

## 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 which 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

Dr. James G. Merrill, Superintendent  
Virginia Beach City Public Schools

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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 263-1936 (voice); 263-1240 (TDD); or e-mail [jody.blaufus@vbschools.com](mailto:jody.blaufus@vbschools.com).

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# GUIDELINES for School Volunteers

## PROCEDURES FOR ALL VOLUNTEERS

- Report to the office to sign in and out.
- 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 clear expectations, task assignments, and feedback on volunteer activity.
- Adhere to the Virginia Beach City Public Schools Volunteer Code of Ethics.

Approved by Superintendent: August 2012

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# 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 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.