

# Clemson Elementary

## Volunteer Information

- We encourage volunteerism at CLE because:
  - Students are provided with enriched learning experiences and increased opportunities for personal attention and assistance
  - Teachers are relieved of certain routine duties
  - Community provides input to school planning
- A volunteer is a person who has been approved by completing the district's volunteer process and then provides goods and services of his/her own free will to the School District of Pickens County (SDPC).
- Volunteer coordinator at CLE
  - Lorrie Jones
- Raptor (replaces KeepNTrack)
  - All volunteer/chaperones must have an SDPC Volunteer Application on file in Raptor. All volunteers MUST log in and out during school hours with Raptor.
- SDPC Volunteer Application and Process
  - Attend volunteer training session once a year (can be completed at any SDPC school)
  - Complete SDPC Volunteer Application
  - Undergo a Sex Offenders Registry Check
  - If desire to be a chaperone, must pay \$26 fee for background check
    - Valid for (3) school years
    - Pay cash or check to the school where you are trained (make check payable to Clemson Elementary)
- Volunteer types
  - Volunteer – works under the direct supervision of certified personnel, except in the case of office help; does not escort or supervise students without a district employee present
  - Chaperone – chaperones students on field trips; escorts or supervises students without a district employee present
  - Test monitor
- By completing the application, you agree to abide by the policies and procedures of the School District of Pickens County Board of Trustees and its facilities while volunteering.
- Blood borne pathogens are disease-causing organisms found in the blood and certain body fluids of an infected person (see video)
- Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 – sexual harassments of any kind in the workplace will not be permitted or ignored; violations will not be tolerated and may result in disciplinary action or termination
- Basic requirements of a volunteer
  - Be supportive of the teacher, principal, school
  - Do school work, not personal work
  - Be professional in appearance
  - Familiarize yourself with district and school handbooks, school routines, & procedures
  - Be willing to assist teachers and others
  - Be friendly, cooperative, & professional in all activities and dealings with all people
  - Remember – everything is confidential. Access to student records, grades, or personal student information is not allowed. Excuse yourself if conferences or phone calls are taking place in your hearing range
  - Be prompt.
  - Check in/out of the main office through Raptor
  - Wear ID badge at all times
  - Do not visit other classrooms, teachers, or students
  - Do not bring a younger child with you to volunteer or chaperone
  - The use of all tobacco products is prohibited on school property and while chaperoning or coaching students