

**WE AT MURRAYVILLE ELEMENTARY SCHOOL  
WOULD LIKE TO SAY:**



# WHAT IS A VOLUNTEER?

- A school volunteer is any person who offers to perform a service or carry out an activity during the school day or during extended-day, school-related programs without pay or other compensation.
- School volunteers must be at least 18 years old.



# SCHOOL VOLUNTEER POLICY 9022

ADOPTED:09/03/13

School Volunteer Policy and district-wide volunteer procedures have been implemented to help ensure students' safety and to define volunteers in our school.

Volunteer programs shall provide:

- Reasonable supervision of volunteers based in part on the amount of contact time they have with students.
- Coordination and collaboration with school instructional staff in an effort to support the instructional mission of the school system.
- Assurance that volunteers shall not have access to confidential student or personnel information as prescribed by applicable laws, policies, and procedures.
- A database of active volunteers.

# PARENT INVOLVEMENT

Parents/guardians are entitled under state law to (4) hours of leave each year to participate in activities in their child's school.  
NCGS 95-28.3

[http://www.nclabor.com/wh/fact%20sheets/  
child\\_involvement.htm](http://www.nclabor.com/wh/fact%20sheets/child_involvement.htm)

# CONFIDENTIALITY

Confidentiality is of the utmost importance in the volunteer's association with teachers and students. Any information, data or behaviors observed by the school volunteer is confidential. Information observed while visiting the school shall not be discussed with anyone outside the school setting. Information shall not even be shared without use of the student's name because it is possible that the information could still be linked to the student.

# LEVEL I VOLUNTEERS

- Volunteer level I shall be under the direction of a school staff member.
- Volunteer duties may include:
  - Classroom Helper-Assisting the teacher with regular or special classroom activities or events.
  - Clerical Helper-Assisting teachers with clerical duties.
  - Library or Media Center Helper-Assisting the media coordinator with checking books in and out for students and filing books.
  - Cafeteria Helper-Assisting school and cafeteria staff with students.

# LEVEL II VOLUNTEERS

- A Volunteer Level II shall be under the direction of a school staff member.
- Volunteer duties may include:
  - Tutors - Providing one-on-one remediation with students that the teacher has identified as needing extra support. (after school hours)
  - Field Trip Chaperones - Refer to Field Trip

Policies: <http://www.nhcs.net/fieldtrips/fieldtrips.htm>

# BACKGROUND CHECKS

- On January 1, 2014, background checks are required and volunteers are required to pay for the background check. Background checks will be handled through the Human Resources Department. The following groups will be exempt from background checks: NHCS employees, UNCW staff and student interns, and School Resource Officers. The Superintendent or designee may exempt additional groups.
- Cost for background check will be \$20 which will be good for 3 years.
- Volunteer card will be issued.
- Information will be accessible on the NHCS website and on MES web page.



# AREAS OF NEED AT MES

- Clerical Help
- Morning Drop Off
- Library
- Classroom
- WatchDOGS
- Clubs (Garden, Recycling, GOTR, STRIDE, Battle of the Books, Science Olympiad & more)



# LIBRARY LEADERS

- Assist in checking books in and out
- Assist in re-shelving books
- Assist students in finding books appropriate for them



# CLERICAL HELPERS

- Help run copies for teachers
- Help with lamination/cutting out materials
- Make games, books, etc.



# CLASSROOM COMPANIONS

- Assist teachers with students one-on-one or in small groups
- Assist teachers with clerical work
- Assist teachers with special classroom activity
- Read with students
- Help teachers provide a specific intervention for students



# WATCHD.O.G.S.

(DADS OF GREAT STUDENTS)

WatchDOGS may:

- Help with Morning Drop off by
  - greet students with a smiling face
  - Help with opening car doors
  - Help ensuring that students are entering the building safely
- Read and work with students
- Play at recess
- Eat lunch with students
- Patrol the school entrances and hallways
- Assist with traffic flow and any other assigned activities where they actively engage with not only their own students, but other students as well



Tuesday, September 22 from 6:00-7:00 PM Sign Up Night

# RECORDING VOLUNTEER HOURS

Volunteer hours are submitted to NHC Council of PTA monthly.

Volunteer hours are recorded through the Ident-i-kid computer program at our school.

## The following can be logged as volunteer hours:

- Parent conferences, meetings
- School and classroom events, activities, help (lunch with your child, helping teachers in the classroom)
- Shopping for classroom, work at home for teacher, school, or PTA
- PTA meetings & events

You can send your volunteer hours to **the office** at the end of each month if you do not have the opportunity to log in your hours at school.



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