

# *Volunteer Coordinator Handbook*



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## HOW IS THE VOLUNTEER PROGRAM ORGANIZED?

The local school volunteer program has six (6) vital steps to be accomplished annually. Those steps include training, recruiting, orienting, monitoring, and evaluating at each school. Each step is discussed individually below.

- 1. Training -** All members of the school staff who will be involved with the volunteer program must be trained annually. This training should include how the program will operate, the roles and responsibility of staff members, goals of the program, budget criteria and strategies for the implementation.
- 2. Recruiting and Registration -** Recruitment is an ongoing process of engaging volunteers for service. It is the most challenging part of the program! Once recruited, volunteers must complete a district application to provide the information necessary for background checks. This is imperative for protecting the security of our students.
- 3. Orientation -** All volunteers must be aware of the program's guidelines and policies, and it is the School Volunteer Coordinator's duty to provide an orientation session whenever needed during the year. All volunteers are expected to participate in an orientation prior to actually volunteering in the school or at school activities. Tips for conducting an orientation are found in this handbook.  
  
In addition, school staff must be provided with an orientation each year. This is a requirement of the Golden School Award. Tips for conducting this orientation are found in this handbook.
- 4. Monitoring -** Each school needs to monitor and report progress of the program to teachers, staff members, volunteers and district administration regularly. A log of hours must be kept. Hours are reported to the district office in the Spring of each year.
- 5. Evaluating -** Annually the volunteer program should be evaluated to determine areas strengths and weaknesses. The result of this process is then used to improve the volunteer program.
- 6. Recognition -** Look for ways to recognize volunteers throughout the year. Remind teachers to do the same. Recognition can occur at any time during the year. Look for those special volunteers that may be eligible for regional and state awards.



## **ROLES AND RESPONSIBILITIES of the SCHOOL VOLUNTEER COORDINATOR**

The responsibilities of the School Volunteer Coordinator include, but are not limited to:

1. Organizing the volunteer recruitment program for their schools and recruiting volunteers.
2. Maintaining a current list of ALL volunteers and communicating this to the Superintendent's Office when requested.
3. Organizing and conducting the volunteer orientation sessions.
4. Conducting an annual orientation on school volunteers for the school faculty.
5. Maintaining program records. This includes, but is not limited to, tracking the number of hours served by volunteers and mentors and tracking those hours according to the required reporting parameters. See Annual Report Form in the forms section of this handbook.
6. Communicating pertinent information to volunteers at their schools.
7. Acting as a liaison between school personnel and volunteers at their schools.
8. Conducting public relations activities.
9. Consulting with principal and School Volunteer Coordinator as needed.

Although initial responsibility for the above is with the School Volunteer Coordinator, the principal is ultimately responsible for all programs implemented at his/her school. Therefore, it is necessary that all School Volunteer Coordinators work closely with the principals and consult with their principals prior to implementing volunteer program activities.

### **Using the Website**

#### **The Volunteer/Public Side:**

<http://www.union.k12.fl.us>

Click on 'Volunteers'

- Prospective volunteer can print a hard copy to turn in at the school.



## VOLUNTEER CLASSIFICATIONS

**Community Resource Volunteers** are defined as “one time only” presenters who participate in a variety of different forums including, but not limited to, career days, craft presentations, technical presentations, or academic lectures. As such, they are guests on the school grounds and must abide by all policies, procedures and guidelines. As well, speakers must show a form of ID, sign in on the form included in this manual, and be escorted to and from their school destination. They must sign out prior to leaving the building. At no time may he/she be left alone with students. *It is not necessary to register the Community Resource Volunteer as a school volunteer UNLESS he/she will continue in that capacity.* Their hours may count towards the Golden School Award. The sign-in sheet should be submitted to the Curriculum Office annually. Field trip volunteers (chaperones) are NOT included in this category.

**Registered** – This volunteer has completed the application form and been checked against the Sexual Predator/Offender Registry. Any issues noted on the application have been checked out, and the volunteer is marked as approved to serve in whatever capacity the principal assigns him/her. **All field trip volunteer, even if they only accompany students on one field trip, must be registered volunteers.**

**Important Note:** Clearance through the volunteer system DOES NOT qualify a volunteer to drive a county owned vehicle. This requires an additional check through the Transportation Department. A valid driver’s license must be submitted to Cindy Maddox.

## BACKGROUND CHECKS

### Sexual Predator/Offender Registry

**ALL** volunteers must be checked **annually** against the FDLE Sexual Predator/Offender Registry **prior** to being placed in ANY volunteer position.

The Volunteer Coordinator in conjunction with the school principal is responsible for assuring that **ALL** volunteers have been checked against the registry.

- a. Volunteers will complete the application. This can be done by the volunteer or by the volunteer coordinator.
- b. Names are then submitted to the Volunteer Coordinator for check.
- c. Community Resource Volunteers (remember that this does not include chaperones) do not have to be checked on the day they are at the school. However, their names are submitted to the Volunteer Coordinator annually and are checked there. The only reason we are not requiring the school to check a Community Resource Volunteer on the day of the activity is that these volunteers are escorted to and from classes and are not left alone with any student.

Additional volunteers who apply during the year must also be checked, including those who volunteer as a chaperone for a field trip.

## **Level II Clearance**

The following volunteers require Level II Clearance.

1. Mentors – The district covers the cost of fingerprinting for mentors. Mentors must go through district-level training before being approved to mentor. Barry Sams is the contact.

## **Special Concerns**

The Volunteer Application form now requires volunteers to tell whether or not they have been arrested. Volunteers who respond to these questions in the affirmative will be given additional scrutiny at the district level.

If someone at school level has a concern about the background of a volunteer applicant, he/she may request that the district office conduct additional screening before approving the volunteer. These requests should be directed to the Curriculum Office.

## **CONFIDENTIALITY**

Anyone serving in the capacity of School Volunteer Coordinator is bound by confidentiality requirements. No information gleaned from volunteer applications or contact with other volunteers or school personnel may be shared with anyone (including the volunteer's supervising teacher) other than the school principal or the District Volunteer Coordinator.



## **CONDUCTING THE FACULTY STAFF ORIENTATION**

This training should be held early in the school year prior to the assignment of any volunteers. It should cover the following topics:

- How to request a volunteer
- How volunteers serve us
- What to do if a parent asks to volunteer
  - The importance of the application
- Sign-in and Sign-out Requirements (including name tag requirements)
- **FIELD TRIPS**
- Why we have approved volunteers
  - Insurance Requirements
  - Safety of students
  - Management of the school environment
- Teacher responsibilities when working with a volunteer (see next page)
- Confidentiality
- Any school guidelines
- Recognition of volunteers
- What to do if there is a problem with a volunteer
- Contact information for the School Volunteer Coordinator

## **CONDUCTING THE VOLUNTEER ORIENTATION**

This training should be held whenever a new volunteer or group of volunteers is registered. It should cover the following topics:

- Sign-in and Sign-out Requirements (including name tag requirements)
- Why we have approved volunteers
  - Insurance Requirements
  - Safety of students
  - Management of the school environment
- Guidelines for Volunteers (see the Volunteer Handbook)
- Any school guidelines, organization or grade-level specific information
- Confidentiality
- What to do if there is a problem with a student or teacher
- Emergency Procedures
- Contact information for the School Volunteer Coordinator
- Thanks for their willingness to serve

## **ROLES AND RESPONSIBILITIES OF THE TEACHER**

1. Have a positive attitude toward volunteers.
2. Participate in orientation on use of volunteers.
3. Assure that volunteers are signed in and identified by a volunteer badge
4. Provide adequate preparation and planning for using the volunteers.
5. Prepare students for the volunteer.
6. Demonstrate the appreciation of the teacher and student(s) for the work of the volunteer(s).
7. Evaluate what happens in volunteer sessions, and make adjustment based on your reflections.
8. Provide feedback to the volunteer.
9. Give volunteer an opportunity to give you feedback.
10. Avoid giving the volunteer discipline problems.
11. Provide sufficient directions to volunteer.
12. It is helpful to provide a packet that contains the class schedule, a class roster, and other pertinent information to which the volunteer can refer. A designated place to leave directions and/or work will also help you fully utilize your volunteer's time without interrupting your class.
13. Teachers should see that volunteers do not:
  - a. Diagnose learning problems
  - b. Provide initial instruction
  - c. Make parent contacts about student achievement or behavior
  - d. Evaluate students (grade, report cards, cum records, etc.)
  - e. Write comments on papers that go home
  - f. Discipline or punish students
  - g. Have lone responsibility for a class



## CRITERIA FOR COUNTING VOLUNTEER HOURS

Each school is unique in its composite of parental involvement, business support, and community interaction. Therefore, the recording of volunteer hours will look a little different at each school.

The true measure of a school's volunteer program cannot be reflected solely by the number of hours amassed; however, consistent collection of this data is important as documentation for:

- A baseline measure of each school's individual success in community and parental involvement
- School Improvement Plan benchmarks
- Volunteer Recognition
- Title I requirements

To ensure the consistent reporting of volunteer hours, please adhere to the following criteria:

- ALL volunteers must complete a Volunteer Registration Form and receive the Volunteer Handbook. Volunteer orientations may be held on a group or individual basis. The question has been raised about whether or not employees have to complete the registration form. All employees have Level II clearance. While completing the form is not necessary for clearance purposes, it does allow the Volunteer Coordinator to maintain an accurate count of volunteers.
- Student/youth volunteer hours are counted only for time spent before and after school; activities during school hours are not counted. Only hours directed on activities performed to directly benefit the school or its students may be counted. Regular meeting times, or volunteer time on other community projects may not be counted. An example of time that can be counted would be the hours served when a student (ex. ROTC) works during the school festival.
- Faculty orientation on volunteer services – a minimum of 80 percent of the school staff must participate in training related to school volunteerism as a criterion for the *Golden School Award*.
- Time spent at PTA, PTO and SAC meetings may be counted for those parent/volunteers who have completed a Volunteer Registration Form.
- Volunteer activities performed off the school campus, such as preparing classroom materials, baking, telephoning, etc. may be counted.
- Field trip chaperones may count their hours for the entire period of the trip, including sleep time. A sign-in, sign-out sheet can be provided at the beginning and end of the trip. All chaperones must have completed a Volunteer Registration Form.
- Students in clubs and organizations may count the hours for the specific activities that directly benefit the school (i.e., after school homework assistance, campus beautification, fund-raising to purchase school equipment/materials, etc.). Students may NOT count hours for regular meetings, social functions and fund-raising activities for trips.
- Parent and community volunteers involved in band and sports booster clubs MAY count all their hours in service to the club.

The overwhelming majority of volunteers generously give their time and talents, with little regard to their own personal recognition. Their greatest reward is in knowing that they are making a positive difference for our students and teachers. With that, many volunteers don't realize the importance of recording their volunteer hours by signing in and signing out. **PLEASE request that teachers and staff members who work directly with volunteers remind the volunteers to sign in and sign out.**

## AWARDS

### ▪ Golden School Award

- Implement staff training program on volunteerism in which a minimum of 80% of the school staff have participated during the school year.
- Designate a School Volunteer Coordinator to provide leadership for the school volunteer program.
- Fulfill a total number of hours in volunteer service that equals twice the number of students enrolled in the school. Volunteer service will be in the areas that support instruction.

### ▪ Outstanding School Volunteer Award

- Presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida. A student, adult, and senior volunteer from each of the five Florida regions is honored by the Commissioner during a luncheon at the statewide Florida Partners in Education Conference in the spring of each year. Volunteers are selected based on:
  - *number of hours,*
  - *years of service,*
  - *unusual contribution, and/or*
  - *characteristics of services rendered.*
- application is available from the district office

Information on due dates for the Awards is found on the Timeline at the beginning of this book and distributed throughout the school year. School Volunteer Coordinators are encouraged to recognize and nominate outstanding volunteers for appropriate awards.

## FORMS

1. Volunteer Registration Form
2. Volunteer Coach Form
3. Community Resource Volunteer Sign In Form
4. School Volunteer Program Annual Survey Information

A copy of the application may be accessed at  
<http://www.union.k12.fl.us>

A hard copy may be printed if necessary.

# UNION COUNTY SCHOOL DISTRICT

## VOLUNTEER APPLICATION FORM

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Location of Volunteer Service:**

\_\_\_\_ Elementary School      \_\_\_\_ Middle School      \_\_\_\_ High School

Grade level preferred: \_\_\_\_\_

**Type of Volunteer Service you wish to perform:**

\_\_\_\_ Assist classroom teacher      \_\_\_\_ Assist enrichment teacher

Help with:

\_\_\_\_ Book Fair      \_\_\_\_ Career Day      \_\_\_\_ Reading Buddy

\_\_\_\_ Picture Days      \_\_\_\_ Field Trips      \_\_\_\_ Other

\_\_\_\_ Field Days      \_\_\_\_ Mentoring

**Days and times you would be available:**

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

Please be advised that we will do an initial background screening on all volunteers. This is in compliance with the Jessica Lunsford Act that was passed by the 2005 Florida Legislature and signed into law by Governor Bush. We will do a search against the sexual offender/predator database periodically.

Initial \_\_\_\_\_ November \_\_\_\_\_ February \_\_\_\_\_

## Community Resource Volunteer Sign In

**Community speakers** are defined, for the purposes of this sign in sheet, as “one time only” presenters who participate in a variety of different forums including, but not limited to, career days, craft presentations, technical presentations, or academic lectures. As such, they are guests on the school grounds and must abide by all policies, procedures and guidelines. As well, speakers must show a form of ID, sign in on the form below, and be escorted to and from their school destination. They must sign out prior to leaving the building. *It is not necessary to register them as a school volunteer UNLESS they will continue in that capacity. Their hours may count towards the Golden School Award.*

**School Year** \_\_\_\_\_ **Organization** \_\_\_\_\_

Name	Date	Time In	Time Out	Teacher/Site of Service	Activity	Total Hours

**SCHOOL VOLUNTEER PROGRAM ANNUAL SURVEY INFORMATION**

**School:** \_\_\_\_\_ **Volunteer Coordinator:** \_\_\_\_\_

**Date that staff training was held:** \_\_\_\_\_

**Number of students enrolled in school:** \_\_\_\_\_

**Volunteer Statistics: (This includes mentors.)**

<b>Age Group</b>	<b>Number of Volunteers</b>
<b>Under 21</b>	
<b>21-61</b>	
<b>62 + years</b>	
<b>TOTAL</b>	
<b>Total Number of Volunteer Hours (including mentor hours)</b>	

**How Many of Total volunteers are Mentors?**  
*(Use approximate numbers if necessary.)*

<b>Mentor Group</b>	<b>Number of Volunteers</b>	<b>Number of Hours</b>
<b>Collegiate</b>		
<b>State Government</b>		
<b>Military</b>		
<b>Business</b>		
<b>Take Stock in Children</b>		
<b>Boys &amp; Girls Club</b>		
<b>HOSTS</b>		
<b>AmeriCorps</b>		
<b>Big Brothers/Sisters</b>		
<b>ROTC</b>		
<b>Bright Futures</b>		
<b>Other</b>		

*Due to Superintendent's Office by May 20<sup>th</sup>.*

*Union County Schools*

# **Volunteer Handbook**



## OUR THANKS

Thank you for serving as a Union County School Volunteer. You have taken a step towards making a significant impact on the excellent education programs offered in the Union County Schools. Volunteers provide enrichment opportunities that enhance the educational experience for students while supporting our teachers and staff. Volunteers also help us build a strong foundation for students as they select a career path or post-secondary education.

By modeling for students the kinds of expectations they need to succeed, you help them develop into productive citizens of the community. We urge you to become a strong advocate by sharing your positive experiences with them and encouraging them to become involved.

The district's Strategic Plan as well as each school's School Improvement Plan has identified objectives and strategies to engage parents and community members as interactive partners in the educational process. *(These documents are available on the district website at [www.union.k12.fl.us](http://www.union.k12.fl.us))* Our schools are open to and invite this involvement as a vital part of the instruction we offer.



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A school volunteer is any non-paid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.

- I. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education Rules, and School Board rules.
- II. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- III. School volunteers shall be subject to annual background checks including a check against the FDLE Sexual Predator/Offender Registry. A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.
- IV. A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer has been duly approved by the school principal as a school volunteer and has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 110.504(4), (5), 435.04, 440.02(15)(d)6,  
768.28, 943.04351, 1001.43, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.070

**HISTORY:** ADOPTED: 10/23/12, 8/12/14  
REVISION DATE(S): 6/9/05, 2/22/06, 3/17/09, 12/2/11, 2/16/14  
FORMERLY:

Volunteers work to support the school system and students as they progress toward the accomplishment of the District Vision and Mission.

#### DISTRICT VISION

The vision of the Union County School District is to become a foundation of educational excellence for **ALL**.

#### DISTRICT MISSION

The purpose of the Union County School District is to provide a collaborative learning culture where students are dedicated to excel with commitment from staff, families and community

## PROGRAM GOALS

- Provide individualized educational assistance to students.
- Enrich each student's school experience through personal interest and interaction.
- Improve student motivation for learning.
- Stimulate business and community interest, concern, and support for the educational system.
- Provide opportunity for involvement.
- Strengthen school-community relations through direct and positive participation in the schools.

## SCHOOL VOLUNTEER CODE OF ETHICS

As members of a group with the purpose of enriching and improving the lives of children, volunteers have a challenging role to play.

Here are some guidelines to help:

Volunteers may work directly or indirectly with students. Volunteers never replace the teacher. Volunteers offer a supplementary service and are there to provide motivation and support for the student.

School staff and teachers will decide the specific tasks that volunteers perform and the information and materials volunteers will need.

Appreciation and respect for each student as a person are critical ingredients in working effectively as a volunteer. Self-worth and self-confidence are building blocks in the learning process.

Teachers are in charge of the instruction and the discipline of each student. The volunteer's job is to guide and encourage the student along the path the teacher has provided. The personal interest volunteers show students may be the catalyst that makes them recognize their own innate ability to improve and achieve.

Volunteers will consider any and all information about the students as privileged, and they will hold it in the strictest confidence.

Volunteers support the basic aims of education by:

- maintaining consistent and regular attendance.
- following all regulations and procedures of the school and the district.
- adhering to school dress code.
- discussing school problems and issues with staff members at appropriate times.
- observing discretion in commenting on school matters.

The commitment that volunteers make to our students is a significant one. As they participate in school activities, volunteers are looked upon as role models. Therefore, it is imperative that volunteers conduct themselves in an appropriate and responsible manner.

## SAMPLE VOLUNTEER OPPORTUNITIES

1. Classroom Assistant  
Works under the direction or in cooperation with the classroom teacher to support so that the teacher may devote full attention to the accomplishment of the objectives for the class.
2. Clerical Assistant  
Works under the direction or in cooperation with the school staff to provide clerical support for the school.
3. Arts and Crafts Assistant  
Works with art or classroom teachers to help students develop their creativity and/or supervise creative projects. Volunteers may work on material preparation or assist the teacher with supervision of students as they work.
4. Language Arts/Reading Tutor  
Works under the direction or in cooperation with the teacher to extend the language, listening, speaking, reading or writing skills of the student. This may include reading to or listening to students read aloud.
5. Math Tutor/Science Tutor  
Works with the teacher to provide individual help in the area of math or science.
6. Physical Education Assistant  
Works under the direction or in cooperation with the classroom or physical education teacher to help provide experiences for students through physical education.
7. Special Activities Volunteer  
Provides occasional support needed for the duration of a particular school project or activity.
8. Media Center Assistant  
Works under the direction of the school media specialist supporting the services of the media center. This job may include maintenance tasks that speed the availability of books and materials to students.
9. Student Volunteer  
Provides peer and cross-age tutoring (middle school, high school, or college students)
10. Homeroom Parent  
Works with the classroom teacher to assist with classroom parties and serves as a liaison to parents for disseminating information.
11. Vision Screening Volunteer  
Assists with vision screening for students. This process takes several days, depending on the size of the student population. Training is required.
12. "At Home" Projects  
Projects at home might include cutting out items for crafts or bulletin boards, drawing posters, making crafts – anything that can be done at home. This is convenient for working parents or those with younger children at home who still wish to be involved in the volunteer program.
13. Field Trips  
Upon request of the teacher, a volunteer may help chaperone students during field trips.

14. Labels/Receipts for Education

Volunteers help collect and/or organize labels and receipts from various products, as needed. These are submitted to provide additional funding for special projects.

15. School Pictures

Volunteers help organize students for picture-taking sessions on school picture days.

16. Carnivals/Festivals

Volunteer workers and planners are needed to plan and implement school festivals. These activities serve as enjoyable times for students and families and are used as fundraisers for school projects.

17. PTO Board Membership

Depending on the needs of the PTO serve as an officer or a member of a specific committee in the organization.

18. SAC (School Advisory Council)

Volunteers are nominated and elected by the parent populations to serve on the School Advisory Council. This is a state-mandated advisory board which helps develop and implement the School Improvement Plan. The make-up of the council is regulated by state guidelines.

19. District Advisory Council

This council provides guidance at the district level on items such as calendar and the District Strategic Plan. If you are interested in serving in this capacity, please let a school administrator know.

20. Booster Club Membership

Schools have a variety of parent organizations that serve to support specific activities such as Band, ROTC, and various sports.

Mentors and Volunteer Coaches are special volunteer classifications, which require additional clearance procedures. These are addressed later in the handbook.

**Not all of the above volunteer classifications are available at all schools. Schools determine their volunteer needs and recruit and place volunteers accordingly.**

## BECOMING A VOLUNTEER

1. Volunteers must register every year. No person will be allowed to volunteer without completing the registration form.
2. Registration may be accomplished in any of the following ways:
  - Complete the online registration form at <http://www.union.k12.fl.us>. When completed, this form is automatically submitted to the Volunteer Coordinator of any school or organization selected, or
  - Print the online form, complete it and submit it to the school site where you wish to volunteer, or
  - Contact the district office or any school office or teacher and request to volunteer. The completion of the registration form will be required at this time.
3. Once the Registration Form is completed and submitted, school personnel will check the applicant against the FDLE Sexual Predator/ Offender Registry. Please see the “Background Checks” section of this handbook for additional information on Background Checks.
4. The school or organization Volunteer Coordinator will contact the volunteer to conduct a brief volunteer orientation and assign volunteer placement and/or responsibilities.

## BACKGROUND CHECKS

All school volunteers will be checked annually against the FDLE Sexual Predator/Offender Registry prior to being placed in any volunteer position.

Additional screening may occur if deemed necessary.

Level II screening and clearance is required for any person wishing to serve as a mentor or a volunteer coach (athletics, cheerleading).

**The school principal has the right to decline the services of any volunteer at any time if he/she determines that this is in the best interest of students or the educational process.**



## STRUCTURE OF THE SCHOOL VOLUNTEER PROGRAM

Each school's volunteer program is individualized to meet the specific needs of the students and teachers at that school

Principal Responsibilities:

- Determining and communicating volunteer guidelines that are specific to the school (Ex. Sign-in procedures, use of school equipment, placement of volunteers, etc.)
- Assessing the school's volunteer needs
- Providing support to all persons involved in the school volunteer program
- Selecting a person to serve as a school-based volunteer coordinator to lead the school program
- Assuring that staff are trained and all volunteers receive a volunteer orientation

School-based Volunteer Coordinator Responsibilities:

- Surveying needs of teachers for volunteer assistance
- Recruiting and registering volunteers
- Communicating specific volunteer needs to the district volunteer coordinator
- Orienting and training teachers and volunteers
- Assigning volunteers to specific tasks and teachers with approval of the administration
- Serving as a resource person for volunteers and school staff
- Keeping accurate records of volunteer services and hours
- Disseminating materials to volunteers when needed
- Coordinating school recognition events for volunteers

Sequence of the Volunteer Registration Process:

1. Volunteer submits online registration form.
2. School-based coordinator reviews application, adds any necessary information and submits the form to the district volunteer coordinator.
3. District Volunteer Coordinator/Designee reviews the application and checks the volunteer information against the Sexual Predator/Offender database. If the registration form meets certain criteria it is submitted to the district Safety and Risk Management Officer for further review.
4. Unless disqualifying information is found, the volunteer is approved in the database.
  - a. Prior felony charges including battery, drugs, or abuse are scrutinized closely and result in non-approval;\*
  - b. A pattern of offenses that indicate an inability to serve as a positive supervisor of children;\*
  - c. Mentors and Volunteer Coaches have additional requirements and are addressed later in this handbook.
5. The school or organization volunteer coordinator contacts approved volunteers and invites them to a Volunteer Orientation.
6. The school volunteer coordinator along with the designated administrator conducts the Volunteer Orientation.
7. Once the volunteer has participated in the Volunteer Orientation, the volunteer may be assigned to volunteer duties.
8. If a volunteer cannot attend an orientation then the volunteer must assure that he/she has reviewed the Code of Ethics and other basic information required for successful volunteering. This is reviewed on a school-by-school basis.

**\*If a volunteer is not approved, the volunteer will be contacted by the district volunteer coordinator.**

## GENERAL VOLUNTEER PROCEDURES

1. Each school year, all volunteers are required to complete a Volunteer Registration Form. Community Resource Volunteers will provide a picture ID and sign in and out at the school office on the day that they speak.
2. Volunteer athletic coaches are required to complete a Volunteer Athletic Coaching form and have it approved and submitted by the school principal in addition to the Volunteer Registration Form.
3. Volunteers must always work under the supervision of a district employee and are never to meet a child alone. Note: Those volunteers who have been fingerprinted, received Level II clearance, and have participated in Substitute Teacher training may provide supervision in a classroom for a short period of time at the discretion of the administrator.
4. Volunteers must wear an identification badge whenever they are serving as a school volunteer or accompanying students on a school activity.
5. If a volunteer is going to be absent for a scheduled activity, or if a community resource volunteer is unable to speak at the agreed upon time, the volunteer should call the school and ask that the teacher and/or student be informed of his or her absence.
6. Volunteers should be prompt; due to scheduling requirements, it is important to make every minute count.
7. Once the volunteer receives his/her assignment from the school volunteer coordinator, the volunteer should meet with the teacher at a time when the teacher does not have students in the classroom. This will provide an opportunity to discuss the assignment, learn about procedures, etc. Volunteers are encouraged to set up additional meetings, if necessary, to get further instructions, discuss any problems, and/or learn about materials.
8. The teacher is in charge of the classroom at all times, and the teacher will provide any discipline that is required.
9. Volunteers are expected to maintain strict confidentiality with information to which they have access while performing their duties. Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to the teacher.
10. If a volunteer has a question about a policy or a procedure, he/she should follow the proper channels within the school, and ask the appropriate person: the teacher, the principal or the school volunteer coordinator. It is usually best to begin with the assigned teacher.
11. Praise and encouragement are the approved methods to demonstrate care and respect for students.
12. Placement of volunteers is at the discretion of the principal and teacher.
13. Volunteers are not to bring other children (not enrolled at the school) to school when they volunteer.
14. Volunteers may not ride regularly scheduled buses to reach their assigned school.
15. Volunteers shall not administer medication to students.



## MENTORS and VOLUNTEER COACHES

### **Mentors:**

One of the highest needs in the volunteer program is for mentors. Mentors work with a specific student in an ongoing one-on-one capacity. They provide support, encouragement, a listening ear, a positive role model and accountability. Some mentors tutor their mentees, but this is not a requirement of the program.

Mentors agree to a regular schedule of contact with their students. This may involve meeting the student for lunch at the school, making a phone call each week, following up with a card, letter or email, or some other type of contact. The key is that the contact be regular and that the student experiences the ongoing positive support that a mentor can provide.

The following additional requirements are in place for Mentors:

- 1) A special training that includes all of the aspects and parameters of mentoring;
- 2) Level II Clearance – once a mentor has been trained and assigned to a student, the district provides fingerprinting to assure that the mentor meets the requirements of Level II Clearance.
- 3) Mentors log in differently than other volunteers. This is covered at each school site.

When a person checks Mentor on the Volunteer Application, someone on District Staff follows up with that person to provide the needed information to assure a successful experience.

## CONFIDENTIALITY

A volunteer is subject to Florida Statue 1002.22 which protects the rights of privacy with regard to student information and records. Any information about individual students or groups of students is considered confidential and should not be discussed with anyone other than the student's teacher or principal. This includes general school-related incidents such as misbehavior of students or items concerning academic performance, good or bad.

Volunteers should let the teacher communicate with parents about student performance. Please refer all parent inquiries to school personnel and never discuss student progress or behavior.

### **SOCIAL NETWORKING**

It is a violation of District policy and the Volunteer Guidelines to make disparaging comments about one's colleagues, students, parents and other members of the community that are encountered as a result of your volunteer service. Each volunteer shall keep in confidence personally identifiable information obtained in the course of volunteering. By virtue of your position as a volunteer you are held to a higher standard. Be cautious when posting information utilizing programs such as MySpace, Facebook, Twitter, YouTube, Blackberry pinning, blogging, texting, etc.

Avoid:

- Posting student names and photographs
- Discourteous behavior
- Inappropriate language
- Malicious or intentionally false statements about a colleague

## USE OF DISTRICT INTERNET RESOURCES

School District internet resources shall not be used for any purpose perceived as a conflict with District interests, normal business activities or operation. Posting of any type of propriety or confidential information is strictly prohibited. Your use of District internet resources, to include postings on social media sites or blogs, must not violate District policy, including the District's prohibition against unlawful harassment and discrimination or State and Federal laws including The Family Educational Rights and Privacy Act [FERPA] or The Health Insurance Portability and Accountability Act [HIPPA] and Florida Statute 1002.22, Education records and reports of K-12 students rights of parents and students; notification; penalty.

## SIGN-IN and SIGN-OUT INFORMATION

Each time a volunteer enters a school or arrives at an activity to volunteer, she or he must sign in, wear a nametag and sign out when she or he is ready to leave the school or activity. This requirement is necessary for the following reasons:

1. Safeguarding our students and maintaining campus security is of the utmost importance.
2. In case of an emergency telephone call, the volunteer can be located.
3. While volunteering at school for a specific purpose, individuals are covered by school board insurance **provided** they are an approved volunteer and have signed in.
4. In some cases verified volunteer service can be used as work experience for future employment.
5. Each school is recognized for its number of **registered** volunteer hours. The Florida Department of Education presents the Golden School Award to a school with twice as many hours of volunteer hours as students enrolled.

## VOLUNTEERS AND FIELD TRIPS

Volunteers provide a valuable service by helping to supervise students on educational and recreational field trips. In order to maintain the security and safety of our students, it is critical that the following procedures be followed:

1. Volunteers should wear an identification badge at all times when escorting children. They should adhere to the schedule communicated by the teacher in charge and any guidelines set forth for the trip.
2. Volunteers are asked to follow appropriate dress code when acting as a volunteer chaperone.
3. Any chaperone who is asked to escort students in a district vehicle must have his/her driver's license checked by the District Office, **PRIOR** to the trip. It is the driver's responsibility to provide a copy of his/her current driver's license to Cindy Maddox, Finance Secretary. Her contact information is: maddoxc@union.k12.fl.us 386-496-2045 ext. 238.
3. No students are to be escorted during school functions in a personal car.
4. Chaperones must complete and submit a Volunteer Registration Form **PRIOR** to the trip. The service of chaperones who fail to do this may be refused.

## YOU ARE IMPORTANT – STUDENTS ARE WATCHING YOU

Volunteers serve as positive role models. When serving as a volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:

- use of profanity
- being under the influence of drugs or alcohol
- discussion of inappropriate topics
- making inappropriate comments to a student
- selling merchandise or actively promoting a business
- wearing clothing considered to be inappropriate in the school setting



What Does the Teacher Expect of the Volunteer?

- Promptness
- Confidentiality
- Love of Children
- Positive Attitude
- Enthusiasm
- Friendliness
- Flexibility
- Dependability
- Support
- Patience
- Appropriate Dress
- Organization
- Loyalty
- Openness to Suggestions
- Businesslike Attitude
- Initiative

What Does the Volunteer Expect of the Teacher?

- Consideration, Patience, Appreciation
- Professional Respect, Cooperative Attitude
- Pleasant Voice, Organization, Suggestions
- Clear Directions, Feedback, Courtesy, Respect
- Friendliness, Materials, Classroom Management
- Love of Children, Preparation, Appropriate Instruction

## KEYS TO SUCCESS FOR VOLUNTEERS

Volunteers assist the staff in the school to provide an enriched educational program for the students. The volunteer's contribution is a vital one and becomes an important part of the total instructional effort. Teachers and students come to depend upon you. The successful volunteer takes his/her responsibilities as a member of the educational team seriously.

1. Be prompt, dependable, and regular in attendance; follow the school's policy for notification in case of absence.
2. Familiarize yourself with school and classroom policies and procedures.
3. Remember that you are acting as a role model for children in language, dress, and behavior.
4. Respect the confidential nature of school records and relationships between staff members and students.
5. Recognize that the volunteer's relationship with school staff members is one that requires mutual respect and confidence.
6. Discuss any questions or problems with the staff members who are directly concerned or with the volunteer coordinator.
7. Support and supplement the instructional program of the classroom teacher; the volunteer's role is assistance, not replacement.
8. Always enter the building by way of the school office where you will sign in. When you leave, be sure to sign out and record your hours in the school office.
9. If a student seems ill, contact the teacher immediately. Do **NOT** give first aid or medication to a student.
10. Be aware of the allergies of others. Some students and/or teachers are sensitive to strong scents. Be aware that a little perfume goes a long way.
11. Inquire about the correct procedures for a fire drill.
12. Inquire as to the parking area for volunteers.
13. There are telephones in the main office and in many classrooms. Please ask for permission before using a telephone. In addition, it is important to silence any cell phone that could disrupt instruction in the classroom.
14. Inquire as to the designated smoking area of the school.
15. Discipline should always be left to the teacher.

## BUSINESS PARTNERSHIPS

Business partners work together with schools to improve educational programs that are responsive to the needs of the students, the community and our society. The goal of education/business partnerships is to utilize available resources of both the business and the school to creatively satisfy the predetermined needs of each partner.

## CONTACT INFORMATION

**District Volunteer Coordinator:**

Carlton Faulk, Superintendent of Schools  
Union County School District  
55 SW 6<sup>th</sup> Street  
Lake Butler, FL 32054  
faulkc@union.k12.fl.us  
386-496-2045

**Title I Parent Involvement Coordinator:**

Stacey Rimes, Director of Accountability  
Union County School District  
55 SW 6<sup>th</sup> Street  
Lake Butler, FL 32054  
rimess@union.k12.fl.us  
386-496-2045

Your School Volunteer Coordinator and Contact Information:

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Principal: \_\_\_\_\_  
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Teacher: \_\_\_\_\_  
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## **STATEMENT OF NON-DISCRIMINATION**

The Union County School Board is committed to providing fair and equal educational and employment opportunity without regard to race, color, religion, national origin, age, gender, disability, or marital status. The district complies with all Federal and State laws prohibiting discrimination in education.

### **REASONABLE ACCOMMODATIONS PROVIDED**

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodation.

### **HARASSMENT**

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person (s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Union County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Carlton Faulk, Superintendent of Schools, 55 SW 6<sup>th</sup> Street, Lake Butler, FL 32054.