

Procedures for volunteers

- Report to the office to sign in and out.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents and tasks assigned.
- Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.
- Adhere to the Norfolk Public Schools Policies and Volunteer Code of Conduct

Volunteer Code of Conduct

Dependability A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

Respect for Authority A volunteer shall respect the authority of the school and school administration.

Confidentiality A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

Impartiality A volunteer shall favor no one side or party more than another in all school situations.

Objectivity A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

Appearance A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

Partners in Education

Supporting and enhancing student learning.



Guidelines for School Volunteers

Thank you for your interest in volunteering for Norfolk Public Schools.

What are the requirements to volunteer?

The qualities we look for in volunteers are:

- Genuine concern for students and schools
- Willingness to give time and talents
- Dependability
- Ability to take direction from school staff

In the best interest of our students it is expected that all volunteers adhere to the NPS guidelines and our School Volunteer Code of Conduct.

What do volunteers do?

There is important work to be done! We match volunteer talents to school needs. Volunteers perform many different duties in and out of classrooms and schools, including:

- Speaking about careers and hobbies
- Making classroom presentations and contributions that enhance the curriculum
- Serving as school greeters
- Serving on task forces, school planning councils, and on other decision-making teams
- Tutoring and mentoring students
- Sharing expertise with students and/or staff
- Assisting with school events and activities
- Coaching and providing athletic assistance



Pathway to Becoming a Volunteer

1. Visit www.npsk12.com/volunteer to complete an online application and security verification.
2. Determine what kind of volunteer services you'd like to offer:
 - A. Level 1- Periodic Volunteer-** A periodic volunteer is someone who, under the supervision of a NPS Staff member, assists occasionally and sporadically, such as once a month or for specific events.
 - B. Level 2- Regular Volunteer-** A regular volunteer is someone who assists (or plans to assist) on a regularly scheduled basis, such as once a week and will potentially have unsupervised interactions with students. Examples are reading buddies, mentors, assistant coaches, or tutors.
 - C. Criminal background checks** are required for **all** volunteers. Please note that all volunteer names will be run through the National Sex Offenders Registry. Contact the Office of Community Engagement, 757.628.3459 to inquire.
3. Complete the online application.
 - A. Complete your personal information.**
 - B. Answer the acknowledgement questions and download your copy of the NPS Guidelines and Code of Conduct.**
 - C. Choose the school(s) where you want to volunteer.**
 - D. Choose the Activities they would like to volunteer for.**
 - E. Indicate organization you are volunteering on behalf of, if applicable.**
 - F. Sign a disclaimer and enter Social Security Number.**

Once the application is completed, NPS will complete a background check needed. Results may take 1 - 2 days.

1. Allow up to 10 business days for an official response. All responses will be sent via email address that you use on the application.
2. Once you've received the email notification of approval, visit your local school's main office to begin your volunteer service. Contact the school's volunteer/community partner liaison for assistance.