



**Beaufort County School District**

# **Volunteer Program Procedures**

# *Welcome!*

Thank you for offering your valuable time and skills to help students in Beaufort County.

Your role as a volunteer is key to our goal of working with our families and diverse communities to ensure that students perform at internationally competitive levels in learning environments that are safe, nurturing and engaging.

It's an exciting time for our district, and your enthusiasm and passion for education will greatly benefit our school communities. We hope that your volunteer experience will be a rewarding one.

Please review this handbook for information on the opportunities and responsibilities related to volunteers. This guide includes overviews of district policies, our volunteer protocols and our screening process. Please communicate with the volunteer coordinator at your assigned school or reach out to the district's Community Services Coordinator if you have any questions or suggestions.

Thank you again for volunteering to be an important part of our team. It's going to be a great year!

Sincerely,

Jeffery Moss Ed.D.  
Superintendent





# Beaufort County School District

## Volunteer Types\*

A **Visitor** is someone who visits a school infrequently or attends a single event. Visitors may **not** have unsupervised time with children.

**Volunteers** have direct contact with students under limited supervision by school staff on a scheduled basis, may spend solitary time with student(s) for short periods of time, may be outside the view of school staff or other adults with students for extended periods of time, and may be used as chaperones on field trips.

Type	Acceptable Functions	Volunteer Training	Background Check	Lobby Guard Sign-in
Visitor	<ul style="list-style-type: none"> <li>Attend parent-teacher conference</li> <li>Have breakfast or lunch with his/her child</li> <li>Attend school functions- PTO meeting, classroom parties</li> <li>Test monitor (may not escort student to restroom, etc.)</li> <li>Performer/Assembly Speaker</li> </ul>	No	No	Yes
Volunteer	<ul style="list-style-type: none"> <li>Classroom volunteer with supervision by school personnel</li> <li>Office helper</li> <li>Teacher helper</li> <li>PTO/PTA, SIC, Booster club officer</li> <li>Field trip chaperone responsible for student or student groups</li> <li>Any activity without supervision by school personnel</li> <li>Coaches (Must be on ADs roster)</li> <li>Mentors/tutors</li> </ul>	Yes	Yes	Yes
BCSD Employees	(Must wear school badge)	No	Not needed, done upon hire	No

\*This is a sample of volunteer types and functions, not an all-inclusive list.

# Tips for Volunteers

## Checklist

Find out about:

- the building layout and parking facilities
- discipline and classroom policies
- what is expected of you as a volunteer
- what to do if you are absent
- how to work with a substitute teacher
- drills (fire, tornado and lockdown) and safety rules

## Emergencies

In case of emergency, or when you have concerns for student safety, please report immediately to a school official. If you are in the building during a drill, please participate and set a good example for the students.

In a Tornado (or drill):

- Move away from windows and glass doorways.
- Go to the innermost part of the building on the lowest possible floor.
- Do not use elevators because the power may fail, leaving you trapped.
- Protect your head and make yourself as small a target as possible by crouching down.

In a Fire (or drill):

- In an orderly fashion, exit the building.
- Familiarize yourself with the layout of the building. Escape routes are posted throughout buildings in areas easily accessible to everyone.
- If you are the last person to exit a classroom or office, close the door.
- After exiting, meet in designated areas to be accounted for. Under no circumstances should you reenter the building!
- To prevent personal endangerment and obstruction of emergency responders and equipment, do not leave the designated areas until cleared to do so by an administrator.

## If you need help

If you need more instructions in order to perform a task, just ask. Establish a method of communication with the teacher/staff member, either written or verbal. If you want to change your assignment, talk with the teacher or volunteer coordinator.

## **Enjoy working with the students**

Be yourself! Accept students in terms of their background, values, manner and vocabulary as theirs may be different from yours. By giving of yourself, by sharing time, by caring... you are making a difference!

## **Thanks!**

Always remember that you are appreciated! Sometimes the staff members get caught up in the tasks of the day and may forget to say "Thanks!" We value the time you give to our children and schools.

*Tell me and I'll forget; show me and I may remember; involve me and I'll understand.  
Chinese proverb*



## Becoming a School Volunteer

Begin by choosing the age group that most interests you:

- 4 - 5 year old children (Early Childhood Learning Center)
- 5 - 10 year old children (Elementary School)
- 11 - 13 year old adolescents (Middle School)
- 14 - 17 year old teenagers (High School)

Next, consider the type of activities and amount of time you wish to contribute.

- *Would you prefer to work directly with students or as a clerical assistant?*
- *What experiences/skills can you offer?*
- *What hours and days do you prefer?*
- *How much time can you commit to a volunteer job?*
- *What are you looking for in your volunteer experience?*
- *Is there a special talent that you can share with the students? For example, speak a foreign language or play a musical instrument?*

Then contact the school nearest you. Each of our 30 schools has a volunteer coordinator who will gladly meet with you to answer any questions, discuss specific school needs and procedures, describe volunteer opportunities, and review the application form. This interview will help match your talents and interests to a volunteer job that you will enjoy and will enable the school to best utilize your skills.

A teaching certificate is not required to be a Beaufort County School District Volunteer, but these traits are:

- A genuine interest in helping students
- A commitment to your volunteer activity
- A cooperative attitude with faculty and staff
- Positive attitude
- Confidentiality
- Flexibility
- Regular attendance
- Good health
- Training, as recommended for your volunteer placement

## Volunteer Screening

All volunteers, including mentors and parents, will need to fully complete the brief volunteer application prior to volunteering. This application includes all of the information needed to complete the background check. Please be truthful on the application; a minor infraction in your past will not prevent you from volunteering in our schools. The application can be found on our website at [beaufortschools.net](http://beaufortschools.net). The start screen looks like this:

The screenshot shows the 'Secure Volunteer' application interface. At the top left is the 'Secure Volunteer' logo with 'Powered by BIB' underneath. To the right, there are links for 'Need Assistance? Contact Us:' and 'Already a Secure Volunteer and need a replacement card? Get a Replacement Card'. The main header reads 'Beaufort County School District' with the district's logo and the tagline 'We're Working to Keep Our Schools Safe'. Below this, there is a welcome message: 'Thank you for your interest in volunteering. Keeping our students, faculty and staff safe is a top priority. To help ensure this safety, background screens for volunteers are a necessity. We have contracted with BIB to conduct high quality background checks on our potential volunteers using their Secure Volunteer technology.' This is followed by a section titled 'It's Easy and Secure' which explains the process: 'Secure Volunteer is an easy to use online system created to help school systems manage volunteer screening. Use the secure online system to request your background check with just a few steps. Once your background check is complete, we will review and notify you by email when you have been approved. You will also receive a Secure Volunteer ID card to verify your background screen has been completed.' A 'Get Started Now' section states 'Submitting your application takes less than five minutes: get started now!' and features a blue button labeled 'I Want to Volunteer!'. The background of the page shows a smiling woman in a yellow shirt with her arms crossed, standing in a school hallway with children in the background. At the bottom, there are two circular 'SECURITY PROMISE' and 'PRIVACY PROMISE' logos. To the right, there are links for 'Smithfield Regional School District Home page', 'Secure Volunteer Home', and 'Background Investigation Bureau Home'. Further right are links for 'Privacy Promise', 'Security Promise', 'Terms', and 'Contact'. At the very bottom, there is a copyright notice for Background Investigation Bureau, LLC and a disclaimer about the website's purpose.

Please allow **two weeks** for your volunteer application to be processed. Do not wait until the day before an event and then be disappointed when your application cannot be approved that quickly. Once your volunteer application is approved you will receive a temporary volunteer ID badge via e-mail, and then your permanent volunteer ID badge in the mail in approximately 10 days. It is good for one year.

You must wear the volunteer ID badge at the school site at all times. You will also need to bring a government issued photo ID when you enter the school to verify your identity.

To apply to be a volunteer go to our website at [beaufortschools.net](http://beaufortschools.net). Click on "Community", then "Volunteers" at the bottom of the left hand column. Then click on the orange button that says, "I want to volunteer!"

## **Volunteer Opportunities**

Volunteers can support education through a wide range of school-related opportunities, which vary from school to school.

### **Instructional Volunteers**

- **Literacy Volunteer**
- **ESOL (English for Speakers of Other Languages) Tutor**
- **Tutor**
- **Mentor**
- **Coach**
- **Club Leaders**

### **Support Service Volunteers**

- **Classroom Assistant**
- **Media Center / Library Assistant**
- **Computer Assistant**
- **Science Fair Judge**
- **Test Monitor**
- **Chaperone**
- **Fundraiser**
- **Traffic Controller / Hall Monitor / Lunchtime Assistant**
- **Special Events Coordinator/Assistant**
- **Charity Food Distribution**
- **Clerical**

### **Advisory Volunteers**

- **PTA/PTO (Parent/Teacher Association/Organization)**
- **School Improvement Council**
- **Booster Club**

*"Everyone can be great because everyone can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love."*

*--Martin Luther King, Jr.*



## Excerpted from IS-42 Administrative Regulation for School Volunteers

- *Schools will follow these procedures.*
- *Schools will thoroughly orient volunteers to the duties they are to perform. District consultants and supervisors may help with this whenever appropriate.*
- *The school will give all volunteers some acquaintance with the overall operation of the school, including what the school expects of all persons who work with it. The orientation must include words of caution to the volunteers concerning confidentiality requirements.*
- *All volunteers are under the direct supervision of and accountable to the principal or his/her designee.*
- *No one should give volunteers the authority to have access to student records. Volunteers may only see those records which pertain to their own children.*
- *The school principal will make periodic assessments to ensure that the volunteers are working productively with students.*
- *Volunteers are helpers and that only. The direction of students, particularly in strictly teaching areas, is the responsibility of the teacher and cannot be turned over to a volunteer.*
- *Health room volunteers are to work under the supervision of the school principal. Volunteers will follow district policy concerning first aid and emergency.*
- *Principals should commend, thank and publicly recognize volunteers whenever justified and possible.*
- *All volunteers must complete an application, have a reference check and a SLED check.*



## Beaufort County School District Dress Code

### DRESS AND APPEARANCE

**I. Statement of Policy.** The Beaufort County School District (“BCSD”) expects appropriate dress of all BCSD employees.

**II. Statement of Purpose.** All BCSD employees shall consider themselves professionals and should always dress to gain respect from those with whom they come in contact and to model success for BCSD students. Administrators and supervisors shall be expected to ensure staff members under their supervision are appropriately dressed at all times.

**III. Inappropriate Dress and Appearance.** The following dress is considered inappropriate for BCSD employees:

- A. Clothing and/or accessories distracting or detracting from the learning environment, such as piercings, controversial tattoos, revealing or provocative clothing, or unprofessional hair styles.
- B. Wearing an undergarment as an outer garment or any clothing revealing the employee’s undergarments;
- C. Denim jeans of any colors, except for specified spirit days as approved in advance by the employee’s Principal or supervisor;
- D. Leggings or tights, except under skirts, dresses, or jumpers;
- E. Warm up pants/suits or overalls;
- F. Sweatshirts/T-shirts, except for specified spirit days as approved in advance by the employee’s Principal or supervisor;
- G. Clothing or accessories with slogans or advertisements, by words or symbols, or which advocates the use of, alcoholic beverages, tobacco, and/or a controlled substance;
- H. Clothing containing profanity or nudity in words or symbols, or otherwise suggestive of sexual activity;
- I. Clothing not in good condition, i.e. with holes, rips, or tears;
- J. Flip flops; and
- K. Clothing with thin straps, or low necklines, without straps, which is too tight or too short, which does not cover an employee’s waist or mid-riff, and tube tops.

**IV. Allowed Garments.** The following garments are allowable for BCSD employees:

- A. Dress shirts, sport shirts with collars, polo shirts and sweaters, shirts without collars as professional and appropriate.
- B. Dress or casual slacks, skirts of modest length, skorts, dresses, jumpers, Capri pants, cropped pants. Shorts may be worn by employees who teach physical education, by employees while involved in athletic coaching of BCSD students, and as otherwise allowed by a school Principal.
- C. Shoes worn may be casual, business, boat shoes, sport shoes, heels, or flats. Employees are to wear footwear suitable for walking on multiple surfaces during the workday and suitable for their specific job functions and responsibilities.
- D. Shirts will be tucked in as appropriate.

**V. Student Dress Code.** BCSD employees/volunteers assigned to schools are encouraged to participate in and model their school's student dress code, as set forth in BCSD Administrative Regulation SS-17, Student Dress Code.

**VI. Special Circumstances.**

- A. Exceptions may be made by an employee's Principal or supervisor based on an employee's individual medical needs.
- B. It is recognized there may be special circumstances or situations in which an employee may not dress as he/she normally would, including but not limited to field trips, field days, and work days.
- C. The BCSD respects the religious and cultural diversity of our community. Principals and supervisors are directed to make reasonable accommodations for employees who, because of a sincerely held religious belief or cultural heritage, request a waiver or exception of a particular guideline for dress or appearance.

Adopted: March 3, 2009

Revised: January, 2017; June, 2017

## Sexual Harassment of Students

*Sexual harassment of students by employees, other students, or third parties is prohibited. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. The superintendent directs district and school employees to take prompt, appropriate, and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment of a student or inappropriate conduct of a sexual nature directed towards a student.*

*Any student who feels he or she has been subjected to sexual harassment, or the parent of a student who feels his or her child has been subjected to sexual harassment, is encouraged to file a complaint with the school principal or title IX coordinator. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim, and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.*

*Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.*

**TITLE IX “ No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. ”**

## What are Issues of Confidentiality?

Essentially everything that you hear or see in a school setting is of a confidential nature. That means that when you are watching children interact with each other, with their parents, and with staff you have observed something **confidential**. What that means is ..... that the children and families that we serve are owed respect and privacy. Some students may speak, learn, or act in a manner that appears different or is different from your expectations of your own child or of others. As such, you may wonder what, why and how?

Wondering is fine, however, commenting on it, discussing it, sharing it with others is a breach of confidentiality and it is against the law. All individuals who work in a school setting are sworn to confidentiality – maintaining what they see and know about another private and to themselves. That does not mean that an issue of concern should not be shared with administration or a teacher, but beyond that it should never be shared.

### Here are some examples:

- As a volunteer you note that a child in the first grade sucks her thumb and whines constantly to the teacher and her peers. Sharing this information with your neighbor, including the child's name and class, would be a breach of confidentiality.
- When assisting with grading papers, you note that Bobby Person is failing this subject and you share this information with his mother. It is the teacher's responsibility to share this information with his mom, not yours.
- When in Wal-Mart another parent who knows you are volunteering in Mrs. Star's class, asks you if she is really a good teacher or not. Sharing anything about Mrs. Star would be a breach of confidentiality. What you could do is smile politely and invite the parent to come see all of the great things the kids are doing, or say, "I enjoy being in the class with the children," and leave Mrs. Star out of it.
- A parent who knows you volunteer at the school wants to know about the behavior of a child who has been a terror in the neighborhood. To tell her that you have seen the child act out negatively at school, too, would be a breach of confidentiality. You can either say, "Gosh, I really can't say," or "You know working at the school allows me to see children in a completely different environment so I am not sure I could really comment on that."
- You were working in the classroom when the Special Education teacher comes to speak to your cooperating teacher. You overhear her say that one of the children in the room is now going to qualify to receive special education services. Sharing this information in any form with anybody would be totally inappropriate and also a breach of confidentiality.

**So what do you do if you see something that concerns you about a student or a staff member? Share it immediately with a school administrator – and then keep it confidential.**

*On behalf of the Board of Education and the  
Beaufort County School District...*

*Thank you!*

**Beaufort County Board of Education**

Evva Anderson  
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Geri Kinton  
JoAnn Orischak  
Bill Payne  
David Striebinger

Jeffrey Moss, Ed.D.  
Superintendent

Cristin Caspar, Community Services Coordinator  
(843) 322-2306  
e-mail: [Cristin.Casper@beaufort.k12.sc.us](mailto:Cristin.Casper@beaufort.k12.sc.us)