

Volunteer Program Upgrade

Lexington County School District One

Shannon Williamson

Human Resources Department

RAPTOR[®]

T E C H N O L O G I E S

THE GOLD STANDARD IN SCHOOL SAFETY

Raptor Pilot Participants

Laura Wiseman
Volunteer Coordinator
Pleasant Hill Elementary School

Stephanie DiPiazza
Volunteer Coordinator
Carolina Springs Middle School

Ashlyn Baxter
Volunteer Coordinator
River Bluff High School

Casey Hann
Client Services Manager
Raptor Technologies



Biggest Upgrades

— — —

- No paperwork (with one exception)
- No access to applicants' Social Security Numbers
- No spreadsheet
- More responsibility on the applicant
- Less room for human error
- Applicants and coordinators receive notifications directly from Raptor
- Automatic approvals

Visitor

WILL NOT APPLY ONLINE

Will not directly supervise students, and will remain under the supervision of an LCSD1 employee at all times

Examples: classroom helper, eating lunch with their child, reading to a class, guest speaker

No form required unless you want to keep one for your own records in your building

Still required to sign in and wear a ~~yellow~~ Raptor sticker

Volunteer

WILL APPLY ONLINE

Will directly supervise students or have access to a building without an LCSD1 employee

Examples: field study chaperone, PTA/PTO, mentor, workroom helper

ALSO anyone who volunteers in your building on a regular basis

Will receive a VOLUNTEER CARD to use for the duration of the school year

Still required to sign in and wear a ~~yellow~~ Raptor sticker

Vendor

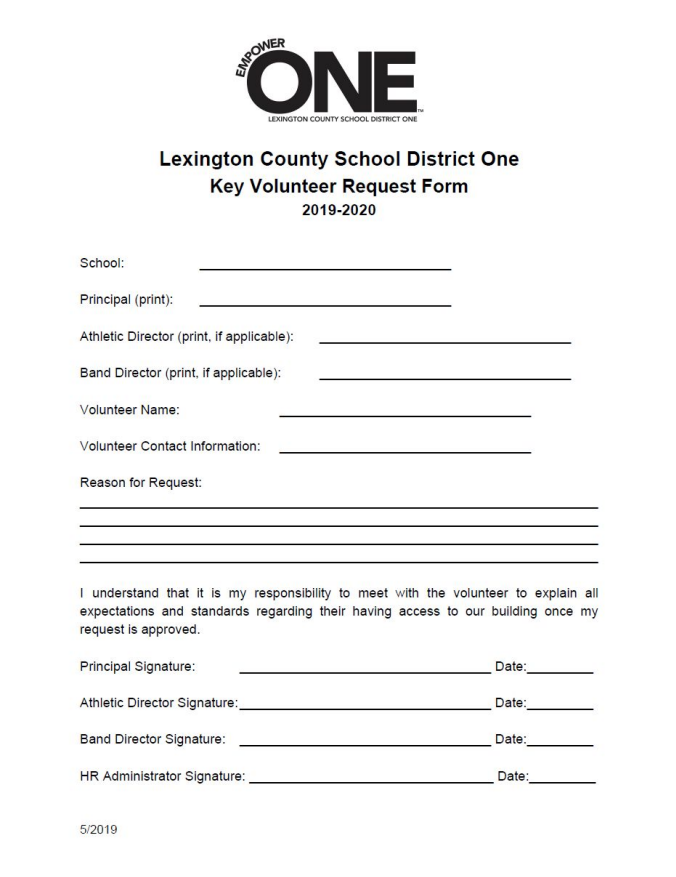
WILL APPLY ONLINE

Payment is made to the company or organization by students or parents, or the district

Example: after school programs

Key Volunteer

- Will receive card that allows building access
- Examples: specific after school program personnel, volunteer coaches, specific band volunteers
- Additional information required (inner-office mail)
- These would be **VERY limited**



EMPOWER ONE
LEXINGTON COUNTY SCHOOL DISTRICT ONE

**Lexington County School District One
Key Volunteer Request Form
2019-2020**

School: _____

Principal (print): _____

Athletic Director (print, if applicable): _____

Band Director (print, if applicable): _____

Volunteer Name: _____

Volunteer Contact Information: _____

Reason for Request:

I understand that it is my responsibility to meet with the volunteer to explain all expectations and standards regarding their having access to our building once my request is approved.

Principal Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Band Director Signature: _____ Date: _____

HR Administrator Signature: _____ Date: _____

5/2019



Lexington County
School District One

2018 - 2019

Volunteer

Heather
Flores

035

Components

- District Logo
- School Year
- Colored Band
- Volunteer's Name
- ~~School Code~~

Purpose

- Events outside school hours
 - Easier identification
-

010
Lexington County
School District 1
Key Volunteer
2019-2020



Bill
Pukl

Additional Components

→ Picture

Purpose

→ Door access for the safety of students

All volunteers are still required to sign in and out at the front office and wear a Raptor sticker at all times while volunteering during school office hours. During events outside of school office hours, the volunteer card must be visible on their person at all times.

Casey Hann
[Profile](#) | [Logout](#)

- Dashboard
- Admin
- Sign In/Sign Out**
- Modules
- Reports
- Kiosks
- Support
- [Request Help](#)

SIGN IN

SIGN OUT

VISITOR

CONTRACTOR

STUDENT

STAFF

VOLUNTEER



Scan ID Find Manual Entry

Online Application

Casey Hann
Client Services Manager
Raptor Technologies

The link for the application is the same for all schools. It will be provided on each school website, as well as the district website.

More information from a Pilot school...

Laura Wiseman, PHES

Q & A

Will volunteers be paying for their background check?

No.

When can volunteers submit an application?

— — —

The application goes live on July 1, 2019.

Anyone who applies prior to this date will be purged from the system on June 30, 2019 and will have to re-apply.

Do you have to fill out an application for each building?

— — —

No. Applicants can choose more than one school on their application.

If someone tries to apply twice, the Raptor system will notify them that they are already approved or already have a pending application.

What if my building isn't included on their application?

— — —

Call me or email me.

I can easily add your building to their volunteer profile in Raptor. Once we both refresh our screen, you should be able to see the change on your side of the system.

How will current employees volunteer (including subs)?

District employees will utilize their employee ID card when volunteering.

Substitutes who do not have a district employee ID will have to be verified as active through your school's sub coordinator.

Will applicants have access to their criminal history report?

No - criminal history reports are kept confidential in the Human Resources department.

If an applicant wishes to see their report, they will have to make an appointment with me to review it here in HR. They will not receive a copy.

How will approved volunteers receive their Volunteer Card?

— — —

In person – these cards are NOT to be sent home with students.

If someone loses their Volunteer Card, they will have to pay \$5.00 to the school to have a new one printed.



Empowering Each Child to Design the Future



THANK YOU

Thank you for your willingness to volunteer with Lexington County School District One! We value and appreciate your commitment of time and energy to help our students and schools, and we look forward to working with you during this school year.

Within this brochure you will find information regarding your new Volunteer ID card, as well as guidelines and resources for a volunteer event associated with our District.

Any questions regarding your volunteer status or your ID card should be directed to your school's Volunteer Coordinator. Any questions regarding the guidelines listed in this brochure should be directed to your school's Principal.

DRAFT

VOLUNTEER GUIDELINES

Lexington County
School District One

CONTACT US

Lexington County School District One
100 Tarrar Springs Road
Lexington, South Carolina 29072

803-821-1000
www.lexington1.net



GENERAL GUIDELINES

1. Please arrive on time for a scheduled volunteer opportunity.
2. Give school personnel as much notice as possible if you are unable to fulfill your commitment. The scheduled event may need to be altered if a volunteer becomes unavailable.
3. Discussion with teachers and other staff should be focused on the volunteer work. Please arrange an appointment for a conference if you need to discuss your child's work, behavior, or progress.
4. Discussion regarding students should be limited to those with whom you are working. Confidentiality of your students is very important. Do not speak about specific students or teachers in the community or on social media. If you have an issue with a member, please speak with the building principal. If you have concerns about a student, speak with the classroom teacher.
5. Report discipline and behavior issues to the teacher.
6. Volunteers should speak with school personnel about safety procedures regarding emergency situations.
7. Please do not bring other children (students and non-students, including infants and non-school aged children) with you when you are volunteering. Children not enrolled in the class attending the trip are not permitted to go.
8. Volunteers should refrain from using cell phones and other electronic devices during the time they are scheduled to supervise students.
9. Volunteers are expected to be role models to students. This includes behavior and attitude, as well as attire, use of language, and use of alcohol/tobacco.



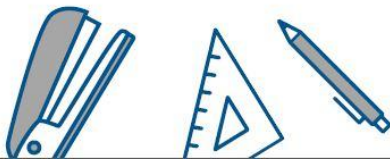
FIELD STUDY GUIDELINES

- Please only take your assigned students where directed.
- Do not at any time leave the group with your own child to complete the field study on your own.
- In the event that a parent of a child approaches you, please do not allow the child to leave your site with the individual. Please speak with the individual or request to see the individual's approved volunteer card. If the individual cannot produce a card, notify the teacher immediately.

SCHOOL EXPECTATIONS

- You are only permitted to areas of the school in which you have been granted access.
- Please use the restrooms designated for adults.

Failure to adhere by the guidelines within this brochure may result in the suspension of your approved volunteer status.



VOLUNTEER ID CARD

1. This ID card contains your name and is yours to keep for the remainder of the school year. You are not required to return it to the school.
2. This card will expire at the end of the current school year on June 30. On July 1 you will no longer be able to use this card and must reapply to volunteer for the next school year and receive a new card once approved.
3. Please wear this card any time you come to the school to volunteer, whether in a building or on a field study, and keep it on until you have left the event.
4. All volunteers are still required to sign in at the designated area during school hours. You will be given a sticker badge to wear if you do not have your Volunteer ID card.
5. If you are participating in an event after school hours, be prepared to present this card and your picture to school personnel when asked. This is to ensure the safety of our students at all times.

PLEASE NOTE:

This card DOES NOT grant unsupervised access to any campus or building. This card also does not give free access to any sporting or arts event.

If you lose your volunteer ID card, you may contact your school's Volunteer Coordinator to obtain a replacement. The replacement cost is \$5.00.

How can applicants access the link?

— — —

The link to the application through Raptor will be located on each school website, ~~as well as the district website.~~

What if someone wants to apply but doesn't have access to a computer?

— — —

A computer will need to be made available at your school for applicants who do not own a computer. This can be done in the front office, the media center, the library, etc.

Where the computer or Chromebook is located is at your administrators' discretion.

The applicant can also use their smartphone.

Additional Updates

- A “deadline” will be given to applicants from whom I request more information. If a response is not received by that deadline, they will be automatically denied.
- The approved application status will expire on June 30 of every year. This is not currently being properly communicated to volunteers, but they will receive expiration notifications 30 days prior and again 10 days prior to the expiration date.
- You will have your own Raptor interface as the “Building Coordinator” for your particular school. More information to come...

Final thoughts...

Thank you so much for coming!

sawilliamson@lexington1.net

803-821-1061