

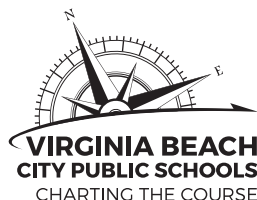
Guidelines for Volunteers and Partners in Education

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 Family & 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 expectations are understood.
- 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 located on the back of this publication.
- Log volunteer hours at www2.vbschools.com/volunteers/hours/recordhours.asp.

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 www.vbschools.com/community/school_rental.

DEPARTMENT OF
COMMUNICATIONS AND
COMMUNITY ENGAGEMENT
(757) 263-1820



SCHOOL BOARD POLICY ON VOLUNTEERS

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

COMMUNITY RELATIONS

Community Engagement/Volunteers

A. Generally

1. The School Board recognizes that volunteers from families and community members as well as volunteers from and partnerships with community businesses, military or other public or private agencies or faith-based organizations make valuable contributions to the educational program and that their engagement increases the support of the schools by the community.
2. The Superintendent, or designee, in collaboration with family and community members, will review annually and revise as necessary the Guidelines for School Volunteers and Partners. The publication will contain a volunteer/partner code of ethics and guidelines for serving as a Volunteer or Partner in Education.
 - Family/community members shall be encouraged to become involved as Volunteers and Partners in Education for the purpose of assisting and enhancing the educational experience for all public school students.
 - The principal or designee will provide orientation, job descriptions and specific assignments for the volunteers/partners. For special events, volunteers and partners who are family members of students may be permitted to ride the school bus to and from school under School Board regulations of the Superintendent.
 - Prior to service as a school volunteer or partner, all candidates for these programs will be provided information/training to familiarize them with the procedures governing their service.
 - All volunteers and partners will be provided a copy of the Guidelines for School Volunteers and Partners, and the code of ethics requirements for volunteers and partners will be explained.

B. Responsibilities

1. The administration of the schools and the instructional program are the responsibility of School Board employees and the responsibility cannot be delegated. Volunteers and partners work under the direction of the school administration and school staff who retain the responsibility for the instruction and supervision of students in their charge.
2. All volunteers and partners will be required to comply with the code of ethics requirements and responsibilities listed in the Guidelines for School Volunteers and Partners.
3. The Office of Family & Community Engagement will coordinate partnerships and carry out the following responsibilities:
 - Establish program goals;
 - Identify community partners;

- Match partners with schools to meet student needs;
- Orient appropriate personnel from partnering organizations;
- Support school-based Community Engagement Liaisons;
- Monitor the program; and
- Conduct an annual evaluation of the program.

C. Volunteers and Partners in Education Programs

1. Volunteer in Education

Each school will maintain a Volunteer in Education program coordinated by the Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA) and overseen by the school principal or designee. Volunteer opportunities shall be identified by school principals and may include mentorship programs to provide students with social, emotional and additional academic support.

2. Partners in Education

A Partners in Education program designed to pair individual public schools with businesses, military or other public or private agencies or faith-based organizations will be coordinated by personnel in the Department of Communications and Community Engagement/Office of Family & Community Engagement as designated by the Superintendent to support student success. The principal at each school shall designate a staff member as the school's Community Engagement Liaison to support the Department of Communications and Community Engagement/Office of Family & Community Engagement's initiatives.

Editor's Note

For Community Engagement programs, see www.vbschools.com/community

*Revised by Superintendent:
June 25, 2019*

Making a Difference

During the 2019–2020 school year, more than **27,600 Volunteers and Partners in Education** donated over **344,000 hours of service** in Virginia Beach City Public Schools. The value of this service is estimated to be approximately \$18,760,533*.

**Calculations based on the Independent Sector Organization's estimated value of volunteer time for 2019 which is \$25.43 per hour.*

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.

THANK YOU for supporting students in Virginia Beach City Public Schools!

Aaron C. Spence, Ed.D., Superintendent
 Virginia Beach City Public Schools
 2512 George Mason Drive, Virginia Beach, VA 23456-0038

Produced by the Office of Family and Community Engagement.
 For further information, please call (757) 263-1075.

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, activities, employment, or enrollment, 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, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, enrollment, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities and employment.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 1413 Laskin Road, Virginia Beach, Virginia 23451, (757)263-2020, Mary.Dees@vbschools.com (student complaints) or the VBCPS Department of Human Resources, Office of Employee Relations, 2512 George Mason Drive, Municipal Center, building 6, Virginia Beach, Virginia, 23456 (757) 263-1133, Edie.Rogan@vbschools.com (employee complaints). Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees) and on the School Division's website. 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 Family & 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 mary.hunt@vbschools.com

vbschools.com

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