

Guidelines for Volunteers and Partners in Education

PROCEDURES FOR ALL VOLUNTEERS & PARTNERS

- Visit www.vbschools.com/community/volunteers_partners to complete a Volunteer Application or Partners in Education Information Form or contact a Virginia Beach School or the Office of Community Engagement.
- Report to the security desk to sign in and out when visiting a school. All volunteers and partners will be asked to scan a valid driver's license or military ID and wear identification badges provided by the school while participating in partnership and volunteer activities inside a school building.
- Work under the direction of and in collaboration with school staff to plan and implement volunteer or partnership activities. Instructing, supervising, grading and disciplining students are school staff responsibilities. Communicate with staff to ensure you understand expectations.
- Comply with all federal, state and local statutes, ordinances, regulations and guidelines, as well as all School Board policies located at www.vbschools.com/policies.
- Adhere to the Virginia Beach City Public Schools Volunteer Code of Ethics.
- Log volunteer hours at www.vbschools.com/getconnected.

Please note: The use of school facilities owned by the School Board will be determined by school staff and may require a Facilities Use Agreement found at http://www.vbschools.com/community/school_rental.

THANK YOU for supporting 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.

Respect For Authority

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

Confidentiality

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

Impartiality

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

Objectivity

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

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 Engagement/Volunteers

A. Generally

The Superintendent, or his/her designee, in collaboration with parents and community representatives, will review annually and revise as necessary the Guidelines for School Volunteers. The publication will contain a volunteer code of ethics and guidelines for serving as a volunteer or partner in education.

- Each school will maintain a Volunteers in Education program coordinated by the Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA).
- 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 for this program will be provided information/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 Engagement/Volunteers

The School Board recognizes that volunteers and businesses make valuable contributions to the educational program and that their engagement increases the support of the schools by the community.

Businesses, through partnerships with the schools, enhance and support educational opportunities for students. Cooperative programs which meet the goals and objectives of the instructional program of the School Division are permitted.

Parents and community members shall be encouraged to become involved as volunteers in the educational program. The principal or designee 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 School Board regulations of the Superintendent.

Amended by School Board: August 19, 2014

Aaron C. Spence, Ed.D., *Superintendent*
2512 George Mason Drive • Virginia Beach, VA 23456-0038

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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, 5-7, 5-19, 5-20, 5-44, 6-33, 6-7, 7-48, 7-49, 7-57 and Regulations 2-33.1, 4-4.1, 4-4.2, 4-4.3, 4-6.1, 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/ Executive 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 betsy.scales@vbschools.com.



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