

# BREVARD INNOVATIVE CHARTER SCHOOLS, INC.

## SCHOOL VOLUNTEER GUIDELINES

### OUR MISSION

Sculpting Young Minds to Shape the Future

### OUR VISION

Sculptor Charter School will develop culturally literate students who are successful in the real world by delivering a world class education in a collaborative environment with a passion for learning.

### PURPOSE OF THE SCHOOL VOLUNTEER PROGRAM

- School volunteer enable teacher to provide students with individualizes instruction and enrichment activities by offering them volunteers to assist in classrooms, thereby allowing teacher to give special attention to students needing more help.
- To free other school personnel to meet the needs of students more effectively by providing volunteer assistance.
- To strengthen school-community relations by providing a menu of opportunities for interested parents and community members to participate effectively in school programs.
- To help parent and community members learn more about Sculptor's objectives/ programs.
- To broaden students' experiences through interaction with volunteers by providing adult role models to assist the students with tutoring and mentor opportunities.

### VOLUNTEER REQUIREMENT

Parents are an important part of our program and are required to provide twenty (20) hours of volunteer service for the first student and ten (10) hours per sibling per year to the school.

### HOW TO BECOME A SCHOOL VOLUNTEER

To become a volunteer, an individual must complete a Raptor Volunteer Application. The application is to be filled out completely by the volunteer at their home by visiting the Brevard County School Board's web page at [http://www.edline.net/pages/Brevard\\_County\\_Schools](http://www.edline.net/pages/Brevard_County_Schools). Once on the site look under the parent dropdown box and click on volunteer information. Before volunteering on Sculptor Charter School's campus or field trips, individuals must be cleared

through the Brevard County School Board through the Raptor system and are required to provide a picture id and/or Florida License.

## GENERAL VOLUNTEER PRINCIPLES

- The school Volunteer Program operates with the approval of Sculptor Charter's School Board (BICS) and the school administration and is at all times guided by the principles and policies of the school and school district.
- Each school has a designated school based volunteer coordinator.
- Volunteers are assigned to the school for volunteer service only by request of the teacher, principal, or other school personnel. Volunteer assignments require approval by the principal.
- Volunteers serve only in auxiliary capacity under the direction and supervision of professional school personnel.
- A volunteer provides supplemental and supportive service and is not a substitute for a member of the school staff.
- A volunteer does not have access to confidential records and files.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- The volunteer should always sign in and out and wear their Sculptor Charter School Volunteer identification badge.
- Set a good example for students by your manner, appearance and behavior.
- Report any injuries occurring on campus to school and staff immediately.

## RULES FOR VOLUNTEERING ON FIELD TRIPS

- Only a Level A Plus or Level A parent/ guardian or grandparent may accompany any class field trips unless permission is granted by administration.
- All students must utilize the transportation specific for the field trip.
- Teachers have the right to limit the number of chaperones permitted on any field trip and the numbers of chaperones per family/student.
- Students or siblings not listed on the intended class roster shall not accompany any class field trip.
- Failure to abide by these rules will result in exclusion from field trips.

## VOLUNTEER CODE OF ETHICS

As a volunteer, I realize that I am subject to a code of ethic similar to that which binds the professionals in the field in which I work. I, like them, assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will honor the goals, rules, and policies of the program. I will keep confidential matters confidential.

I interpret volunteer to mean that I have been accepted as a “partner-in-service” and I expect to do my work according to standards, as the paid staff members expect to do their work.

I promise to take to my work and attitude of open mindedness, to be willing to be trained for it, and to bring to it interest and attention. I believe my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to the goals of this program. I accept this code of ethics, to be followed carefully and cheerfully.

**WE COULDN'T DO.... WITHOUT YOU! THANK YOU FOR  
VOLUNTEERING AT SCULPTOR CHARTER SCHOOL.  
“THOSE WHO CAN DO, DO. THOSE WHO CAN DO MORE  
VOLUNTEER.” UNKNOWN**