



## Volunteer Guidelines

Volunteers make a valuable contribution to the educational program. Volunteers can serve as classrooms aides, clerical assistants, tutors, chaperones, resource persons in a given area of expertise, and other areas as necessary.

We encourage the assistance of interested parent and community volunteers who can contribute to the enhancement of instructional practices as well as provide additional opportunities for students to participate in activities that augment school experiences.

R11-10-002 Guidelines for Volunteer Program

(Revised July 2015)

All volunteer programs operate under the management and supervision of the principal. The principal will designate a member of the school administrative staff to serve as the Volunteer Coordinator to facilitate the volunteer programs. This responsibility may not be delegated to a non-employee or a teacher. All volunteers, except coaches, must complete the Volunteer/Mentor Application each year and submit it to the schools in which they wish to serve. The Volunteer Coordinator receives and processes applications and maintains a list of volunteers for the current school year.

In an effort to ensure student safety, all volunteers must be screened throughout the school year. By the 1st school day of each month (October through June), the Volunteer Coordinator must ensure that the list of volunteers has been checked against the National Sex Offender Public Website (NSOPW) which includes 50 states, U.S. territories, District of Columbia, and participating tribes. All volunteers serve at the discretion of the principal. Anyone convicted of a misdemeanor or felony offense, especially an offense involving a minor, may be disqualified depending upon the nature of the offense and/or the volunteer's activity.

Volunteer assistant athletic coaches, and coaches paid by third-party organizations, must be screened according to the procedures established for all School Board employees. Each school is responsible for the cost of this screening. The Department of Human Resources will incur the costs of screening athletic coaches who are issued School Board contracts.

Each school must conduct an orientation appropriate to the activity for its volunteers in which the Volunteer Guidelines, the Code of Student Conduct, and Policy & Regulation [4-06-013](#), "Information Technology" are reviewed in depth. Chaperones should receive an orientation before the event or trip. Volunteer Coordinators should emphasize that these guidelines are being provided to ensure uniformity and safety. Among other things, volunteer assistant coaches should understand that it is the head coach, and not the volunteer, who is responsible for taking any necessary disciplinary action against a student. All volunteer assistant coaches working with Virginia High School League or Middle School Athletic Council activities must follow VHSL or MSAC rules and regulations.

## Volunteer Guidelines

The following responsibilities and expectations will apply to all volunteers:

1. The volunteer will operate only under the direct supervision of the principal or his/her designee.
2. The volunteer must be willing to accept direction and supervision from school staff.
3. The volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for the students.
4. The volunteer must treat students with fairness, honesty, patience and kindness.
5. The volunteer must set a good example by being courteous and respectful of students and staff.
6. The volunteer must be knowledgeable about classroom rules and practices and emergency procedures and must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
7. The volunteer must report discipline issues to the appropriate staff member immediately.
8. The volunteer must respect the privacy of students and school staff and must not divulge confidential information.
9. The volunteers may not bring any children with them when volunteering.
10. The volunteer agrees to follow the School Board's Policy & Regulation [4-06-013](#), "Information Technology," regarding acceptable use of technology.

P4-06-013 Information Technology

(Revised August 2007)

The Board is committed to provide technology to teachers, administrators, and other school staff to enhance the quality of the learning environment and the efficiency of the school division. Proper use of information technology, including but not limited to the Internet and other online services, is expected of all Henrico County Public School employees. Employees must adhere to the "Guidelines for Acceptable Use of Technology and Software on Henrico County Public Schools Computers" found in regulation [4-06-013](#). Misuse of technology, such as accessing obscene or other inappropriate material, or use of technology for extensive personal use, is not permitted and will result in appropriate disciplinary action, up to and including termination. In addition, appropriate legal action may also be taken.

Software must be legally owned or licensed to be installed on School Board computers and may only be installed by technical support personnel after the applicable software approval and installation approval procedures have been completed. Unlicensed software use is prohibited and may also result in disciplinary action, up to and including termination. In addition, appropriate legal action may also be taken.

R4-06-013 Guidelines for Acceptable Use of Technology  
and Software on HCPS Computers

(Revised March 2010)

School Board employees are granted the privilege of using technology only in an authorized and acceptable manner. Generally, a use is unacceptable if it conflicts with HCPS or the individual department's purpose, goal, or mission or interferes with an employee's authorized job duties or responsibilities as determined by their immediate supervisor. For purposes of this regulation, employees include permanent and temporary personnel, substitutes, contract personnel, student teachers and volunteers.

HCPS reserves the right to monitor, review and audit an employee's use of technology at any time. By using technology, the user consents to this monitoring. The failure of any employee to follow the terms of this regulation may result in disciplinary and legal action.

### Acceptable Uses

All employees shall use their real names in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.). Employees shall use their full names in school sanctioned discussion boards or emails, and follow proper grammatical rules. Employees shall not use Internet slang, such as “lol” or “bff,” to disguise or otherwise mask inappropriate communication, and shall refrain from typing in all capital letters, which indicates yelling or bullying of the recipient, when communicating in this forum. Examples of acceptable uses include, but are not limited to, the following types of communication:

- a. for educational purposes;
- b. with patrons and students;
- c. with federal, state, and local government personnel or agencies, and private businesses with which the School Board conducts business;
- d. for professional development;
- e. for administrative purposes;
- f. limited and judicious use of technology for personal use so long as the use is not an unacceptable use or violation of School Board policy or the law, and work productivity is not impacted.

### Unacceptable Uses

Transmission of any material in violation of federal, state, local law, or School Board policy or regulation, is prohibited. Examples of unacceptable uses include, but are not limited to, the following:

1. Excessive personal use of technology. Personal use will be deemed excessive if, in the opinion of an employee's immediate supervisor, the use detracts from the individual employee's or the department's productivity;
2. Communicating to promote personal business ventures (e.g., consulting for pay, or sale of goods) or to advertise or solicit funds for personal business, political, religious, or other personal causes;
3. Communicating for illegal purposes including, but not limited to: violating copyright laws, using, downloading or copying unauthorized software (including screensavers), creating or knowingly spreading viruses, impersonating another user, or accessing restricted systems;
4. Interfering with or disrupting network users, services, or equipment including, but not limited to: creating or forwarding chain letters, subscribing to any form of personal mailing list; damaging equipment, accessing a system (including using or sharing another user id and/or password), altering software settings such as operating system configurations (except for wallpaper, default colors, and other standard desktop customization settings), or destroying communications systems or electronic files;
5. Introducing and/or piloting non-approved software, hardware or resources into the HCPS network or clients without appropriate approval from the building principal or supervisor and the Director of Technology;
6. Accessing or distributing any communication which may constitute or contain intimidating, hostile, pornographic, offensive or discriminatory material on the basis of sex, race, color, religion, national origin, sexual orientation or disability;
7. Accessing or participating in news feeds, streaming media (i.e., web radio), "chat" rooms or services (including real time or instantaneous messaging types of services), unless specifically job related.