

*Randolph County  
School System*



***Volunteer Handbook***

# ***Students First In All We Do***

## ***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***

*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***

*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.*



Dear Randolph County School System Volunteer,

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

## ABOUT THIS HANDBOOK

The Randolph County School System's Volunteer Handbook has been prepared to provide information and guidance for volunteers. It is designed to include **general** information and brief descriptions of board policies which apply to volunteers working in the Randolph County School System. This handbook is limited in size and scope to keep it as brief and concise as possible without impairing its usefulness. If you should have questions regarding the responsibilities or expectations for volunteers, please contact the principal. Volunteers in the Randolph County School System are required to abide by Board Policies which outline responsibilities for their specific roles in the school, interactions with students and staff members, tobacco use prohibited, confidentiality, use of technology, professional dress, etc. All Randolph County Schools Board Policies are accessible online on the Randolph County School System website. To review board policies, please refer to the complete Board Policy manual which is available on the Randolph County School System web site ([www.randolph.k12.nc.us](http://www.randolph.k12.nc.us)). To access Board Policies: Go to the Board of Education header on the navigation bar on the home page, and then click on the Board Policies link.

## **BLOODBORNE PATHOGENS – EXPOSURE CONTROL**

The Randolph County School System has a Bloodborne Pathogen Policy and Exposure Control Plan designed to minimize employee exposure to potentially infectious blood and other bodily fluids. All employees must be aware of the provisions of the Plan. Some employees are classified as occupationally exposed because they can reasonably anticipate coming into contact with blood or bodily fluids in the normal performance of their assigned work duties. These employees will receive appropriate training, be offered the Hepatitis B vaccination free of charge, and use specific work precautions to minimize contact with potentially infectious bodily fluids.

Employees designated as occupationally exposed will be notified regarding training and HBV vaccinations. Copies of the Exposure Control Plan are available in each school.

(Reference: Board of Education Policy 7260)

## **CHILD ABUSE - REPORTS AND INVESTIGATIONS**

The board of education supports all employees who make a report of child abuse or neglect in good faith.

Any school employee who knows or has cause to suspect child abuse or neglect is legally required to report the case of the child to the Randolph County director of social services. The report may be made orally, by telephone or in writing. The report shall include information as is known to the employee making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse or neglect; and other information which the employee making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the employee making the report shall give his/her name, address and telephone number. The employee also will report the case immediately to the principal.

Any doubt about reporting a suspected situation will be resolved in favor of reporting and the report will be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school district or civil action under the law.

The principal may establish a contact person in the school to act as a liaison with social services. All employees will cooperate fully with the department of social services in their investigation of child abuse, including permitting the child to be interviewed by social services on school campuses during school hours and providing confidential information, so long as the disclosure does not violate state or federal law.

The superintendent will develop any necessary procedures for reporting suspected child abuse and neglect and for cooperating with investigations by the department of social services. The board encourages staff development opportunities related to identifying and reporting child abuse and neglect.

(Reference: Board of Education Policy 4240)

## **CIVILITY**

### **Conduct of Parents, Other Visitors and District Employees**

It is the intent of the Randolph County Board of Education to promote mutual respect, civility and orderly conduct between and among the Randolph County School System employees, volunteers, parents and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages volatile, hostile, threatening, profane or aggressive communications or actions.

#### **A. Expected Level of Behavior**

- School and district personnel will treat each other, volunteers, parents and other members of the public with courtesy and respect.
- Parents and visitors will treat teachers, volunteers, administrators and other district employees with courtesy and respect.

#### **B. Unacceptable behavior**

Disorderly Conduct. Disorderly conduct includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public. It also covers areas of a school or facility, which are not open to parent/guardians and the general public.

- Disorderly conduct is a public disturbance intentionally caused by any person who:
- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer or the institution, or his authorized representative; or
- Refuses to vacate any building or facility of the Randolph County School System in obedience to the superintendent, an assistant superintendent, division or department director, a school principal, an assistant principal or a school resource officer;
- Engages in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any Randolph County School System building or facility in its normal and intended use; or
- Congregates, assembles, forms groups or formations (whether organized or not), blocks, or in any manner otherwise interferes with the operation or functioning of any Randolph County School System building or facility so as to interfere with the customary or normal use of the building or facility; or
- Disrupts, disturbs or interferes with the teaching of students at any Randolph County School System or engages in conduct which disturbs the peace, order or discipline at any Randolph County School System or on the ground adjacent thereto.
- Disorderly/Disrespectful Language. Using lewd, vulgar, or indecent language; shouting, swearing, cursing or display of temper.

- Assaults/Threats.  
Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation. It is a Class A1 misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this law and this policy, the following definitions shall apply:
- "Duties" means
  - All activities on school property
  - All activities, wherever occurring, during a school authorized event or the accompanying of students to or from that event; and
  - All activities relating to the operation of school transportation
- Employee" or "Volunteer" means:
  - An employee of the Randolph County Board of Education
  - An independent contractor or an employee of an independent contractor of the Randolph County Board of Education, if the contractor performs duties customarily performed by employees of the school; and
  - An adult who volunteers his or her services or presence at any school activity and is under the supervision of a school administrator.
  - Vandalism. Damaging or destroying school or school board property
  - Any other behavior that disrupts the orderly operation of a school, classroom or any other school board facility.
  - Abusive, threatening or obscene e-mail or voice mail messages

### **C. Authority of School Personnel**

- Termination of Meeting or Telephone Conversation. If any employee, volunteer or member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.
- Removal from School Premises. Any individual who engages in "unacceptable behavior" as defined in this policy may be directed to leave the school or school board premises by a school's principal or assistant principal, any assistant principal, the superintendent of schools, or a school resource officer. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary

- Limitations on Access to School Premises. Any non-employee who repeatedly engages in "unacceptable behavior" as defined in this policy may be prohibited by a principal, an assistant superintendent or the Superintendent from coming on school premises unless the individual calls in advance and makes an appointment to meet with a staff member in the presence of a school administrator. If the individual does not act civilly, as defined in this policy, during meetings or telephone conferences with staff members, the individual's access may be further limited by the principal, an assistant superintendent or the Superintendent to telephone, e-mail or written communications with staff members.

(Reference: Board of Education Policy 5021/7301)

## **COMMUNICABLE DISEASES – EMPLOYEE SAFETY**

It is the policy of the Board to attempt to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees and to control the spread of serious communicable diseases and conditions, the Superintendent will make decisions regarding the employment status of employees with communicable diseases or conditions will be made on a case-by-case basis, in accordance with this policy. An employee suffering from a communicable disease or condition is encouraged to inform his or her principal so that appropriate accommodations may be made and appropriate precautions may be taken.

(Reference: Board of Education Policy 7262)

## **CONFIDENTIAL INFORMATION**

*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)

## **DRUG AND ALCOHOL FREE WORKPLACE**

The Board of Education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the Board of Education that a drug-free and alcohol-free workplace will be maintained.

The unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. @812) and further defined by regulation at 21 C.F.R. @1300.11 through @1300.15 is prohibited. No employee will be impaired by the excessive use of prescription or nonprescription drugs.

Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of the employees' duties. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

This policy will govern each employee before, during or after school hours while on any property owned or leased by the Board of Education; at anytime during which the individual employee is acting the course and scope of his or her employment with the Board of Education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance.

An employee must notify his or her supervisor and the Assistant Superintendent of Human Resources in writing of any criminal conviction for drug or alcohol-related activity. Notification will be given not later than five calendar days after such conviction. Pursuant to the Drug Free Workplace Act, within ten (10) days of receiving a notice of conviction by an employee under a federal grant, the funding agency shall be notified by the school system of the employee's conviction.

Violation of this policy will subject an individual to personnel action by the Board of Education which could result in non-renewal or termination of employment with the school district or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the Board of Education. The Randolph County School System will work with the Randolph County Mental Health Unit to assist employees in awareness of the dangers of drug/alcohol abuse and to provide channels for obtaining assistance and rehabilitation for employees who abuse drugs or alcohol. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider. This policy will be distributed to all employees.

(Reference: Board of Education Policy 7240)

## **EMPLOYEE DRESS CODE AND APPEARANCE**

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. It is expected that all school system employees will dress professionally and appropriately relative to their specific job duties and responsibilities. All employees, while on duty, are representatives of the school system and shall adhere to the guidelines for employee dress and appearance.

An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

The principal or supervisor may approve variations in employee dress for special situations such as field trips, spirit days, class or team days, workdays, (when there are no parent conferences or meetings involving the public) or for those individuals whose responsibilities may necessitate an alternate form of dress such as physical education teachers, vocational education instructors, coaches, and auxiliary personnel.

If the supervisor determines that the employee's dress or appearance is inappropriate, detrimental to the work or learning environment, or hazardous to the health or safety of the employee, fellow employees or students, the supervisor will counsel the employee regarding appropriate attire that is consistent with this policy. Any employee in violation of this policy may be asked by his or her supervisor to go home and change clothes, to refrain from wearing such clothing in the future and/or other action the supervisor determines is necessary to ensure compliance with this policy. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including dismissal.

(Reference: Board of Education Policy 7340/7340-R)

## **EMPLOYEE USE OF SOCIAL MEDIA**

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy. School personnel may use only school-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet. digital environments as part of 21st century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policy [3225/4312/7320](#), Technology Acceptable Use.

1. Employees shall not post confidential information about students, employees or school system business
2. Employees shall not list current students as "friends" on social networking sites.
3. Employees shall not knowingly allow students access to their personal social networking sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.
4. Employees may not knowingly grant students access to any of their personal social networking sites that are not accessible to the general public.
5. Employees shall be professional in all internet postings related to or referencing the school system, students and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system's logo or other copyrighted material of the system without express, written consent from the board.
8. Employees shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian.
9. Employees shall not use internet postings to libel or defame the board, individual board members, students or other school employees.
10. Employees shall not use internet postings to harass, bully or intimidate other employees or students in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, or state and federal laws.

11. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
12. Employees shall not use internet postings to engage in any other conduct that violates board policy and administrative procedures or state and federal laws.

### **Consequences**

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

(Reference: Board of Education Policy 7335)

### **STAFF - STUDENT RELATIONS**

The relationship between staff and students should be one of cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity. The staff is expected to model the behavior expected of students in staff-student relationships

All employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school system regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in [G.S. 14-202.4](#) and [14-27.7](#).

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, is required to report this information to the superintendent. An employee who fails to inform the superintendent of a suspected inappropriate relationship between an employee and a student may be subject to disciplinary action, up to and including dismissal.

(Reference: Board of Education Policy 4040 and 7310)

### **TECHNOLOGY ACCEPTABLE USE**

*(Volunteers who will utilize technology devices, computers, or have internet use in their assigned role are required to sign the RCSS Acceptable Use Policy)*

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy [3115](#), Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms. Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

- School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
- Under no circumstance may software purchased by the school system be copied for personal use.
- Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
- No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Users must respect the privacy of others.
- Users may not intentionally or negligently damage computers, computer systems, electronic devices, and software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

- Users are prohibited from using another individual’s computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner’s express prior permission.
- Teachers shall make reasonable efforts to supervise a student’s use of the Internet during instructional time.
- Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
- If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee’s ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

(Reference: Board of Education Policy 3225/4312/7320)

## **TOBACCO FREE SCHOOLS**

The Randolph County Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings, and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and work environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has the legal authority and obligation pursuant to [G.S. 115C-407](#) Policy prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children’s Act, Title X of Public Law 103-227 and the No Child Left Behind Act.

### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Randolph County School System;
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the Randolph County Board of Education; or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

(Reference: Board of Education Policy 5026/7250)

## **VOLUNTEERS IN SCHOOLS**

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. These volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children.

The board encourages schools to notify parents of their 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.

The board encourages schools to develop and implement plans for utilizing school volunteers. The superintendent and his/her designees will be responsible for the implementation and supervision of school volunteer programs, including creating standards for screening of volunteers.

School volunteer programs must provide the following:

- adequate screening of volunteers based upon the amount of contact they will have with students;
- reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students;
- adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

*Volunteers may be 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 selection, recruitment and screening of volunteers will be done at the local school level. Volunteers will be assigned to an appropriate task by the principal or designee. The continuation of a volunteer's services shall be at the discretion of the *Randolph County School System Administration*.

All school volunteers shall comply with applicable school board policies and regulations, including those related to the work environment (for example, smoking; dress code; school safety; proper care of equipment and other policies in the 7200 series) and those related to staff responsibilities (for example, confidentiality requirements; staff/student relations and other policies in the 7300 series). All school volunteers are expected to be professional and dependable in their volunteer activities.

(Reference: Board of Education Policy 5015)