



HERNANDO
SCHOOL DISTRICT

Learn it. Love it. Live it.

VOLUNTEER HANDBOOK

Guidelines, Resources &
Information for Volunteers

Volunteers in Education
Hernando County School District

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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).

The individual may have access to students while performing the service.

Roles and Responsibilities

At the District – The District’s Office of Safe Schools has responsibility to ensure registered volunteers are screened for eligibility. All volunteer applicants will be entered into the district’s visitor/volunteer management system. Staff from the Office of Safe Schools will indicate through the visitor management system whether a volunteer applicant is approved. A volunteer should have their hard badge in order to begin volunteering. Applicants are emailed their approval by the visitor/volunteer management system.

•Responsibilities for district-wide volunteer coordination include but may not be limited to:

- Arranging and providing orientation and training workshops,
- Speaking to community groups to recruit community volunteers,
- Placing community volunteers,
- Supporting school-based coordinators in developing and maintaining school volunteer programs,
- Coordinating county-level recognition events,
- Entering status confirmation for volunteer status into volunteer management software, and
- Surveying schools annually on volunteer needs and effectiveness of the volunteer program

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 the school's volunteer program. Many schools have both a staff contact and a volunteer who work jointly to coordinate the program.

Responsibilities of the school-based Volunteer Coordinator include but may not be limited to:

- Surveying needs of teachers,
 - Recruiting and ensuring volunteers are registered - especially parents,
 - Arranging for orientation and training,
 - Placing volunteers by matching their skills/interests to job assignments,
 - Serving as a resource for volunteers,
 - Keeping accurate records of volunteer applications and service hours, and
 - 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 Hernando County Schools, and
- 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, and
- 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, and
- Increased community understanding and support.

The Hernando County community gains:

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

Getting Started

If you are not yet a volunteer in our schools, please go to our district website at www.hernandoschools.org and fill out an application to volunteer. ~~You may also contact a school directly and ask to speak with the school's Volunteer Coordinator. After you have been cleared to volunteer, the School Volunteer Coordinator will provide you with each individual schools policy and procedure at the school. Sometimes schools can vary depending the need of volunteers.~~ Applications are processed by a third-party vendor, and take a minimum of 3-5 business days to process. We do not have the ability to expedite applications.



School Procedures

Each school has specific information for the volunteer to learn. Volunteers need to know ~~emergency drill procedures, restroom locations, school dress code, rules about smoking, parking areas, absence procedures, the location of the VIE sign in computer and name tags,~~ the opening and closing times of the school, the eating facilities, rules about the use of cell phones, **safety procedures such as Crisis Go** and general regulations in the school.

Volunteer Applications



All volunteer applicants, including field trip chaperones, must complete the on-line web-based *Application to Volunteer* and wait for clearance **PRIOR** to volunteering or chaperoning. The application needs to be completed accurately and in its entirety. A criminal background check is performed to maximize the safety of our students and to meet Florida legal requirements. When HCSD employees plan to volunteer, e.g. as a chaperone at an event or on a field trip, they should also complete a volunteer application. *HCSD employees remain under the expectations and authority of the Staff Handbook while chaperoning events.*

In meeting the criteria of [Florida Statute 943.04351](#), ALL volunteers must be cleared through Hernando County School District Office of Safe Schools prior to being placed or beginning service in a volunteer capacity. Each individual whose criminal background screening would make them **ineligible for employment** with the Hernando County School District **will be ineligible** to volunteer in **any** District or Charter school in **any** capacity. ~~Any volunteer whose background screening contains arrest history but would be eligible for employment with the district will be subject to further screening by the District Safety Team and require the approval of the school's principal AND the District Safety Team prior to approval as a volunteer.~~ An email will notify volunteers when their application status has been approved.

Annual Renewal Requirements

Applications MUST be completed annually **or renewed in the allotted time frame.** ~~The fee will be \$19.95 for A fee will be collected by Safe Hiring Solutions for Level I volunteers which will cover the national background check, real-time arrest monitoring and notification as well as identification badge provision.~~ **An additional fee will be collected to cover real-time arrest monitoring and notification, as well as the identification badge once the application is approved.** ~~The annual application renewal fee for Level II Volunteers will be \$56.75 for Year One with an applications renewal fee of \$15-\$20 which covers maintaining their fingerprints in the Florida Department of Law Enforcement database and the volunteer identification badge.~~

Employee volunteers and student volunteers will not have a fee requirement to volunteer. Volunteer applications ~~will be purged annually on the last day of the school year.~~ **expires June 30th of each year.** The on-line web application will be available for each school year from July 1 - ~~April 15~~ **May 15** on the Hernando County School District website (hernandoschools.org). ~~However, applications submitted after April 15 of any school year will not be processed~~

~~until after July 1 for the following school year.~~ The website will not be open from May 15-June 30. Individuals ~~must~~ will remit the fee to cover their renewal ~~at least 1 month prior to their~~ volunteer anniversary ~~volunteer anniversary~~ during the open renewal period to keep their volunteer status active. Volunteers who let their application lapse will be required to initiate a new volunteer application.

Health Regulations

Please do not come to school if you are ill. This includes a fever, 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~~ inform 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 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 set a good example for students by maintaining professional conduct at all times

Volunteer Behavior on Field Trips

When volunteers are chaperoning a class and/or field trip there is to be no inappropriate language, drinking nor smoking/~~vaping~~. Volunteers are to stay with their assigned groups. The purpose of volunteers being present is to ensure the safety and well-being of the students. It is the goal of all involved that our students to enjoy field trips and feel safe. Students on the trip as well as volunteer chaperones may not get to do all the things that they want to do if the entire group doesn't agree or time is short. Volunteers must follow all the directions given by the school and/or teacher. Failure to follow directions may result in disqualification from volunteering for a limited time up to permanent disqualification as a volunteer at any site. No exceptions will be made for not following the rules of the school or the volunteer handbook.

Confidentiality

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Information about students should be kept between the volunteer and the teacher. A misplaced comment can be devastating to a student, the family and/or the volunteer program. If questions or concerns arise, the volunteer can talk with the volunteer coordinator, teacher, guidance counselor or the principal.

Sign In/Out and Wear a

~~Nametag~~ ~~Badge~~

When volunteering always:

1. Report to the school's front office.
- ~~2. Sign in and out in the volunteer computer.~~
3. Wear volunteer nametag. Safeguarding our students and maintaining campus security is of utmost importance.

Information to Remember

- Volunteers who have been approved and follow the ~~school's sign-in~~ procedures (sign in) are covered by School District liability policies while volunteering.
- Some outside companies may consider verified volunteer service as work experience for employment.
- Individual volunteers ~~will~~ may be recognized for their dedication and service to Hernando County 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

Hernando County School District designates volunteers as Level I or Level II. Level I volunteers must remain under the supervision of an employee of the district at all times while working with or in the presence of students. For example, a Level I volunteer in the media center may not work with students on a project in the media center if the media specialist or another employee is not present. The volunteer could work in the media center alone if no students are present.

~~A Level II volunteer has been cleared to work with students without being directly supervised by an employee of the school district. For example, a Level II volunteer could run the concession stand at an athletic event with students present while no paid employee of the district is in the immediate vicinity. Conversely, a Level I volunteer would not be allowed to directly supervise those students. A Level I volunteer would require a paid Hernando County School District employee to be present.~~

~~Every volunteer (Level I and Level II volunteer) requires orientation to school procedures, e.g., sign-in/out procedures, school layout, expectations for behavior, school safety procedures for fire drill, active assailant drill, etc. This session will be conducted by the school-based volunteer coordinator. Volunteers should sign the volunteer checklist indicating they have received the school-level orientation annually.~~ is an individual who has completed fingerprinting for an in-depth background check and is interested in one-on-one student contact such as tutoring, mentoring, field trip chaperone or coaching.

~~Level II Volunteer Mentors and Tutors are required to attend an informational orientation session. If a Level II volunteer is unable to attend this session when scheduled, contact the district volunteer coordinator and every effort will be made to provide another training opportunity.~~ Volunteers at either level are not allowed to instruct, discipline, or replace a member of the school staff at any time. Volunteers at both levels should be under supervision of a District employee while interacting with students, unless it is a rare occasion such as a field trip.

Every volunteer (Level I and Level II) should meet with the school's volunteer coordinator to discuss school procedures, e.g., sign-in/out procedures, school layout, expectations for behavior, school safety procedures, etc. This session will be completed by the school volunteer coordinator. Volunteers should sign a log indicating they have received the school-level orientation annually. The checklist will be kept by the school.

Reporting Volunteer Hours

Please be sure to report to the school your completed volunteer hours. Volunteers who check into and out of school on the visitor/volunteer management system will have their volunteer hour captured automatically. Volunteers who fail to check out will be awarded no more than 1 hour for the day in which volunteer services were provided. Report all hours that you provide as a service to the school, including work done at home for the school. 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 administrator that they have made such a report. Additional information can be obtained at the Department of Children and Families website: 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.

Florida Statute 768.1355

The Florida Volunteer Protection Act and can be viewed at www.leg.state.fl.us/Statutes/index.cfm.

Administrative Rules 6A-1.070

The Florida Board of Education's administrative rules regarding volunteers can be viewed at www.flrules.org.

Policy Number po9200 Policy & Procedure Manual

The School Board of Hernando County designates the *Volunteers in Education within the Office of Safe Schools* to be the official coordinating body for all school volunteers.



Making the Right Match

Whether 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 Hernando 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 extracurricular 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?



Sample Volunteer Duties

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.~~

Chaplain (Level 2)

- Provide support services to students at parent request
- Must follow procedures to apply & qualify under school chaplain program

Classroom Volunteer

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

- 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.

Coaching Volunteer (Level 2 Required)

- Attend and participate in practices, games/meets and tournaments.
- Implements program policies as set forth by the head coach and principal.
- Express a positive attitude at all times.
- Teaches competitiveness, sportsmanship and additional traits of positive character.
- ~~• Issues uniforms to team members.~~ Must complete the 5 free FHSAA mandated NFHS courses -see Athletic Director for details
- ~~• Assist in supervision of all activities.~~ Volunteer coach may facilitate drills/skills and/or supervise a game or practice provided a supplemental coach working for the District or Athletic Director is present

Field Trip Chaperone

- Assists teachers during field trips. (Level 1)
- Takes responsibility of a group of students assigned by the teacher.
- Specific chaperone guidelines are provided by the school.
- An overnight chaperone is required to be a Level 2 volunteer

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.~~

Clinic Volunteer

- ~~• Helps conduct health screenings.~~
- ~~• Maintains health room logs and supplies.~~



Horticultural/Agricultural Volunteer:

- Assists agricultural or horticultural teachers.
- Helps special interest clubs with beautification projects.
- Works with FFA or gardening clubs.



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.

STEAM Volunteer (elementary)

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

Tutor Volunteer (Level 2 Required)

- 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 (Level 2 Required)

- 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.

Important Volunteer Guidelines

When Working with Students, ~~Volunteers~~

- **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.
 - **Level I & II 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 teacher’s responsibilities.
 - **Level II volunteers are allowed to participate in activities which may include one-on-one contact with students. These activities may include mentoring, tutoring, volunteer coaching, chaperoning overnight field trips or chaperoning a group of students in a public setting.**
 - 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.
 - Volunteers may not take photographs, **videos or recordings** 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 practice safety in the classroom and follow all the safety procedures for the school.**
 - **Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.**
 - **Volunteers who are hurt or involved in an accident while serving in a volunteer capacity should report the incident to the school office and complete an accident report immediately.**
 - All volunteers must sign in/out and wear an identifying ~~name tag~~ **badge** while on a school campus.
 - **When in doubt check in with the school ~~principal~~ **administration/teacher/guidance school counselor, etc.****
-



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.

Important Points to Remember

- 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 students 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 the room to grow. Volunteer in a location other than your child's classroom.



Helping Students Learn

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 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!"~~



Volunteers' Bill of Rights

A dedicated school volunteer has the right to:

- ~~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, and 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.~~

Take PRIDE in Volunteering

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.

Frequently Asked Questions

How do I become a volunteer?

~~You may contact the Volunteer Coordinator at the desired school or call the Office of Safe Schools' Volunteer Department at 797-7233. Or you may complete an On-Line Application to Volunteer. List your skills, interests, preferred school, and type of volunteer placement.~~ Volunteer applications are only available online for everyone except students. Your volunteer application process begins with our volunteer Level I application available under Safe Schools at www.hernandoschools.org. Applicants may not be placed in a volunteer position prior to clearance from the Volunteer Department. The on-line web application will inform you when your application has been processed and cleared. Please share your volunteer interests with the coordinator at the school.

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 school staff.

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.

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 doing activities with PTA/ PTSA/PTO. While the meetings are not considered volunteer time, any activities on behalf of the school will count toward the annual volunteer hours. The time commitment will depend on the specific project. Another possibility is to arrange to take volunteer work home to complete at your convenience.

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.

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 reassignment. ~~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.* 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 our schools and your school 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 On-Line *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 the 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 and other drill procedures and safety rules.
- ☐ where and when to report to work.
- ☐ ~~where the sign-in book/computer and name badges 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

Signature of Volunteer

Date

(Keep copy on file with Background Screening Acknowledgement form.)



remove photo

~~Notes for Volunteering~~

~~SCHOOL INFORMATION~~

~~School~~ _____
~~Phone~~ _____
~~Address~~ _____
~~Principal~~ _____
~~Assistant Principal(s)~~ _____
~~Secretary~~ _____
~~Guidance Counselor~~ _____
~~PTA/PTO President~~ _____
~~School Advisory Council Chairperson~~ _____

~~PROCEDURES~~

~~Fire drills~~ _____
~~Secured Campus/Lockdown drills~~ _____
~~Dress code~~ _____
~~Opening/closing time~~ _____
~~Location of sign-in book & nametags~~ _____
~~Parking~~ _____
~~Who to call when you are absent~~ _____
~~Eating at the school~~ _____

~~COORDINATORS~~

~~Staff Contact~~ _____
~~Volunteer Coordinator~~ _____

~~YOUR VOLUNTEER ASSIGNMENT~~

~~Teacher's/Supervisor's Name~~ _____
~~E-mail address:~~ _____
~~Phone number at school:~~ _____
~~Room/Days/Times~~ _____
~~Date to begin~~ _____

Hernando County School District

Learn it. Love it. Live it.

School Board Members

Mrs. ~~Linda Preseott~~, ~~Kayce~~ Hawkins ,Chair
Mr. ~~Gus Guadagnino~~, ~~Shannon~~ Rodriguez ,Vice Chair
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~~Mr. Jimmy Lodato~~ Michelle Bonczek

Superintendent of Schools Mr. ~~John Stratton~~ Ray
Pinder

Director of Safe Schools

~~Ms. Jill Renihan~~ Mr. Angel Pagan

Assistant Directors of Safe Schools

Mr. Brett Scroggins and Mrs. Jodi Slone

District Volunteer Liaison

~~Ms. Beverly Drew~~ Jae Figueroa-Torres

Address: Office of Safe Schools

~~275 Oak~~ 801 N Broad
Street Brooksville, FL
34601 (352) 797-7233
Ext. ~~468~~ 484