



**Nixa Public Schools**

**V.I.P.S.  
(Volunteers In Public Schools)  
Handbook**

**2019-2020**

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## **V.I.P.S.**

### **Nixa Volunteer Handbook 2019-2020**

#### **Mission Statement**

The mission of Nixa Public Schools, dedicated to our legacy of excellence, is to ensure all students achieve maximum potential and graduate with the knowledge, skills and character necessary to succeed as productive, informed, and engaged citizens in a diverse society by providing a quality, comprehensive, world-class education in a safe and secure learning environment.

#### **Program Purpose**

The Nixa V.I.P.S. (**V**olunteers **I**n **P**ublic **S**chools) are citizens who are sincerely interested in assisting children enrolled in the Nixa school system. Their willingness to serve and commitment to education are greatly appreciated. The Nixa V.I.P.S. program operates under the approval of the Nixa School Board of Education and the school administration. All volunteers working on a regular basis need to adhere to the Nixa Board of Education Policies and Administrative Rules and Regulations.

#### **Becoming An Approved Volunteers**

Per district policy GBEB: The district will conduct a criminal background check for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role, and the superintendent may also require a search of the FBI's criminal history files. A criminal background check will be conducted on these volunteers regardless of their role, membership or affiliation with organizations who exist to support the district, such as the PTA. This also includes all volunteers who attend field trips with students. If the volunteer is a sponsor, advisor or coach of a district-sponsored activity, he or she must

satisfactorily complete the criminal background check required of employees. Criminal background checks will be waived for volunteers who are not working directly with students, current district employees and employees who have retired from the district within one year of requesting to volunteer. Volunteers who will have continuous employee supervised contact with students do not need to complete a criminal background check. Volunteers subject to a criminal background check will be required to resubmit to a background check every other year; however, any volunteer may be asked to resubmit to a criminal background check at any time. The district shall bear the cost of the criminal background check fees. Results of criminal background check will be submitted to the superintendent or designee for review. No volunteer will be accepted if the superintendent determines that, based on the background check, the volunteer is not suitable to work with children. This shall include, but is not limited to, all individuals with a felony conviction, on probation for a felony charge or on the FCSR, CD central registry or any state or federal sex offender registry.

The district will conduct background checks for each volunteer who has regular and frequent contact with students, unsupervised or one-on-one contact with students, or serves in a supervisory role. A criminal background check will be conducted on these volunteers regardless of their role, membership, or affiliation with organizations who exist to support the district, such as the PTA. This also includes all volunteers who attend field trips with students. If the volunteer is a sponsor, advisor, or coach of a district sponsored activity, he or she must complete the criminal background check required of employees.

### **Responsibilities of the School Volunteer**

The school volunteer will...

- Complete application and background check process prior to volunteering.
- Resubmit a district volunteer application annually
- Resubmit a background check every other year
- Participate in basic orientation. Volunteers should not serve prior to receiving orientation.
- Be prompt, dependable, regular in attendance, and in good health.  
Record all volunteer hours on the district document found here: <https://docs.google.com/a/nixastudents.net/forms/d/1rntQzJ4ZGxY0RyAOcoNb6QSnzB9pUkGI5IH6P2au53k/viewform>
- Notify the teacher as far in advance as possible when the volunteer finds it necessary to be absent or late.

- Maintain a high standard of work in a cooperative manner.
- Determine with teachers a mutually agreeable time for receiving assignments and specific student needs. Request a brief outline, written or oral, of work to be done each period. If you do not understand the assignment and goal, ask the teacher for clarification.
- Encourage the student to do his/her own thinking. Stay on task. Start work at a level where the student can succeed.
- Recognize the importance of thorough preparation.
- Not grade assignments or tests.
- Respect confidentiality expectations unless disclosure is required by law. The relationship between the school volunteer and the school staff is a professional one of mutual respect and confidence. Volunteers will observe the confidential nature of this relationship. At no time will there be criticism or discussion of either the professional staff, the volunteers, or of the pupils with persons unassociated with the program.
- Be responsible for learning and observing the regulations of the school where assigned, including wearing a designated nametag, observing the sign-in procedure, fire drill and accident reporting procedures, lunch and coffee privileges, and pupil restroom and drink privilege.
- Know the telephone numbers of the office of the school where assigned.
- Ascertain where supplies are kept.
- Avoid asking a student to do anything that might be physically dangerous, i.e., open or close a window, step on a chair to reach something.
- Not serve as substitute teachers during the absence of teachers.
- Feel free to discuss with the principal or the V.I.P.S. Coordinator any change that the volunteer would prefer in building assignment, grade, or activity.
- Make suggestions for improvement of the program to the V.I.P.S. Coordinator who will channel them for necessary action to the administrative staff. At all times, a conscientious effort shall be made to keep the line of communication open.
- Accept no gratuities or gifts of significance from teachers or pupils. Volunteers shall refrain from soliciting in the school.

- Not smoke on school grounds.
- Avoid situations where there could be a liability question. If in doubt, ask.
- Avoid any discussions with students regarding your personal beliefs (i.e., religious, political, etc.). All discussion with the student must be focused on the school district curriculum.