

## DISTRICT FACTS

The Rogers Public School District serves approximately 15,400 students in grades K-12. There are 15 elementary schools, four middle schools, three high schools and two alternative schools.

District administration, led by Superintendent Dr. Marlin Berry, is located at 500 West Walnut Street. Dr. Roger Hill, Assistant Superintendent for Human Resources, is the administrator in charge of the volunteer program.

The phone number is (479) 636-3910.

A seven-member elected school board generally meets at 6:00 pm on the third Tuesday of each month.

Last year, volunteers contributed over 36,400 hours to enrich and expand the learning of our young people. Your help is valued and appreciated, and is one of the reasons that the Rogers School District is able to offer a high quality education which benefits our students and our community.



**EQUAL OPPORTUNITY:** *The Rogers Public School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title IX or Title VI, may be referred to the Equity Coordinator; 500 West Walnut Street; Rogers, AR 72756; (479) 636-3910.*

## BACKGROUND CHECK REQUIRED FOR OVERNIGHT TRIPS

Any individual attending overnight trips as a volunteer/chaperone will need to have a state background check completed through the district administration office. Forms are available for the teacher/administrator in charge of the trip on the district website. A *Chaperone Criminal Background Check Form* for each chaperone and one *Chaperone Form for Extended Travel* must be turned in to the HR department. The background checks are then processed through the Arkansas State Police. Once all results are received, the *Chaperone Form for Extended Travel* will be returned to the teacher/administrator with indication of whether the chaperone was approved/not approved to attend the trip. In the instance where a chaperone was not approved to attend a trip, no parties are privy to private information of why a chaperone was not approved. All background information is confidential. Background check results can take up to 45 days to be finalized; therefore, teachers/administrators are encouraged to forward all forms to the HR department well in advance. In the instance a chaperone is attending more than one overnight trip through the district within one year, only one background check is required.

## LIABILITY PROTECTION

Act 390 of 1987, the "Arkansas Volunteer Immunity Act," establishes that volunteers shall not be civilly liable for personal injury or property damage resulting from any act or omission in carrying out their volunteer activities.

Specifically, a qualified volunteer shall not be liable in damages for personal injury or property damage sustained by one who is a participant in, or a recipient, consumer or user of the services or benefits of a volunteer by reason of any act or omission of a qualified volunteer in connection with the volunteer except as follows:

- (a) Where the qualified volunteer is covered by a policy of insurance, in which case liability for ordinary negligence is limited to the amount of the coverage provided;
- (b) Where the qualified volunteer acts in bad faith or is guilty of gross negligence;
- (c) Where the qualified volunteer negligently operates a motor vehicle, aircraft, boat, or other powered mode of conveyance; provided that if the actionable conduct of the qualified volunteer is covered by a policy of liability insurance, his liability for ordinary negligence shall be limited to the amount of the coverage provided;
- (d) Where the qualified volunteer negligently performs professional services extended to an individual, which the qualified volunteer is licensed under State law to perform, including, but not limited to, legal, medical, engineering, and accounting services; provided that if the volunteer agency either provides or requires its professional volunteers to carry professional liability insurance in an amount customarily carried by a member of the profession involved and if recipients of the professional services are clearly informed of the amount of coverage thus provided and the elimination of liability arising therefrom, liability for ordinary negligence in rendering such professional service shall be limited to the amount of coverage available or the amount required by the agency, whichever is larger. This exception does not apply to nurses or similar health care providers rendering health care service or other professionals rendering professional services to a government entity, business, or volunteer agency.

## ROGERS PUBLIC SCHOOLS

# Volunteer Information and Guidelines 2016-2017

*Welcome!*

*Volunteers play an important and valuable role in the Rogers Public Schools. Students, teachers, staff, parents, and the community all benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer you will also be rewarded.*

*This pamphlet is directed to volunteers who are parents, grandparents, college students, retired persons, former teachers and administrators, persons from the business community, persons of every educational level – in short, to anyone wishing to devote a portion of his or her time to one of the most important systems in any community – public schools. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.*

*One hour a week, one day a week, or one day on a special project – your efforts make a difference for students, so thank you for all you do. Volunteerism is teamwork at its best!*

The mission of the Rogers Public School District is to provide an environment of educational excellence where all belong, all learn and all succeed.

## VOLUNTEERS AND DISCIPLINE

Volunteers are asked to help maintain a sense of order in the classroom, throughout the building, and the school grounds. This sense of order is necessary to offer security and comfort as well as to contribute to an atmosphere conducive to learning.

If a volunteer should see a student breaking a rule or acting in a disruptive manner, he or she should remind the student of appropriate behavior. Show by example a calm, responsible attitude for dealing with problems. If the behavior persists or is so disruptive that the behavior is interfering with other students' right to learn, call such matters to the attention of the teacher or other supervisory personnel. Never take corrective measures into your own hands. Remember that corrective discipline is the responsibility of the principal and teaching staff.

If the problem is so serious that a student is likely to hurt himself or others, call for help immediately by using the intercom or sending another student for assistance from the office or a nearby teacher.

Never touch a student in an aggressive, disciplinary, sexual, or otherwise inappropriate way.

## RESPONSIBILITIES OF VOLUNTEER COORDINATORS

Create a system to collect and log the number of volunteers and number of volunteer hours donated.

Submit a monthly volunteer report which indicates the number of hours worked and the number of volunteers.

Submit an end of year report which includes the total number of hours worked for the year and the number of individual volunteers. This is not a total of volunteers from each month since many volunteers worked during more than one month.

Send reports monthly to Roger Hill (interschool mail or [rhill@rps.k12.ar.us](mailto:rhill@rps.k12.ar.us)). The end of year report should be sent by June 5<sup>th</sup>.

## INFORMATION FOR VOLUNTEERS

- ◆ Each school maintains a volunteer book that contains the sign-in sheets for the building. It is important to remember to sign in each time you donate time to the school. This ensures that the volunteer gets credit for the time spent and that the school gets credit for the volunteer's time.
- ◆ Each school requires volunteer identification (a badge, nametag, etc.), please make sure it is clearly visible while you are in the building.
- ◆ If it is necessary to bring non-school-aged children with you when volunteering, please make sure they stay with you at all times. It is a good idea to bring activities for them to do to keep them busy.
- ◆ Volunteers are sometimes privileged to information which should be kept confidential. Maintain confidentiality in regards to students and staff. Share concerns regarding a child or staff member with the teachers and/or principal only. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school.
- ◆ School volunteers are not authorized to have access to student files or records.
- ◆ Dress in school appropriate attire – always remembering that we are setting an example for the students.
- ◆ Volunteers are prohibited from using or being under the influence of tobacco products, drugs or alcohol.
- ◆ When you have finished with your volunteer assignment, be sure to check out in the office and log the number of hours in the volunteer book.
- ◆ Your building may have additional guidelines and procedures for volunteers. When in doubt, check with your volunteer coordinator, principal, or secretary.

## EFFECTIVE WAYS TO WORK WITH CHILDREN

- ◆ Be warm and friendly -- learn the students' names and show interest in what they are doing and telling you -- you are very important to them as a listener.
- ◆ When working with students, encourage them to do their own thinking --give them plenty of time to answer; silence often means that they are thinking and organizing what they want to say or write.
- ◆ If you don't know an answer or are unsure of what to do, admit it to the student and work it out together -- feel free to ask the teacher or other students for help when you need it.
- ◆ Use tact and positive comments -- encourage students -- seek something worthy of a compliment, especially when students are having difficulties.
- ◆ Accept each student as he/she is -- you do not need to feel responsible for judging a student's abilities, progress, or behavior.
- ◆ Respect a child's privacy -- if a child or a teacher reveals personal information, regard it as confidential, unless you have reason to believe that a student might be harmed, in which case you should talk with the teacher or administrator.
- ◆ Maintain a sense of humor.
- ◆ Be consistent with the teacher's or school's rules for classroom behavior, schedule, and atmosphere.
- ◆ Keep your commitment; the children will expect you and look forward to your coming. If you know you will be gone, tell them in advance. Keep all promises, and make none that you cannot keep -- children never forget!