Suwannee County School District

VOLUNTEER HANDBOOK

2018-2019

VOLUNTEEER TRAINING CHECKLIST

I HAVE:

_____ Completed an application form
_____ Met the Volunteer Coordinator
_____ Participated in an orientation session
_____ Been assigned to a teacher or task
_____ A specific place to work as a volunteer

I KNOW:

_____ The school layout, parking, and facilities
_____ The school discipline policy
_____ Classroom policies, procedures, and rules
_____ Fire drill procedures and safety rules
_____ Where the sign-in clipboard is located
_____ What to do if I am absent
_____ What to do if I'm working with a substitute teacher
_____ Where instructional materials are kept
_____ What is expected of me
_____ What to do if I suspect abuse or neglect of a child with whom I am working

SCHOOL BOARD POLICY

Volunteers: The School Board of Suwannee County encourage volunteer participation by individuals and groups in local schools, in central and area offices, and for supervised-off school activities before, during, and after school hours.

A. **Definition**: A volunteer is a non-paid person functioning under the sponsorship of the school board and at the direction of the responsible administrator.

B. **Responsibility:** The Volunteer Coordinator shall be responsible for the direction of the volunteer program and its compliance with all laws pertaining to volunteers, including the approval, recruitment and training of volunteers.

C. Volunteer Categories:

1. **Instructional Volunteers:** Instructional volunteers provide direct services to students and staff on a regular basis. Services may include, but not be limited to, the following areas:
    a. Tutoring one-to-one or in small groups (reading, math, science, etc.
    b. Chaperones supervise students on field trips and after school activities.
2. **Support Service Volunteers:** Support service volunteers provide assistance to the school and/or a teacher on a regular basis. Services may include, but not limited to, assisting in the following:
    a. Clerical
    b. Classroom
    c. Guidance
    d. Media Center
    e. Clinic

D. **Procedures**: The following procedures will apply in qualifying volunteers:

1. **Application:** Complete application
2. **Background Check:** Upon receipt of application, the names will be submitted to the Florida Department of Law Enforcement for a background check.
3. **Board Approval:** After receipt of the background check, approved names will be submitted to the Board
4. **Begin Work:** After Board approval, the names will appear on the school's list and the volunteers can begin working.

E. Requirements:

1. Approved volunteers must act in accordance with all School Board policies.
2. Volunteers shall work with guidelines established by the responsible administrators.

RESPONSIBILITIES

School Volunteers will:

- Complete a volunteer application form
- Wait to volunteer until approval is complete
- Attend orientation arranged by school staff
- Keep student information confidential
- Be punctual and reliable
- Set a good example in manner, dress, and appearance
- Report suspected abuse to the principal/guidance counselor
- Follow School Board Policies

School Volunteers will not:

- Assume responsibility for the supervision of a class in the absence of a certified teacher
- Give medication to students
- Discipline pupils
- Determine the grade or write comments on students papers
- Establish instructional objectives
- Compare and criticize students and teachers
- Interrupt class time for discussion with the teacher
- Hold parent/teacher conferences during class time
- Discuss the academic performance and behavior of students

FIELD TRIPS

All policies and procedures governing volunteers at the school site carry over to field trips, because a field trip site is an extension of the school site for educational purposes.

The choice of how many chaperones needed for a trip is the decision of the teacher and the school administrator. The school administrator may limit the number of adults accompanying students on any given field trip.

Chaperones are responsible for the children the teacher has place in their care. If chaperones must leave their group of children for some reason, they should make arrangements with the teacher to watch their group. Chaperones should not neglect their duties to visit with other adults on the trip.

1. Chaperones must be approved volunteers.
2. Tobacco, alcohol, and illegal drug use is prohibited in cars, on buses, and at field trip locations.
3. Adults should wear clothing that is appropriate for the occasion. The School may designate specific attire.
4. Chaperones will assume duties at the school site prior to the trip and complete duties at the school upon return.
5. Failure to comply with field trip guidelines could result in denial of volunteer privileges.
6. School Board policy requires that preschooler or children not registered in the school not attend field trips when the parent acts as a chaperone.

VOLUNTEER INFORMATION

Tell your Volunteer Coordinator if your name, address or school changes so your volunteer record can be updated.

Suspected Child Abuse

If children tell you:

1. Someone is harming them.
2. They are going to harm someone else.
3. They are thinking of harming themselves.

You must immediately report it to the principal or guidance counselors who will help you follow proper procedures.

*** It is a misdemeanor not to report child abuse.
(Florida Statue 415-415.53)

SCHOOL TEACHERS

School Teachers will:

- Determine need for volunteer/background check
- Verify that volunteers are approved
- Notify volunteers when there is a change in schedule
- Provide proper supervision of classroom
- Report volunteer concerns immediately to Coordinator
- Provide clear directions for volunteers
- Express appreciation to volunteers

SAFETY

Follow all safety rules of the school in which you are working. If you or a student has an accident, notify a staff member immediately.

Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.

If you suspect abuse or neglect of a child, report concerns immediately to the principal or guidance counselors.

HEALTH

Be certain you are completely over illnesses before you volunteer. Please let the school know ahead of time that you are not able to come in.

Any questions you may have concerning health issues at the school should be directed to your Volunteer Coordinator.

APPEARANCE

School volunteers and field trip chaperones will abide by the dress code established by the Suwannee County School Board Code of Conduct and the school at which you are volunteering.

GENERAL INFORMATION

APPROVAL

Suwannee County School Board Volunteers are approved by the School Board upon receipt of an application and the completion of a criminal background check by the Florida Department of Law Enforcement. The school will contact you when you are approved.

SIGNING IN / OUT

Each time you go to school to volunteer, you must sign in at the designed sign-in clipboard, wear your name tag, and sign out for the following reasons:

- To safeguard our students and maintain campus security
- To locate you in case of an emergency phone call
- To verify volunteer service as work experience

Volunteer hours are important to our school. Our children and teachers in the Suwannee County School District look forward to working with you.

FIRE EVACUATION / STUDENTS PRESENT

If you see a fire in or around your building:
Always provide for the safety of students first!

The person discovering the fire should activate the alarm system at the nearest pull station or notify the administrative office, depending on the circumstances.

- If the fire is minor you may extinguish the fire using resources readily available.
- If the fire is major, follow the established procedures:
  1. Provide for the safety of students.
  2. Activate the fire alarm system (Pull Station).
  3. Report the fire immediately to the office.

Upon hearing the alarm, ALL individuals should:

4. Organize the class for evacuation. Take class attendance and grade record books with you. Close windows and doors when leaving and DO NOT LOCK DOORS.
5. The teacher should be able to form ranks quickly, silently, and can halt, turn, or direct class as desired.
6. Use evacuation route posted in the room. Always be prepared to use an alternate route if the primary route can not be used.
7. Once outside the building, go immediately to your designated "Safe Zone" (a safe distance and out of the path of fire and rescue).
8. Assemble and account for students. Report any missing students to the administration immediately.
9. Stay with your students at all times. Constantly be aware of any possible threats to your students.
10. Remain in the safe zone until the "ALL CLEAR" signal has been given or further administrative instructions. Once the all clear has been given to re-enter the building, do so in a calm manner.

LOCK DOWN/TORNADO WARNING

1. Follow all procedures as set forth by the teacher or administration.