

# SCHOOL VOLUNTEER HANDBOOK

Guidelines, Resources, &  
Opportunities for Volunteers



Volunteer/Partnership Programs  
Volusia County Schools

Revised July 2017

## WELCOME VIPS VOLUNTEER!

*We are excited to have you as a volunteer! The district's theme for 2017-2018 is **Together We Can!** As a volunteer, you can work with students and staff to ensure that progress, no matter how big or small, is made because together we cannot fail.*

*We are extremely appreciative of our community resources. During the 2016-2017 school year, approximately 23,010 volunteers donated 893,022 hours of service, a value worth well over \$21,000,000 million. In addition, over 488 businesses and organizations developed or renewed partnerships providing valuable educational enhancements.*

*Volunteers work in every aspect of school operation, from classroom and healthroom helpers, one-on-one tutors and mentors, to organizing and manning special events and extracurricular activities. Volusia Partners become volunteers when they assist with job/career shadowing, career mentoring, youth motivating, resource speaking, and other school-to-work programs.*

*Please review this handbook. It gives an overview of the Volunteers in Public Schools (VIPS) program and provides important guidelines you should be aware of prior to volunteering. If you have any questions, feel free to contact your school's volunteer coordinator or the district Volunteer/Partnership Programs Department at (386) 255-6475, 734-7190, 427-5223, or 860-3322, ext. 38379 or 38381.*

*Thank you for providing your precious time, individual gifts, and talents as a VIPS Volunteer. **Together We Can!***

*Sincerely,*

A handwritten signature in black ink, reading "Annette Hood".

Annette Hood, Facilitator  
Volunteer/Partnership Programs  
Volusia County Schools



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# SCHOOL VOLUNTEER PROGRAM FRAMEWORK



## ***Who is a School Volunteer?***

A school volunteer is a person willing to take time to share wisdom and experience with those on the threshold of the future. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff.

According to Florida Statute 1012.01 (5) – “A school volunteer is any nonpaid person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.”

Occasionally it can be difficult to decide if an individual falls into the classification of a school volunteer. A school volunteer usually meets all of the following criteria:

1. The individual will provide a service to the school.
2. The individual will NOT be compensated monetarily by the school district.
3. The individual will be providing volunteer service for more than one day at any one site (except for chaperones).
4. The individual may have access to students while performing the service.

***Qualifications*** - *You should have:* a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, flexibility, good health, and a willingness to attend training sessions, as needed.

## ***Roles and Responsibilities***

### **Responsibilities of the Volunteer/Partnership Programs Dept.:**

- Developing and disseminating volunteer materials.
- Arranging orientation and training workshops.
- Speaking to community groups.
- Recruiting and placing community volunteers.
- Working with school-based coordinators to develop and maintain school programs.
- Sponsoring county-level recognition events.

**At the School** - Each school's volunteer program is individualized to meet the needs of the students and teachers at the school. In cooperation with the principal, the school's Volunteer Coordinator directs their volunteer program. Many schools have both a staff contact and a volunteer who work jointly to coordinate the program.

**Responsibilities of the school Volunteer Coordinator are:**

- Surveying needs of teachers.
- Recruiting and registering volunteers - especially parents.
- Arranging for orientation and training.
- Placing volunteers by matching their skills/interests to job assignments.
- Serving as a resource for volunteers.
- Coordinating school recognition events for volunteers.

***Volunteers in Schools: Benefits for Everyone***



**The volunteer gains:**

- Personal satisfaction from helping children learn.
- Opportunities to learn new skills, polish old ones.
- Knowledge and understanding of Volusia County

Schools.

- Work experience that may lead to a future career.

**The student gains:**

- Additional individual attention.
- An accepting atmosphere for reinforced learning.
- A chance to succeed, thus building better self-esteem.
- A warm and caring adult who is a friend and role model.

**The school gains:**

- Positive interaction with the community.
- Improved student achievement and behavior.
- Additional services without extra costs.
- Increased community understanding and support.

**The Volusia County community gains:**

- Better-educated students.
- Greater confidence in the educational system.

## GETTING STARTED

If you are not yet a volunteer in our schools, contact the Volunteer/Partnership Programs Dept. and they will direct you to a school. You may also contact a school directly and ask to speak with the school's Volunteer Coordinator. You will be invited to visit the school and asked to complete the online *Application to Volunteer* and scan an identification with photo to complete the process. After you have been cleared to volunteer, the school Volunteer Coordinator will provide an orientation on school policies and volunteer procedures. A meeting will be scheduled between you and the individual you will be assisting.



### ***School Procedures***

Each school has specific information for the volunteer to learn. Volunteers need to know fire drill procedures, restroom locations, school dress code, rules about smoking, parking areas, absence procedures, the location of the VIPS sign-in book/computer and name tags, the opening and closing times of the school, the eating facilities, the use of cell phones, and general regulations in the school.



### **Volunteer Applications (online)**

All adult and senior volunteer applicants, including field trip chaperones, must complete an *online Application to Volunteer* and scan an ID with photo to complete the process PRIOR to volunteering or chaperoning. The Raptor Management System provides a sexual predator/offender database

check to maximize the safety of our students and to meet Florida legal requirements. When VCSB employees plan to volunteer they should also follow the same application process.

### **Clearance**

In meeting the criteria of Florida Statute 943.04351, "Search of registration information regarding sexual predators and sexual offenders required before appointment," a background check is performed by scanning of an identification, with photo, through the Raptor Management System to maximize the safety of our students. All school sites have access to the Volunteer Module provided by the Raptor Management System and information pertaining to vol-

unteers.

### **Renewal**

Renewals of volunteer applications are no longer required because the Raptor Management System provides a background check every time a volunteer signs-in at a school site.

### **Health Regulations**

*Please do not come to school if you are ill.* This includes a cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please call the school and leave a message for the teacher when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

### **Attendance**

Punctuality and reliability are expected since students are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences. Students will be disappointed you cannot come, but will be reassured that you cared enough to call.

### **Appearance and Manner**

Volunteers are considered non-paid employees and should be well-groomed and dress professionally. Hats, short skirts and shorts, exposed midriffs, low cut blouses, and inappropriate graphics/ language on t-shirts are not allowable for students, let alone volunteers. If you are not sure how you should dress, please ask the teacher, your supervisor, or your volunteer coordinator. Volunteers should also set a good example to students by maintaining professional conduct and language.

### **Confidentiality**

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Keep information about students between yourself and the teacher. A misplaced comment can be devastating to a student, the family, and the volunteer program. If you have questions or concerns, talk with the teacher, guidance counselor, or the principal.

### **Sign In/Out and Wear a Nametag**

When volunteering always: 1) report to the school office; 2) sign in through the Raptor Management System/kiosk; and 3) wear your ID badge. These requirements are necessary because:

- Safeguarding our students and maintaining campus security is of the utmost importance.
- Volunteers who have been approved and follow the school's sign-in procedure are covered by School Board liability policies while volunteering.
- Verified volunteer service can be used as work experience for future employment.
- Individual volunteers will be recognized for their dedication and service to our schools. The record of volunteer attendance is one basis for consideration of these awards.
- State awards are granted to schools who log a designated number of volunteer hours per enrolled student.

### **Orientation**

Many schools hold orientations early in the school year for new and returning volunteers. Volunteer opportunities will be reviewed and school policies and procedures explained. If you are unable to attend this session, contact your school volunteer coordinator, and other training will be scheduled.

### **Training**



On-the-job training is provided by the school employee (teacher, media specialist, guidance counselor, office specialist, etc.) supervising you. The district also provides training for mentors.

### **Reporting Volunteer Hours**

Please be sure to sign-in through the Raptor Management System to keep track of the volunteer hours. All hours that you provide as a service to the school, including work done at home for the school, will be recorded through Raptor. These include not only hours in the classroom, but also service hours provided to school's PTA/PTSA, School Advisory Council, or special clubs/organizations. When making a decision as to what constitutes volunteer service, the hours must be completed while providing nonpaid service to the school, not while attending a PTA meeting or school event (ex: Open House, school play, athletic event, etc.).

## **State and District Rules**

### **FL Statute 39.201**

Florida Statute 39.201 (1)(a) states: "Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or



neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

How do you make a report? Call the Florida Abuse Hotline (1-800-96ABUSE or 1-800-962-2873) of the Department of Children and Families. A volunteer should also report to their school supervisor that they have made such report. Additional information can be obtained at the Department of Children and Families website: [www.dcf.state.fl.us/abuse](http://www.dcf.state.fl.us/abuse).

#### **Florida Statute 943.04351**

This statute mandates the "search of registration information regarding sexual predators and sexual offenders prior to appointment or employment." See [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

#### **Florida Statute 768.1355**

This is the Florida Volunteer Protection Act and can be viewed at [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

#### **Administrative Rules 6A-1.070**

These are the state's Board of Education's administrative rules regarding volunteers and can be viewed at [www.flrules.org](http://www.flrules.org).

#### **Policy Number 806, Policy & Procedure Manual**

The School Board of Volusia County designates the *Volunteers in Public Schools Program* to be the official coordinating body for all school volunteers.

#### **Policy 525, Policy Against Bullying and Harassment**

It is the policy of the Volusia County School District that all of its students and school employees have an education setting that is safe, secure, and free from harassment of any type.

**Bullying & Harassment Prevention, Intervention & Documentation Guide (2015)** - [http://myvolusiaschools.org/student-support-services/Documents/Bullying and Harassment Manual.pdf](http://myvolusiaschools.org/student-support-services/Documents/Bullying%20and%20Harassment%20Manual.pdf)



## **MAKING THE RIGHT MATCH**

From preparing materials for a lab experiment, to cleaning lunch tables, or mentoring/tutoring a student one-on-one, there is a volunteer job to suit every person's background and interest. Following is an overview of possible volunteer opportunities available within Volusia County Schools. All of these positions are not available on every school campus. Schools reserve the right to recruit volunteers only for job positions in need at their school. To help with the placement process, please consider the following:

- Would you like to work directly with students?
- Would you like to be a tutor or a classroom assistant, an office worker, motivator/mentor, or to work with exceptional students?
- Do you have special talents and/or skills that would benefit music, art, drama, physical education, or an extra curricular program?
- Would you prefer elementary, middle, or high school?
- How much time can you commit to volunteering?
- What days or hours do you prefer?
- Can you make a weekly commitment or are you only available occasionally.
- What experience do you have that would prepare you for your volunteer job?
- What is your motivation for volunteering?



### **Volunteer Job Descriptions**

#### **Art Volunteer**

- Works with small groups on special projects.
- Helps teacher with preparations and clean-up.
- Assists in designing and building stage sets for school performances.
- Creates and/or makes costumes.

#### **Classroom Volunteer**

(Reading, Basic Math, English, Science, Social Studies)

- Reads to children or listens to them read.
- Uses flash cards to help students learn words, multiplication tables, and word sounds.
- Assists younger children with learning the alphabet, colors, numbers and in identifying letters, shapes, rhyming words, etc.
- Supervises learning centers, games, and other areas where an extra

pair of hands are needed.

- Assists students with special projects.
- Assists students in academic work without evaluating.
- Chaperones on field trips.
- Prepares bulletin boards or hands-on teaching materials.

#### **Clerical Volunteer**

- Assists the support staff in the operation of our schools by working as a receptionist, typist, or file clerk.

#### **Family Center Volunteer**

- Assists staff in daily operations of the Family Center.
- Responsibilities might include tutoring, reading, telephoning, baby-sitting, assisting with check-out of materials, making games, repairing/cleaning equipment, and organizing materials.

#### **Field Study Chaperone**

- Assists teachers during field trips.
- Takes responsibility of a group of students assigned by the teacher.
- Specific chaperone guidelines are provided by the school.

#### **Guidance Volunteer**

- Works with small groups on special projects.
- Files and organizes paperwork, assists with bulletin boards and special project decorations, generates certificates.
- Tutors or mentors students.
- Might become a career or special topic classroom presenter.

#### **Health Room Volunteer**

- Provides tender loving care (the best medicine).
- Helps conduct health screenings.
- Maintains health room logs and supplies.



- Takes care of minor injuries.

#### **Horticultural/Agricultural Volunteer**

- Assists agricultural or horticultural teachers.
- Helps special interest clubs with beautification projects.
- Works with FFA or gardening clubs.
- Helps with school exhibits at the County Fair.

#### **Internet Volunteer**

- Helps students use the Internet.
- Performs research on the Internet for teachers.

#### **Junior Achievement Volunteer**

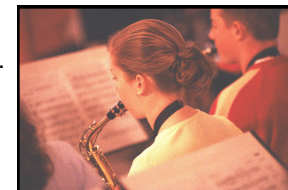
- Presents high quality, experienced-based economic, business and life skills presentations.
- Provides 5 lessons at elementary level; 5-8 lessons at middle/high level.
- Attends training provided by Junior Achievement of Central Florida, Inc.

#### **Media Center Volunteer**

- Responds to teachers' and students' requests for services.
- Works at the circulation desk; shelves books.
- Operates audio/visual equipment.
- Assists with book fairs.

#### **Music/Band Volunteer**

- Accompanies choral groups as a pianist.
- Works with small groups on special projects.
- Files and organizes music and uniforms.
- Travels with students to performances.
- Organizes fundraisers.



#### **Physical Education Volunteer**

- Helps the PE teacher with team games.
- Helps with field day events.

#### **School Advisory Council Volunteer**

- Serves on the school's advisory council through an election process.
- Develops strategies for improving areas of need.
- Participates in the development of the School Improvement Plan.

#### **Speakers Bureau Volunteer**

- Provides students with the opportunity to learn about careers, hobbies, talents, travel experiences, and skills.
- Presents slides or videotapes.
- Discusses training or qualifications needed for a profession/career.
- Extends the students' learning environment beyond the school's walls.
- Discusses training or qualifications needed for a profession or career field.

#### **Super Star Math Volunteer (elementary)**

- Helps students enhance their critical thinking skills using problems compiled by the Volusia County Schools' math department.
- Monitors a weekly math assignment.

#### **Tutor Volunteer**

- Works with small groups to reinforce basic skills.
- Works at any grade level and in any subject area.
- Offers remedial help or reinforcement activities.
- May provide additional challenges to gifted students.



#### **Youth Motivator/Mentor Volunteer**

- Works with an at-risk student needing extra support.
- Serves as a role model and advisor, helping the student understand how education will help him or her reach personal goals.
- Encourages school attendance; discourages tardiness.

- Attends a mentor training which provides an overview of the program and mentoring responsibilities/conduct.
- Minimum commitment is 30-60 minutes per week for 12 consecutive weeks.

## Opportunities Based on Availability

Even if you are not sure what you might like to do as a school volunteer, you probably know when you are and are not available. Is your schedule flexible and time is not an issue? Or do you work and would only be available occasionally at night or on the weekends? Maybe you work full time, but at night, so you still could volunteer during the school day. Some professionals are able to fit an hour of mentoring or tutoring into their schedule, once a week, during their lunch time. Some employers allow flex hours or employee release time to volunteer one hour each week.

Your availability, whether it is during the day, night, or weekend is an important consideration. Also, whether you can commit to a weekly schedule or only sporadically will effect the volunteer opportunities offered to you by schools. The table below might provide some ideas when considering your availability.

MATCHING AVAILABILITY TO OPPORTUNITIES		
Time Available to Volunteer	Opportunities at Elementary Schools	Opportunities at Secondary Schools
<b>School Days</b>	<ul style="list-style-type: none"> <li>• Tutor or mentor</li> <li>• Help in classroom, media, special areas, guidance</li> <li>• Chaperone</li> <li>• Junior Achievement presenter</li> </ul>	<ul style="list-style-type: none"> <li>• Tutor or mentor</li> <li>• Computer lab volunteer</li> <li>• Chaperone</li> <li>• Help clubs, sports and after-school activities</li> <li>• Junior Achievement or resource presenter</li> </ul>
<b>Weeknights, Weekends, Occasional Volunteer</b>	<ul style="list-style-type: none"> <li>• PTA member/leader</li> <li>• SAC member</li> <li>• Help with parent nights, book fairs, fall carnivals, spring flings, fundraisers, website design, yearbooks, stage set designs</li> </ul>	<ul style="list-style-type: none"> <li>• PTSA projects</li> <li>• SAC member or parent advisory member</li> <li>• Help with fundraising</li> <li>• Help with clubs and sports activities</li> <li>• Chaperone band, athletic trips</li> </ul>
<b>Weekly Commitment</b>	<ul style="list-style-type: none"> <li>• Mentoring or tutoring one-on-one on a weekly basis</li> <li>• Helping a teacher with centers, assisting a teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring or tutoring one-on-one on a weekly basis</li> <li>• Helping with computer lab or assisting a teacher</li> </ul>



MATCHING SKILLS TO OPPORTUNITIES			
I AM ... (*RIASEC Types)	I LIKE TO ...	Potential volunteer placements at elementary schools for me...	Potential volunteer placements at secondary schools for me...
<b>Realistic</b> —practical, straight forward, athletic, a nature lover, mechanically inclined	play a sport, work outdoors, fix things, solve mechanical problems, work on cars, use my hands	<ul style="list-style-type: none"> <li>• Help in PE class</li> <li>• Help with field days</li> <li>• Help set-up carnivals</li> <li>• Help build sets for plays</li> </ul>	<ul style="list-style-type: none"> <li>• Help PE instructors</li> <li>• Help agricultural, horticultural, or industrial arts departments</li> <li>• Help FFA Clubs</li> </ul>
<b>Investigative</b> —inquisitive, analytical, scientific, observant, precise	think abstractly, solve math problems, understand physical theories, use a microscope, work on cars	<ul style="list-style-type: none"> <li>• Help with science lab, science nights</li> <li>• Tutor math</li> <li>• Website designer</li> <li>• Super Star Math volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• Help with science labs</li> <li>• Tutor math, science</li> <li>• Computer lab volunteer</li> <li>• Website designer</li> </ul>
<b>Artistic/Musical</b> —creative, intuitive, imaginative, innovative, an individualist	sketch/draw/paint/sculpt, play an instrument, write stories/poetry/music, sing/act/dance	<ul style="list-style-type: none"> <li>• Help in music, band, art</li> <li>• Chaperone concert/theater trips</li> <li>• Help set-up exhibits</li> <li>• Help with plays (costumes, stage sets, acting)</li> <li>• Prepare bulletin boards</li> <li>• Help with yearbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Help in visual or performing arts classes or clubs</li> <li>• Help with productions</li> <li>• Chaperone band trips</li> <li>• Help with yearbooks</li> </ul>
<b>Social</b> —friendly, helpful, idealistic, insightful, outgoing, understanding	teach/train others, express myself clearly, lead a group discussion, mediate disputes, cooperate well with others	<ul style="list-style-type: none"> <li>• Greeter; receptionist</li> <li>• Mentor</li> <li>• Reading tutor</li> <li>• Guidance Department volunteer</li> <li>• Health room volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• Greeter; receptionist</li> <li>• Mentor</li> <li>• Language arts tutor</li> <li>• Guidance Department volunteer</li> <li>• Club or activities sponsor/helper</li> </ul>
<b>Enterprising</b> —self-confident, sociable, energetic, persuasive/assertive	initiate projects, organize activities, convince people, sell things, give talks/speeches	<ul style="list-style-type: none"> <li>• Speaker for career day</li> <li>• PTA leader</li> <li>• SAC member</li> <li>• Fundraiser</li> <li>• Junior Achievement presenter</li> </ul>	<ul style="list-style-type: none"> <li>• PTSA leader</li> <li>• SAC member</li> <li>• Fundraiser</li> <li>• Junior Achievement or Speaker's Bureau presenter</li> </ul>
<b>Conventional</b> —well groomed, accurate, numerically inclined, methodical, conscientious, efficient	follow clearly defined procedures, keep accurate records, use a computer, work with numbers, take care of details	<ul style="list-style-type: none"> <li>• Clerical</li> <li>• Media Center helper</li> <li>• Front office receptionist</li> <li>• Help with book fairs</li> </ul>	<ul style="list-style-type: none"> <li>• Clerical</li> <li>• Media Center helper</li> <li>• Front office receptionist</li> <li>• Internet researcher</li> <li>• Help in business or technology classes</li> </ul>
*RIASEC Types from the Department of Workforce Services, State of Utah			



## Opportunities Based on Skills

It is also important to consider your skills, talents, and interests when requesting a specific volunteer job. The table to the left might help you find the perfect match. Look at the "I AM" and "I LIKE TO" columns and see if you can find an area most like yourself. Then look across the row to the volunteer opportunities at either elementary or secondary levels that match your interests. Be sure to be open-minded to the fact that not all jobs are available at all schools, nor does this table include all the potential volunteer placements. Be sure to share your skills, talents, and interests with the school's volunteer coordinator!

## IMPORTANT VOLUNTEER GUIDELINES

### When Working with Students

- **VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY** concerning information they see and hear about students and staff, including students' grades, records, and abilities.
- **Volunteers DO NOT discipline students.** Provide "instruction" to students regarding behavior. Report discipline problems to the teacher.
- **Volunteers must always be supervised when working with students.** They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- **Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.**
- **Volunteers' discussions with teachers should not interrupt class time.** Please turn cell phones off.
- **Volunteers are not to bring preschool children into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.**
- **Volunteers should set a good example for students by their manner, appearance, and behavior.** They should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers should be in good physical and mental health.
- Volunteers may not give any medication to students.

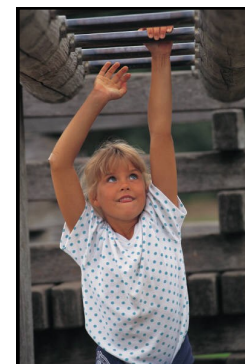
- Volunteers' comments should not be written on student papers.
- Volunteers should not laugh at or belittle student answers, or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Volunteers are assigned only to staff members who request their services.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteer may not take photographs of students, unless permitted by a school administrator for a school project. Never post any student photographs or student information on social networks.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in/out and wear an identifying nametag while on a school campus.

### Safety Guidelines

- Be aware of school playground regulations.
- Supervise climbing activities carefully.
- Certain materials need to be watched closely: scissors, saws and woodworking tools, sand (it can damage eyes), glass items, pointed objects (such as a math compass or knife), cooking utensils and pans.
- Do not allow a child to: use a paper cutter or adult scissors; handle hot dishes, pans, or ovens; move a pan containing hot grease or boiling water; remove pans from a stove.

#### Remember:

- Know and follow all of the school's safety rules.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.





## HELPING STUDENTS LEARN

- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name. You might give the student a card with your name written on it.
- LISTEN! Show that you are interested in each student as a person. Listen carefully to what the student has to say.
- Students make mistakes. Assure them that this is part of learning.
- Build the student's self-confidence. Praise your student honestly and frequently.
- Encourage students to feel, smell, taste, and listen as well as look at objects. Let students discover.
- Ask questions that may lead students to the answer instead of telling them the answer.
- Let students try new methods, even if you know an easier way.
- Give the students as much time as they need to understand new ideas. Be patient!
- Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school when expected.
- Allow your own child room to grow. Volunteer in a location other than your child's classroom.



### Students Learn By:

- ♦ Doing - not by passive observing.
- ♦ Asking questions and searching for answers to their questions.
- ♦ Discovering - using all their senses, whenever possible.
- ♦ Experimenting - sorting and combining objects.
- ♦ Repeating experiences.
- ♦ Building confidence in themselves.

### Communicating with Students:

The following suggestions are provided to help you communicate with students to get positive results.

- Be sure the students understand what you're saying. We sometimes use words they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Instruct students as though you expect them to comply. Give sufficient warnings and time. Example: *"Jason, in five minutes you'll need to stop painting and put your apron away."*
- If students gain your attention and praise only when they behave, they will soon learn that you expect proper conduct.
- Positive statements greatly influence students' attitudes about themselves and contribute to their success-building experiences.

### Some expressions to boost a student's self-image:

"I like the way you're working."  
 "That's right! Good for you."  
 "That's quite an improvement."  
 "Good thinking."  
 "I'm very proud of the way you worked today."  
 "It looks like you put a lot of thinking into this."  
 "That's respectful behavior. Thank you!"



## A BILL OF RIGHTS FOR THE SCHOOL VOLUNTEER

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A dedicated school volunteer has:

- *The right to be treated as a co-worker*, not just as free help or as a once-in-a-while convenience.
- *The right to a suitable assignment*, with consideration for personal preference, temperament, life experience, education, and employment background.
- *The right to know as much about the organization as possible*: its policies, its people, its programs.
- *The right to training for the job*, thoughtfully planned and effectively presented.
- *The right to sound guidance and direction* through pre-service orientation and in-service training.
- *The right to continued exposure to information* about new developments.
- *The right to a convenient place to work*, conducive to work, and worthy of the job to be done.
- *The right to a variety of experiences*, the periodic transfer from one activity to another, and the opportunity to perform special assignments.
- *The right to be heard*, to have a part in planning, to feel free to make suggestions, and to ask questions and get answers.
- *The right to recognition* in the form of awards and through day-by-day expressions of appreciation.

## PRIDE - GOALS FOR A SCHOOL VOLUNTEER

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**Provide** individual educational assistance to students.

**Relieve** the teacher of some non-instructional tasks and duties.

**Improve** students' self-worth by increasing the opportunity for educational achievement.

**Demonstrate** community interest, concern, and support for the educational system.

**Enhance** all aspects of the educational process and enrich the curriculum.

## Q's & A's

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### How do I become a volunteer?

Contact the Volunteer Coordinator at the desired school or call Volunteer/Partnership Programs. You will be asked to complete the *online Application to Volunteer* and, to complete the process, you need to visit the school or the VIPS office to have your identification with photo scanned (background check). Applicants may not be placed in a volunteer position prior to clearance from the Raptor Management System. You can contact the VIPS office to check on the status of your clearance.

### I do not have teaching experience. Can I still volunteer?

Yes! A teaching background is not required since volunteers work under the direction of the professional staff. **Qualifications for a school volunteer are:** a personal desire to help, sincere interest in students, ability to follow school procedures and policies, and a willingness to make a definite time commitment. Any necessary training will be provided by the teacher or at a special workshop.

### How do I find out which volunteer services are needed?

Each school has a volunteer coordinator who will assist you in your placement. Some schools hold informative orientations which explain the opportunities available and the volunteer program. Your volunteer assignment is determined by your skills, interests, and preferences, as well as by the needs of individual schools and teachers. See the "RIASEC" chart" on page 14 for ideas of volunteer jobs matched to your skills.

### I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?

Yes! You may volunteer on special school projects or with PTA/PTSA. The time commitment will depend on the specific project. Another possibility is to arrange to take volunteer work home to execute at your convenience. Look under "Weeknights, Weekends, Occasional Volunteer" in the table on page 13.

### I would like to volunteer, but I have a preschool child. Can I bring my child with me?

No. Taking preschool children with you to school presents a liability problem for the school. In addition, having a very young child in a classroom interrupts class procedures, disrupts the students, and prevents the volunteer from giving full attention to the work the teacher has prepared. However, you can still help the school by

making arrangements to do work at home. Another possibility is to buddy-up with another volunteer with a preschool child. One babysits while the other volunteers. As long as the babysitter is not paid for their services, their hours of babysitting may also be counted as volunteer hours.

### **May I choose the teacher with whom I want to work?**

Volunteers are placed only in classrooms where teachers have specifically requested assistance.

### **Suppose I don't feel qualified to perform the assignment I have agreed to undertake?**

Feel free to say so. Remember, there are many different jobs. Talk to your teacher/supervisor or volunteer coordinator for possible re-assignment. You may also call the district office for placement at a different school.

### **What do I do about discipline?**

Disciplinary action is the responsibility of the teachers and school staff. **Volunteers do not enforce discipline.** Think instruction instead of discipline. Request students to work according to the rules in the classroom. Immediately notify the teacher if there is a discipline problem.

### **My friends and neighbors will ask me about school. What may I say?**

We want you to talk about your school and your involvement. But you may have access to "privileged" information, which must be treated as confidential. Privileged information is important school business and must never be discussed outside of the school. Also, remember that criticizing school personnel and school practices are not acceptable. In school, you are a professional working with other professionals.



## **VOLUNTEER CHECKLIST**



### **I have:**

- ☐ talked with the school's volunteer coordinator.
- ☐ completed an *online Application to Volunteer*.
- ☐ waited for my application to be processed and cleared prior to volunteering.
- ☐ participated in an orientation/training session.
- ☐ been assigned to a teacher or a supervisor of a project/activity.
- ☐ a specific place and time to work.

### **I know:**

- ☐ the school layout, parking, and facilities available.
- ☐ the school/classroom discipline policy.
- ☐ classroom policies, procedures, and rules.
- ☐ fire drill procedures and safety rules.
- ☐ where and when to report to work.
- ☐ where the sign-in book/computer and namebadges are located.
- ☐ what to do if I must be absent.
- ☐ what to do if I am working with a substitute teacher.
- ☐ where instructional materials/tools are kept.
- ☐ what is expected of me.

## **NOTES**

# SCHOOL INFORMATION

School Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Principal \_\_\_\_\_  
 Assistant Principal \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Guidance Counselor \_\_\_\_\_  
 PTA President \_\_\_\_\_  
 School Advisory Council Chairperson \_\_\_\_\_

## PROCEDURES

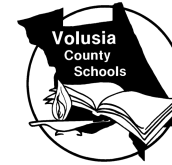
Fire drills \_\_\_\_\_  
 Dress code \_\_\_\_\_  
 Opening/closing times \_\_\_\_\_  
 Location of sign-in book & nametags \_\_\_\_\_  
 Parking \_\_\_\_\_  
 Who to call when you are absent \_\_\_\_\_  
 Eating at the school \_\_\_\_\_

## COORDINATORS

Staff Contact \_\_\_\_\_  
 Volunteer Coordinator \_\_\_\_\_  
 Business Partner Coordinator \_\_\_\_\_  
 Youth Motivator (Mentor) Coordinator \_\_\_\_\_  
 Super Star Math Coordinator (elementary) \_\_\_\_\_  
 YPP Coordinator (high school) \_\_\_\_\_

## YOUR VOLUNTEER ASSIGNMENT

Teacher's/Supervisor's name \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Phone number at school: \_\_\_\_\_  
 Room \_\_\_\_\_ Date to begin \_\_\_\_\_  
 Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_



## Vision Statement

Ensuring all students receive a superior 21st century education.

(School Board approved and adopted—December 8, 2015)

## School Board Members

Mrs. Melody Johnson, Chairman  
 Mrs. Linda Cuthbert, Vice Chairman  
 Mrs. Ida D. Wright  
 Dr. John Hill  
 Mr. Carl G. Persis

## Superintendent of Schools

James T. Russell



## Volunteer/Partnership Programs Volusia County Schools

EDC Atlantic  
 1250-A Reed Canal Road, Port Orange, FL 32129

(386) 255-6475, 427-5223, 734-7190, 860-3322

Ext. 38379 and 38381

Fax: (386) 506-5067

<http://MyVolusiaSchools.org>

Select Departments>Superintendent>Volunteer/Partnership Programs

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