

# GUIDELINES FOR SCHOOL VOLUNTEERS

## PROCEDURES FOR ALL VOLUNTEERS

- Visit [www.vbschools.com/getconnected](http://www.vbschools.com/getconnected) from a computer or your mobile device to complete a volunteer application, find volunteer opportunities and log your volunteer hours.
- Report to the security desk to sign in and out. All parents, volunteers and partners in education will be asked to scan a valid driver's license or military ID.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading and disciplining students are school staff responsibilities.
- Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.
- Communicate with designated staff members to ensure you understand expectations and assignments. Please ask for clarification if needed.
- Adhere to the Virginia Beach City Public Schools Volunteer Code of Ethics.

**THANK YOU** *for volunteering to support students in Virginia Beach City Public Schools!*

**DEPARTMENT OF MEDIA & COMMUNICATIONS**  
**(757) 263-1337**

# CODE OF ETHICS

## **DEPENDABILITY**

A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

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## **RESPECT FOR AUTHORITY**

A volunteer shall respect the authority of the school and the school administration.

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## **CONFIDENTIALITY**

A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

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## **IMPARTIALITY**

A volunteer shall favor no one side or party more than another in all school situations.

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## **OBJECTIVITY**

A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

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## **APPEARANCE**

A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

# SCHOOL BOARD REGULATION ON VOLUNTEERS

School Board of the City of Virginia Beach  
Regulation 7-18.1  
Community Relations

## Community Involvement/Volunteers

### A. Generally

The Superintendent, in conjunction with parents and community representatives, will review annually and revise as necessary the Guidelines for School Volunteers. The publication will contain guidelines for implementing the program.

Each school in the Virginia Beach City Public Schools will maintain a Volunteers in Education program coordinated by the Parent Teacher Association.

Parents and community members will be invited to participate in this program for the purpose of assisting and enhancing the educational experience for all public school students.

Prior to service as a school volunteer, all candidates will be provided training to familiarize them with the procedures governing their service.

All volunteers will be provided a copy of the Guidelines for School Volunteers and the Code of Ethics requirements for volunteers will be explained.

### B. Responsibilities

The administration of the schools and the instructional program are the responsibility of School Board employees and the responsibility cannot be delegated. Volunteers work under the direction of the administration and school staff who retain the responsibility for the instruction and supervision of students in their charge.

# SCHOOL BOARD POLICY ON VOLUNTEERS

School Board of the City of Virginia Beach  
Policy 7-18  
Community Relations

## Community Involvement/Volunteers

The School Board of the City of Virginia Beach recognizes that volunteers and businesses make a valuable contribution to the educational program and that their involvement in the schools increases the support of the schools by the community.

Businesses, through partnerships with the schools, enhance and support educational opportunities for students. Cooperative programs that meet the goals and objectives of the instructional program of Virginia Beach City Public Schools are permitted.

Parents shall be encouraged to become involved as volunteers in the educational program. The principal may appoint parents as volunteers to assist in the schools. The principal will provide orientation, job descriptions and specific assignments for the volunteers. Parent volunteers may be permitted to ride the school bus to and from school under regulation of the superintendent.

*Amended by the School Board: May 25, 2004*

Aaron C. Spence, Ed.D., *Superintendent*  
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### Notice of Non-Discrimination Policy

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including, but not limited to, Policies 2-33, 4-4, 4-6, 4-43, 5-7, 5-19, 5-20, 5-44, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 4-6.1, 4-43.1, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials and extracurricular activities.

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/ Director of Student Leadership at (757) 263-2020, 1413 Laskin Road, Virginia Beach, Virginia, 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/ Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write the Office of Community Engagement: Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 263-1337 (voice); 263-1240 (TDD); or e-mail [betsey.scales@vbschools.com](mailto:betsey.scales@vbschools.com).



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