



**DISTRICT SCHOOL BOARD
OF PASCO COUNTY**

**VOLUNTEER PROGRAMS
INFORMATION
2014-2015**

DISTRICT SCHOOL BOARD OF PASCO COUNTY 2014-2015 VOLUNTEER PROGRAMS INFORMATION

The following information is for school personnel. Schools should conduct volunteer orientations where this information is shared with volunteers before they start volunteering.

1. Sexual Predator/Offender database and state background checks are conducted July 1 of every year on every volunteer.
2. The role of school volunteers is supportive in nature. School volunteers work to support teaching and learning in our schools.
3. Volunteers should adhere to school policies and procedures. Volunteers who do not follow school policies and procedures will be asked not to volunteer.
4. School volunteers should learn the school's procedures for signing in, wearing proper identification, and recording volunteer hours.
5. School volunteers should learn where fire exits are located and be familiar with the school's emergency procedures.
6. School volunteers should have a regular work schedule so that neither the volunteer nor the teacher has to spend much time keeping track of the volunteer schedule.
7. Volunteers should dress and act appropriately. As an important adult in the school, volunteers become role models for students.
8. Student confidentiality must be respected. A student's work, achievement record, and any other information of a personal nature should only be discussed with the child's teacher, administrator, or volunteer coordinator.
9. If a volunteer thinks a child is or has been placed in danger, that information should be reported immediately to the teacher or school administrator.
10. Volunteers should receive a copy of the school/classroom rules and procedures so that the volunteer's message to the children is consistent with the teacher's.
11. If volunteers are working with specific student(s), systems should exist for parties involved to be notified of absences.
12. Volunteers should never be asked to supervise students in the teacher's absence.
13. Volunteers serve at the discretion of the school board, superintendent, principal, and teachers.

Guidelines

The District School Board of Pasco County will not authorize:

- **volunteers taking students off campus during the day unless approved by the principal and accompanied by a faculty/staff member;
- **volunteers working with students before or after the school day unless part of an authorized District School Board volunteer program;
- **volunteers taking students on an approved field trip unless the volunteer is registered and accompanied by a faculty or staff member;
- **volunteers taking students on a field trip that is not included on the approved list unless the principal has granted special permission.

District School Board Policy - School Volunteer Program

Registering Volunteers

1. All volunteers who are not employees of the District School Board of Pasco County must submit a School Volunteer Application online at www.pasco.k12.fl.us. **A new application is required each school year and is good from July 1 through June 30. The volunteer database is purged on June 30, and the volunteer registration process starts new.**

Disclosure of Social Security numbers is voluntary, but disclosure of a birth date is required in order to volunteer in Pasco County Schools. Pasco County Schools reserves the right to refuse volunteer assignments to individuals convicted of offenses pursuant to 112.011, Florida statutes (updated). The social security number may be used to verify the information provided on the Personal Inquiry Waiver of the Volunteer Application and the Sheriff's Letter.

2. There are four easy steps to submitting a volunteer application on-line: Identification, Contact Information, Background Check, and School Preference.
3. Persons 18 years of age or younger (and attending a Pasco County school) are considered PEER volunteers and do not go online to apply. For these volunteers, MIS Form #661, Rev 1/11, is used. The volunteer coordinator and parents must sign this form. The original of this form should be sent to the Communications and Government Relations Department, Volunteer Programs. No background check is done because they are minors/juveniles.

Volunteers and the Volunteer Database

1. The Volunteer Coordinator should always check for approved volunteers by doing a find, the person's last name & first initial. You may then switch the layout to Volunteer List to view in a list form.
2. If you search for someone's name and there is not an approval date or status listed, then their application has not been processed. You must wait until the background check is conducted and the Volunteer Office marks them as approved, active, and has placed an X in the box next to the school abbreviation. Coordinators will need to periodically check the database for updated/approved volunteers.

Accident reports

In the event that an accident resulting in personal injury occurs during volunteer time, school-based administration should be notified.

Reporting School Volunteer Hours

Remember to **include** the following **Registered and APPROVED** volunteer hours:

- Pasco County Schools students and other volunteers who volunteer before/after school
- Non-instructional and support service personnel who volunteer for the school (other than their regular job)
- Work-at-home volunteers
- Science Fair judges
- Odyssey of the Mind coaches and parent volunteers
- Tutors/mentors
- Any staff member who volunteers for extracurricular student projects without a stipend
- Field trip chaperones
- College students who volunteer. Note: **Interns and students who are earning credit for volunteering in a course or program are not volunteers and are treated as “vendors”.** Vendors must be fingerprinted and pay for their own background check through the school district.
- Athletics and extra curricular activities volunteers (again as long as they are not paid for their services)

Please **do not include** the following as volunteer hours:

- Teachers, specialists, administrators who work in your school during their scheduled work day
 - Court-ordered community service
 - Pasco County Schools students volunteering during school day “instructional” time
 - Boy Scout/Girl Scout leaders meeting on school property
 - Volunteer travel time to/from the school
 - Any “volunteer” who is receiving pay or credit for their time (These people are considered “vendors”.)
- Remember: You must have documentation for hours on the monthly report!
- Remember: Pull registered volunteer counts from the Volunteer Database by age codes.

Volunteer and Staff Training

An effective volunteer program requires that both school staff and volunteers receive training. In addition, in order to qualify for the Golden School or the Silver School awards, staff training in the effective use of volunteers is mandatory. Documentation of this training may be done through agendas and sign in sheets.

Suggestions for Volunteer Orientation/Training

Orientation

The school-based volunteer coordinator reviews school policies and procedures at a formal orientation for volunteers early each semester. Volunteers who are new or aren't able to attend a group orientation will require an individual training before being assigned.

Sign-in Procedures

Be sure to explain the sign-in and sign-out procedures. Schools must use the RAPTOR system to sign in and sign out volunteers. The RAPTOR system will track and tabulate the hours of service at the school and can be used to generate monthly reports. The Volunteer Log Book may still be used in addition to the RAPTOR system if a school wishes. Keeping accurate records is important. Some volunteers use the data for resumes or for tax documentation. Stress the importance of signing in and out each time they enter or leave the school. Please remind volunteers that they should wear their name badges at all times for identification and for their protection.

Recruiting Strategies

School year orientation is an excellent opportunity for recruiting new volunteers. Ask returning volunteers to bring a friend. Ask volunteers to share what they do and the rewards of volunteering. Show a recruitment video. Ask students to talk about how a volunteer made a difference to them. Invite the principal to share the school's goals and how volunteers help the school achieve them.

Volunteer Opportunities

Describe available volunteer positions. Ask new volunteers to sign up for an interview or complete an interest survey. This will help to place volunteers where they can be most successful. Returning volunteers will probably know what they want to do; others may already be working with a teacher. Discuss training opportunities.

Tutoring Workshops

Many volunteers will be working on academics with students in the classroom. A workshop in tutoring techniques or basic strategies in working with students could be offered. Ask experienced teachers to lead these training sessions so that volunteers are aware of successful strategies.

Volunteer Awards

1. Outstanding School Volunteer Award

The Outstanding School Volunteer award is presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida. Volunteers are selected based on the number of hours of service, years of service, unusual type of contribution, and/or characteristic of services rendered. Each year, the District School Board of Pasco County selects one Outstanding School Volunteer from three categories (peer, adult, senior) and recognizes those persons and schools at a School Board meeting. The award winners are submitted to the state and Outstanding School Volunteer awards recognizing a student, adult, and senior volunteer are given in each of the five Florida Reporting Regions. These awards are presented annually at the statewide Florida Partners in Education Conference.

See the volunteer page of the district website for application.

2. Golden and Silver School Award

The Florida Department of Education presents the Golden and Silver School awards in an effort to recognize exemplary programs that promote parent and community involvement in education.

The **Golden School award** is presented to recognize elementary, secondary, and adult schools that meet the following criteria:

- A minimum of 80% of the school staff participated in training related to school volunteerism.
- A school volunteer coordinator is designated for recruitment, placement, training and supervision of volunteers.
- The total number of hours in volunteer service equals twice the number of students enrolled in the school (500 students, volunteer hours should equal 1,000). Any volunteer activity that contributes to student improvement may be counted. This can include fund raising.

4. The **Silver School award** is presented to recognize secondary schools that meet the following criteria:

- The receiving school must have a volunteer coordinator who provides coordination of the program, placement of the secondary students, orientation/training for the receiving staff, student/program evaluation, and student volunteer supervision.
- Student volunteers and the receiving faculty must both receive orientation and training.
- The composite student volunteer hours must equal at least one half of the total number of students (FTE count) in the sending school (i.e., 2,000 students - 1,000 volunteer hours). These hours must be earned by high school students volunteering at a middle or elementary school or middle school students volunteering at an elementary school.
- Elementary schools are not eligible for this award.

See the appendix and volunteer page of the district website for application.

5. **Five Star School Award**

The **Five Star School** award was created by the Florida Education Commissioner's Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement. In order to earn the award, a school must show documentation that it has achieved 100% of the established criteria in the categories of:

- Business partnerships
- Family involvement
- Volunteerism
- Student community service
- School Advisory Councils

See the volunteer page of the district website for application.

6. **Parent Involvement Award**

This award is sponsored by the Florida Parent-Teacher Association (PTA) and supported through business partnerships. School-level parent involvement programs are evaluated on:

- Impact on family involvement
- Ability to be replicated
- Relationship to the goals and objectives of the school
- Participation of parents/families in the planning and implementation
- Uniqueness and innovation
- Impact on school improvement
- Method of funding
- Partnerships

See the volunteer page of the district website for application.

7. **School Based Volunteer Recognition**

Schools recognize and celebrate volunteers in a variety of ways throughout the school year. This can be done with things such as: notes, certificates, breakfast/luncheons, etc. Get your whole school involved in showing that volunteers are appreciated and valued.

Florida Board of Education Administrative Rules Specific to Volunteers

√ Any volunteer assigned the responsibility for supervising the safety and welfare of pupils, such as during the loading and unloading of buses or during lunch periods, must be 18 years of age or older.

√ It is the responsibility of the staff member, whom a volunteer is assisting, to ascertain in advance that the volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.

√ The School Board shall adopt a procedure for assuring that each volunteer, who at any time is expected to assume responsibility for assisting a teacher in promoting pupil learning, possesses a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.

√ Each time a volunteer is assigned to assist a staff member who he or she has not assisted before, and each time he or she is assigned a type of duty that he or she has not satisfactorily performed in earlier assignments, he or she shall complete a period of supervised practice. During the period of supervised practice, the professional staff member who he or she is assisting shall be available continuously to provide immediate assistance to the volunteer at any time he or she is working directly with pupils. The length of supervised practice may vary depending upon the capability and prior experience of the volunteer.

√ Accurate records of hours of service, duties, and training shall be maintained.

√ Staff members assisted by a volunteer must possess a clear understanding of all rules, policies, and regulations that the volunteer is expected to understand.

√ When a volunteer is assigned to work directly with pupils, the instructional staff member who he or she is assisting must ascertain that the volunteer can state clearly the type of performance or behavior that the pupils are expected to demonstrate during the time when the volunteer is working with pupils.

√ Volunteers may not:

- Make judgments regarding the attainment of instructional objectives unless these judgments are based on clear and objective criteria (such as specific achievement standards on a true-false test);
- Establish instructional objectives;
- Make decisions regarding the relevancy of activities to the attainment of instructional objectives; or
- Make decisions regarding the appropriateness of teaching materials.