug use, possession, sale or other illegal drug involvement, whether a misdemeanor or felony, within the last ten (10) years.
- If a personal history or background check reveals any conviction, plea or adjudication, without regard to first offender status, of any felony or misdemeanor involving a crime of moral turpitude with the last ten (10) years.
- If the applicant has two (2) charges for driving under the influence of alcohol or drugs within the last twenty-four (24) months or three (3) such charges in the preceding forty-eight (48) months.
- If the applicant has engaged in any other conduct, as revealed by a criminal background check or personal history evaluation, which did not result in a criminal charge, plea, conviction or adjudication, that in the discretion of the Superintendent or designee, would be of such serious nature or character that it would negatively impact the ability of the mentor applicant to serve as a role model for a child in the program. Such conduct would include but not limited to, issues of cruelty, abuse, child neglect, or deprivation.

Any applicant, who is determined not to be qualified pursuant to the conditions set forth above, may appeal the decision of the Superintendent or designee to the Houston County Board of Education. The appeal should set forth, in writing, the reasons why the Superintendent's decision is in error and how the applicant would be able to be a positive influence on the children in the mentor program. Any such appeal may include a request to appear before the Houston County Board of Education. A personal appearance may be granted or denied at the sole discretion of the Houston County Board of Education.

The appeal procedure confers no property rights in the applicant and shall not be construed as an interpretation of school law giving rise to further appeals.

The accompanying basic procedures establish the purpose and parameters of the volunteer programs. Each school principal will ensure that all volunteers receive an orientation to the school and to the specific responsibilities for which they have volunteered. This orientation will include review of these procedures with a copy provided to each volunteer.

ADOPTED: 5/13/97

REVISED: 1/13/98;2/10/98

ADMINISTRATIVE REGULATION

Descriptor Code: IFCD-R

SCHOOL VOLUNTEERS

Adopted: 05/13/97

The School Volunteer Program

1. The school administration encourages volunteer participation by individuals, groups and businesses in local schools for the support and enhancement of instructional programs, student tutoring, clerical assistance and student supervision.

2. A volunteer is defined as a non-paid person functioning under the sponsorship of the school board and at the direction of the responsible administrator or supervising teacher.
3. Each school principal shall be responsible for the direction of the volunteer program in keeping with the Board policy and the requirements of these procedures.

Volunteer Categories

Category I Instructional Volunteers: Instructional volunteers provide direct services to students and staff in support of the instructional programs and activities of the school. This may include, but is not limited to, the following:

1. One-on-one tutoring/small group tutoring
2. Classroom clerical
3. Media assistant
4. Activity supervision
5. Field trips

Category II Resource Volunteers: Resource volunteers provide curriculum enrichment for students by sharing experiences or expertise in specialized areas of skill or knowledge.

1. Class programs
2. Grade or school-wide assemblies

Category III Organization Volunteers: Organization volunteers consist of school, community, or business organizations that support or sponsor one or more schools, programs or activities.

- | | |
|---------------------------|--------------------------|
| 1. PTA/PTO | 4. Civic groups |
| 2. Booster Clubs | 5. Business and Industry |
| 3. School advisory groups | |

Volunteer Requirements

1. Volunteers shall work within the guidelines established by the responsible administrator, teacher, or supervisor.
2. Volunteers may perform any task assigned by their supervisor and approved by the administrator.
3. All volunteers shall work under the direction and supervision of an employee of the system. A volunteer working with a student in any aspect of the instructional program must work under the direct supervision of the child's teacher.
4. Volunteers shall maintain strict confidentiality with respect to all school or classroom information to which they have access while performing their volunteer activities.
5. Volunteers **DO NOT** have access to student cumulative records.
6. Volunteers shall not be asked to grade papers or evaluate students' work.
7. Before going to the designated classroom or other duty station, the volunteer must report to the principal or designee whenever he/she will be doing volunteer duties. Volunteers must sign in and out through the school office so that a record of their activities can be maintained. (A volunteer will not be allowed to enter at random; there must be a legitimate need for the volunteer.)
8. Volunteers may handle monies collected on school premises or at a school-sponsored activity only in the presence of a certified employee designated by the principal.
9. Generally, volunteers shall not be allowed to serve in classrooms where their own children are assigned. This does not include "grade mother" helpers on special days.

School Requirements

1. The school principal or designee will provide a comprehensive orientation to each volunteer **prior to volunteer service in the school**. This orientation will include coverage of written policy, procedures, school rules, safety, and such other areas that would be essential to the effectiveness of the volunteer.
2. All schools will maintain a volunteer log which will record volunteer names, date and hours of service and tasks assigned. All volunteers will sign in and out on the computer in the office.
3. The school administrator has the authority to terminate a volunteer relationship at any time.

APPROVED: 5/13/97

REVISED: 1/13/98; 2/10/98

Background and Security Clearance...

All persons wanting to volunteer with individual students or groups of students in a Houston County school must:

A) Complete a Kings Chapel Volunteer Application and go through a screening process which includes a basic background check.

B) Attend initial volunteer orientation from a district school. The volunteer orientation will address blood borne pathogens, sexual harassment, and procedures volunteers are to follow at a local school.

- Family and Community Liaisons or delegated staff from each school will notify the principal when the volunteer has met the training requirements.
- Volunteers who jeopardize the security or safety of a student or staff member, or those who are inappropriately dressed may be denied access to the school.
- The final decision to accept or reject a volunteer applicant rests exclusively with the principal and the building level or district Family and Community Liaison.

It is important that we are in compliance with the Regulations of the Houston County School District and the Drug Free Workplace Act of 1988 prohibiting the manufacture, distribution, possession or use of controlled substances in the workplace. This policy applies to paid staff, volunteers and students. You may review a copy of the Drug Free Workplace Certification Policy on file at the HCBOE Central Office, 1100 Main Street, Perry, Georgia.

- Before any person can volunteer in the school system, a background check is required. A copy of this form is included in this handbook for your information. Copies are available in the school office to complete and submit for approval. Forms are to be completed and returned to the school for processing. Once approved, the volunteer will be notified in writing. Volunteer applications are good for five years. A list of all approved volunteers in the system is housed in the central office and in the school office.
- Parents who wish to attend off-campus field trips with their children will need an approved background check as well as volunteer training.

Orientation...

Any volunteer who works in direct contact with a student or students must attend a volunteer orientation.

- Volunteers may receive training from a Houston County school or from the district office. When a volunteer is trained away from the local school, the Family and Community Liaison who conducts the training must provide the volunteer's name to the local school Family and Community Liaison.
- All volunteer training dates will be posted on school/district websites.
- It is mandatory that all visitors stop at the office and sign-in so that a record of service is maintained.
- Volunteers, including those who serve on school boards, committees and other planning groups, should record hours through the school's Ident-A-Kid database. Examples include PTO/PTA, booster clubs, and strategic planning committees or other committees.
- Maintain good communication especially in the event of an absence or schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.
- Discussing personal information regarding an adult student or underage student will be cause for disciplinary action and/or lead to termination of the volunteer.
- ***Confidentiality is important to the integrity of our programs.***
- Regardless of how you receive information about a particular child, note that personal information must be held in your strictest confidence.
- Please sign the Statement of Confidentiality and return to Mrs. James or Mrs. Lampley.
- Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with students' behavior to the supervising staff member.
- Our Houston County community is diverse. It is important that we work with one another positively and consider cultural, moral, and value differences.

- **Volunteers should be reminded that their value system might be different from their students and to be sensitive to diversity issues.**
- Religious, racial or sexual harassment is a violation of federal and state law and of the Houston County School District policy. Copies of Personnel Policy and Policy against Sexual Harassment may be obtained at the Board Office, 1100 Main Street, Perry, Georgia.
- Harassment consists of unwanted or uninvited sexual comments, advances, cartoons, innuendoes, racial and gender slurs or jokes, intimidation, etc. It can occur between an adult and a child, between two adults, or between two children. When these incidents occur, we must make every effort to stop the behavior and see that it does not occur again.
- If you become aware of a behavior that might constitute harassment, report it immediately to a supervisor or teacher so that it can be investigated and addressed.
- Make sure to examine your own behaviors and word choices closely, too.
- During your orientation, you will be alerted to fire drill and other emergency signals. As you may be in the building during a crisis or fire drill, it's important that, just like our students and staff, you know how to evacuate the building or respond to an emergency situation. Please check the classrooms in which you are working to find the evacuation information as that is posted in each room at our school.
- The only person authorized to administer medications are trained school nurses and office staff, so never provide to a student any ointment, tablet, capsule or spray that could be absorbed into the bloodstream.
- A volunteer who is injured while on school premises or providing volunteer services will report this injury to the principal or to the Family and Community Liaisons.
- In terms of exposures to infectious organisms borne in the blood or other body fluids, remember that the risk of infection due to such exposures is VERY LOW. Your own unbroken skin is an excellent barrier to such organisms. However, to reduce the potential risk of infection, all volunteers are expected to obtain assistance from trained staff in any situation in which body fluids are exposed.
- All volunteers working directly with students must be under the direct supervision of certified personnel, except in the case of office help; administrative assistants may supervise those volunteers.

Some volunteer programs require additional training from certified personnel. Volunteers may need training on reading strategies, math strategies, mentoring, how to supervise academic centers, etc...Please speak with the Family and Community Liaison or designated person at your school to determine if you will need additional training.

General Classroom Assistance Programs: In this program, you will work in partnership with a classroom teacher and perform duties as assigned. Typical jobs include assisting with class projects; helping specific students with language, reading, math or other challenging areas; or, providing clerical help to busy instructors.

School-Site Mentoring Programs: In this program, you will receive training from Big Brothers Big Sisters of Houston County. Programs pair students from various elementary and middle schools who benefit from weekly sessions with “buddies” from the community. During sessions, students and their mentors meet at the school, have lunch, spend some time in games or brief tutoring sessions, and simply get together on a consistent basis for friendship and fun.

Volunteer Literacy Tutor Program: In this program, you will receive training from district literacy staff in order to better provide tutoring assistance to students in grades K-3. After training, tutors are assigned to schools of their choice where they are paired for weekly sessions with individual or small groups of students who need extra assistance with development of reading skills.

WAYS TO ASSIST THE TEACHER...

- Assist with teacher-planned activities
- Read teacher prepared instructions to pupils

- Read stories
- Check to see if seatwork is completed
- Take lunch count
- Operate audio visual equipment
- Review previously taught material
- Help children to follow and understand directions
- Listen to children read
- Share a hobby, talent or experience
- Help with field trips
- Assist with school programs, special events and special days
- Keep classroom materials in order
- Collect papers for evaluation by the teacher
- Assist with displays throughout the school
- Assist children in practicing skills

REMEMBER...

- DO take a personal interest in helping and working with teachers, staff and students.
- DO be willing to learn more about fostering the process of growth and development in children.
- DO participate in training programs offered to volunteers.
- DO be willing and able to follow directions from teachers and staff.
- DO be adaptable and flexible when working with children.
- DO be imaginative, creative and optimistic.
- DO be consistent and dependable.
- DO keep all student information strictly confidential.
- DO accept all children for who they are.
- DO let the teacher be responsible for discipline.
- DO put cell phones on silent mode.

- DON'T forget to sign in and out of the office every time you are in the building
- DON'T become annoyed when students don't understand something the first time.
- DON'T lose your temper.
- DON'T do a student's work for them.
- DON'T discuss a student's work with anyone but the teacher.
- DON'T ask teachers or others for personal information about students.
- DON'T threaten or punish the students.
- DON'T intervene or contradict a teacher once a problem has been handled.
- DON'T forget to contact the teacher or school if you can't fulfill your commitment.

HOUSTON COUNTY SCHOOL SYSTEM
Consent Form

_____ **SCHOOL**

I hereby authorize the Houston County School System to receive any criminal and/or driver's history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

Volunteer's Name _____
Last First Middle (Maiden)

Address _____
Street City State ZIP

Sex _____ Race _____ Date of Birth _____ Social Security Number _____

Driver's License Number/State ID Number _____ Signature _____

Notary Public Signature _____ Date _____

(DO NOT WRITE BELOW THIS LINE)

+++++

**PERRY POLICE DEPARTMENT
PERRY, GEORGIA**

_____ I certify that I have conducted a search through the GCIC System on the person named above and the results were that, as of this date, this individual has no record on file.

_____ Record on the above named person is attached.

Name _____

Date _____

Statement of Confidentiality for School Volunteers

I understand that in the course of my association with the Houston County School District I share the responsibility of maintaining the confidentiality of any employee or student information that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of both written and verbal information.

As a volunteer, I will work with the highest standards and will be committed to the idea that my work will benefit students. I promise to be open-minded, be willing to be trained, and be committed to my job as a volunteer. I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding student or employees with anyone. Any breach of confidentiality will be carefully reviewed and if substantiated, could result in termination of volunteer involvement with the School District, and may result in legal action.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature

Date

Witness Signature

Date