

# VOLUNTEER ORIENTATION

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## ARCHDALE ELEMENTARY

August 28, 2017

# *Students First In All We Do*

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## *Our Mission*

*The mission of the Randolph County School System is to maximize educational opportunities for every student by focusing on continuous improvement and having high expectations for students and staff, while preparing students for multiple options to be competitive in a diverse 21st Century global society.*

# *Our Vision*

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*The vision of the Randolph County School System is to maximize educational opportunities for every student, based on our beliefs that: All students can learn; All students will be taught in a safe and nurturing learning environment; All students deserve a teacher who is qualified and well-prepared; All students deserve access to instructional resources managed in a fiscally responsible manner; and All stakeholders share the responsibility and accountability for student learning.*

# *Our Goal*

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*By the end of the 2018-2019 school year, at least 75% of the students taking End-of-Grade (EOG) tests and End-of-Course (EOC) tests in the Randolph County School System will perform at or above “Level 3” and all subgroups of students will perform at the “Expected Growth” Level or higher.*

# VOLUNTEERS IN SCHOOLS

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- Volunteers are adults who volunteer their services or presence at any school activity and are under the supervision of school administrators.
- The board recognizes the valuable contributions which school volunteers can make to the learning process and educational goals of the school district.
- Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students.
- Parents have a right to take four hours of unpaid leave from their jobs every year in order to volunteer in the schools as stated in G.S. 95-28.3.

# GENERAL STATUTE 95-28.3

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- **Leave for parent involvement in schools.**
- (a) It is the belief of the General Assembly that parent involvement is an essential component of school success and positive student outcomes. Therefore, employers shall grant four hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school. However, any leave under this section is subject to the following conditions:
  - (1) The leave shall be at a mutually agreed upon time between the employer and the employee.
  - (2) The employer may require an employee to provide the employer with a written request for the leave at least 48 hours before the time desired for the leave.

# GENERAL STATUTE 95-28.3

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- (3) The employer may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.
- For the purpose of this section, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of grade school instruction, (iii) preschool, and (iv) child care facility as defined in G.S. 110-86(3).
- (b) Employers shall not discharge, demote, or otherwise take an adverse employment action against an employee who requests or takes leave under this section.

# GENERAL STATUTE 95-28.3

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(c) An employee who is demoted or discharged or who has had an adverse employment action taken against him or her in violation of this section may bring a civil action within one year from the date of the alleged violation against the employer who violates this section and obtain either of the following:

- (1) Any wages or benefits lost as a result of the violation; or
- (2) An order of reinstatement without loss of position, seniority, wages, or benefits.

The burden of proof shall be upon the employee. (1993, c. 509, s. 1; 1997-506, s. 34.)



# APPLICATIONS

- Volunteer applications can be picked up from the front office or provided to you by the teacher to whom you will be volunteering. Participating with band/chorus activities and attending a field trip/Site Based Learning Experience (SBLE) with a class will also require you to complete an application.
- Level 3 Volunteers (Over night /Out of State field trips/Chaperones with a group of students out of the sight of the teacher) are subject to background, criminal record and reference checks to the same extent as school system employees. The Randolph County School System Administration may limit or terminate the activities of a volunteer in the best interest of the school.
- The National Sex Offender Registry is checked on all applicants.
- References should include someone not related to you who can comment on your work abilities, interactions with children, and/or experience with children.

# CONFIDENTIAL INFORMATION

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- *Volunteers are required to sign a confidentiality statement.*
- Employees have an absolute duty to maintain the confidentiality of records as required by law. Employees, by the nature of their occupation, are exposed to confidential information which should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the executive director for personnel. Where violations occur, appropriate disciplinary action will be taken.
- (Reference: Board of Education Policy 7315)

# APPLICATION

- Applications are subject to approval and will be kept on file for the duration of the student(s) enrollment at the school.
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- Applications are to also be completed if you do not have a child at the school where you will be volunteering. If you complete an application at one school for one child, inform the other school(s). Administration will verify your approval.
  - Volunteers are prohibited from the use of tobacco products and/or alcohol while chaperoning students or in the present of students on a SBLE.
  - Inappropriate language/profanity should not be used while chaperoning students.

# THANK YOU

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AES would like to thank you for your decision to support our students by volunteering your time and talents in our school. We appreciate your willingness to serve and to give our students additional opportunities, provide needed support for our school and offer your valuable time to make a difference. We value you and sincerely appreciate your willingness to volunteer.