



PROJECT RAISE YOUR HAND

STAFF POLICY

INTRODUCTION

There are dozens of ways to connect what we do daily at the SCDE with the schools, teachers, and students whom we serve; support can include reading to a class, mentoring a student, monitoring a lunchroom, hanging a bulletin board, reshelving library books, and more. The need is enormous and the list of opportunities endless!

PURPOSE

The mission of the SCDE is to provide leadership and support so that every student leaves their South Carolina public school prepared for success. Additionally, South Carolina Code Section 59-3-30 requires the Superintendent of Education to “organize, staff, and administer a State Department of Education” ...“ to render the maximum service to public education in the State.”

Project Raise Your Hand (PRYH) is an exciting new initiative to fulfill these missions, by creating new ways to connect the generous hearts and helping hands of SCDE staff to support needs in local schools directly with our time and skills.





PROJECT RAISE YOUR HAND STAFF POLICY

PROCESS

- Register with SCDE using the PRYH Registration Form.
- Register as a volunteer with Richland One.
- Complete Richland One's Raptor background check form.
- Wait to be matched with your preferred Richland One school.
- Attend the mandatory participant training (Jan. 31 or Feb. 1).
- Once cleared and matched, start helping in your preferred school.

PROCEDURE

- Obtain permission to participate from and coordinate the day and time of your service with your immediate supervisor.
 - Show up early to your chosen school; sign in using the school's sign-in procedure.
- Serve consistently in your chosen school.
- Register your participation using the weekly automated link.
- Give regular feedback and end-of-semester feedback on your experiences to help improve Project Raise Your Hand.

POLICY

- SCDE employees will be allowed up to 8 hours per month to help in local schools to engage in this school support initiative. Employees must have approval from their Office Director to participate and must coordinate school support time with their Director. For employees paid via funding sources other than state funds, their Office Director must seek approval from the Office of General Counsel prior to engaging in this initiative.
- Employees choose to be involved and participate during their normal workday. No additional compensation or comp time will be available for time spent on this initiative.
- Employees are responsible for their own transportation to and from schools. SCDE will not reimburse mileage. Employees will not be able to use state-owned vehicles or the agency's Enterprise car contract for transportation to and from the schools.
- Interested employees must register with SCDE, be approved, and trained before participating in the program.
- Employees are asked to log their hours and give feedback on their experiences using automatic feedback links and end-of-semester survey.
- Participation in this service initiative is a privilege, not a right, and is approved on a case-by-case basis. Employees desiring to participate are not guaranteed approval to serve.
- Approved participants are acting within the course and scope of their employment at the SCDE. In addition to any local policies in place at the school, participants must abide by the SCDE's policies and procedures. Failure to do so can result in disciplinary action consistent with SCDE policies and procedures and/or revocation of the privilege to participate.
- SCDE may amend this policy at any time. Employees will be notified of any changes.