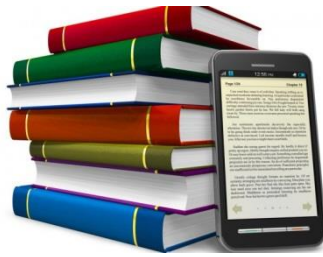


# **VOLUNTEER HANDBOOK**

**2016 - 2017**



St. Johns County School District  
St. Augustine, Florida  
Excellence in Public Education Since 1869



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Dear Volunteer:

## **WELCOME!**

Whether you are a parent, businessperson, community leader, senior citizen, peer tutor or college student we are most grateful that you have made a commitment to work with our schools on a volunteer basis. Volunteers play an important and valuable role in education. We know that few schools can exist without their contributions, which represent generosity and sometimes sacrifice. Students, teachers, administrators, parents and the community benefit from the work of people like you who freely share their talents and resources. You make it possible for us to provide the students of St. Johns County with an efficient, creative and exciting atmosphere in which to learn.

This handbook was compiled as a guide for volunteers. We hope that many of your questions about our school and school system can be answered in this guide, or through the volunteer orientation meetings at the individual schools. Should you have any questions or need additional information, please contact the Volunteer Coordinator at your school or Cheryl Freeman, Volunteer Coordinator for the district at 547-3945.



Superintendent of Schools  
**Joseph Joyner, Ed.D.**

Chief of Community Relations  
**Christina Langston**

District Volunteer Coordinator  
**Cheryl Freeman**

# **ST. JOHNS COUNTY SCHOOL DISTRICT MISSION STATEMENT**

**THE ST. JOHNS COUNTY  
SCHOOL DISTRICT WILL INSPIRE  
GOOD CHARACTER  
AND A PASSION  
FOR LIFELONG LEARNING  
IN ALL STUDENTS,  
CREATING EDUCATED  
AND CARING CONTRIBUTORS  
TO THE WORLD.**



# **THE GENERAL GOALS OF THE SCHOOL VOLUNTEER PROGRAM**

- To provide individualized educational assistance to students.
- To enrich the students' curriculum and in turn broaden their awareness and experience.
- To improve students' self-evaluation and worth by increasing their opportunity for educational achievement.
- To increase students' self-motivation for learning by providing a positive attitude toward education.
- To encourage the development of self-control and independence in students.
- To provide students with an opportunity to develop social competency.
- To relieve the teacher of some non-instructional tasks and duties.
- To reinforce lesson skills.
- To stimulate community interest, concern and support for the educational system.
- To provide an opportunity for interested community members to become involved directly with the educational system and processes.
- To strengthen school-community relations through direct and positive participation in the school.
- To enhance all aspects of the educational process.

# **ROUTINE PROCEDURES FOR VOLUNTEERS**

**1. Be punctual.**

**In case of absence, please notify the front office as early as possible.**

**2. Be sure to sign in and out upon your arrival and departure at the front office.**

**3. Volunteer name badges must be worn at all times while at the school.**

**4. Report to the faculty or staff member to which you are assigned promptly.**

**NOTE: For the safety and welfare of the students, a background check will be conducted for all volunteers.  
Volunteer applications are processed by the School Volunteer Coordinator through the KeepnTrack volunteer tracking system.**

**THANK YOU  
FOR BEING  
A SCHOOL VOLUNTEER!!!**

# QUALITIES OF A GOOD SCHOOL VOLUNTEER

- Be dependable and punctual (always calling the school to notify the student and teacher if you are unable to come).
- Remember that the teacher is in charge of the classroom.
- Conform to school policies and know the importance of the volunteer's role as a good example of behavior, speech and dress.
- Respect cultural differences of young people.
- Know that special information about teachers and students is confidential. Keep your observation on a professional level.
- Be willing to work under supervision of a staff member.
- Talk over any problems with the assigned teacher and the volunteer coordinator.
- Schedule parent-teacher conferences for your children during non-volunteer hours.
- Follow the teacher's plans completely.
- Ask if you do not understand a directive or assignment.
- Have time and a willingness to serve on a regular basis.
- Have or be willing to acquire skills needed to improve and enrich a learning program.
- Possess a warm, friendly and positive attitude.
- Abide by confidentiality rules for all students, personnel, and other school volunteers.
- DO NOT assume the responsibility for the discipline of pupils.
- Do not chew gum on campus.
- Do not smoke on school premises. St. Johns County Schools are all smoke- free.

# **SUGGESTIONS FOR DEVELOPING EFFECTIVE VOLUNTEER/TEACHER RELATIONSHIPS**

- Establish a good firm working relationship with the teacher.
- Discuss the level of class, special help needed for students, time at which teacher needs assistance most, and area and goal that the teacher is pursuing.
- Exchange phone numbers so that, if necessary, contact may be established.
- Let the teacher know what training you have received, and discuss the service assignment together.
- Come to the classes at the time and day prearranged with the teacher. He/ She will have changed his/her schedule to include you. Also, the student(s) will be relying on your arrival.
- Be warm, friendly and courteous at all times.
- Never disagree with the teacher in front of students or let the students play you against each other.
- Keep channels of communication honest and open. If there is a problem, speak about it to the teacher or volunteer coordinator. Also, don't be afraid to ask questions.
- Let the teacher know if you have discovered a serious problem or handicap that may affect the student's work.
- Be willing to receive direction and supervision from the teacher or other members of the school staff.
- Clearly understand the task which has been identified and work toward a specific goal.
- Make sure the teacher in charge of the activity is aware of your plan of action, and approves it.
- Identify appropriate classroom behavior the teacher wishes to reinforce.
- Assure that all anticipated questions are asked about an assignment, to avoid interrupting the teacher during instructional time.



# TUTORING TIPS

1. Before the first session of tutoring, the tutor must have a conference with the student's teacher.
2. Find a quiet place where you can work with the student.
3. Establish a friendly relationship with the student by chatting briefly about the student himself. (Don't talk about his home life unless he brings it up.)
4. Be sensitive in communicating with your tutee. Be a careful listener.
5. Establish where the student is in his work by asking him to explain some of the work he has done previously.
6. If you are going to miss a session, call the school and have a message relayed to the student as soon as possible.
7. Remember that you are acting as a role model for your student and you should dress and act appropriately.
8. Don't let an unhappy tutoring situation continue for long. Seek help or perhaps ask for a different student. If the situation is not rewarding to both you and the student, it will not help him anyway.
9. Unless the teacher requests it, avoid having the child just repeat his classroom lessons for you. Devise your own games and materials to supplement classroom assignment and to stimulate new areas of interest.
10. Have a large folder or envelope for each child you tutor. Have him bring this to each session so that materials worked on under your direction will not be confused with class-assigned papers.
11. Be patient. Some may work more slowly on academic problems. This is often because they are less secure. Your patience will be an encouragement.
12. Repetition is the name of the game. Devising different ways to get the student to repeat what is being learned will prove most successful.
13. Give the student opportunities to make decisions about your work together, and then carry through.
14. Games are a powerful teaching tool. Use them and talk about them with your student.
15. Each student is an individual and is motivated by different reward systems.
16. Be sincere, but praise an honest effort by your student.

# **VOLUNTEER OPPORTUNITIES AT THE ELEMENTARY SCHOOL LEVEL**

1. Tell stories to children.
2. Listen to children read.
3. Conduct flash card drills.
4. Provide individual help.
5. Assist in learning centers.
6. Set up learning centers.
7. Help contact parents.
8. Reproduce materials.
9. Work in clinic or library.
10. Check out audio-visual equipment.
11. Practice vocabulary with non-English speaking students.
12. Make instructional games.
13. Play instructional games.
14. Play games at recess.
15. Assist with visual tests.
16. Prepare visual materials.
17. Develop programmed materials.
18. Grade papers.
19. Prepare bulletin boards.
20. Help with book fairs.
21. Work with special challenges.
22. Assist with field trips.
23. Make props for plays.
24. Set up/run a bookstore.
25. Gather resource materials.
26. Help children with computer skills.
27. Help children with arts and crafts.
28. Help with cooking projects.
29. Check out books from public library.
30. Set up experiments.
31. Take attendance.
32. Collect lunch money.
33. Escort children to bathroom.
34. Work on perceptual activities.
35. Make lists of library resources.
36. Work with a handicapped child.
37. Prepare teaching materials.
38. Record grades.
39. Supervise groups taking tests.
40. Discuss careers or hobbies.
41. Reinforce learning of the alphabet.
42. Practice handwriting skills.
43. Talk to children – be a friend.
44. Reinforce recognition of numbers.

# VOLUNTEER OPPORTUNITIES AT THE ELEMENTARY SCHOOL LEVEL CONTINUED

45. Drill recognition of color words.
46. Help children with motor skills.
47. Play a musical instrument.
48. Help students who play instruments.
49. Make puppets.
50. Dramatize a story.
51. Set up a 'grocery store' to practice math skills.
52. Drill spelling words.
53. Drill multiplication tables.
54. Make reading carrels from boxes.
55. Tell stories with puppets and flannel boards.
56. Assist with sing-a-longs.
57. Show video of life in other countries, parts of the U.S., crafts, and/or games.
58. Discuss care and training of pets.
59. Demonstrate different artistic abilities.
60. Discuss life from the point of view of a person with a disability and the importance of understanding others.
61. Discuss different disabilities.
62. Discuss attitudes, feelings, and emotions.
63. Share ethnic backgrounds and experiences.
64. Discuss farm life and farm animals.
65. Demonstrate gardening skills.
66. Help prepare assembly programs.
67. Discuss vacations.
68. Discuss aspects of safety.
69. Share information on local history.
70. Demonstrate pioneer crafts— weaving, candle making, soap making, musical instruments, toys, and dolls.
71. Assist in preparing courses in photography, drama, knitting, square dancing, etc.
72. Reinforce spelling and vocabulary words.
73. Help select library books.
74. Show a video to a group.
75. Share stories of growing up and living in different times and/or places.

# **VOLUNTEER OPPORTUNITIES AT THE SECONDARY SCHOOL LEVEL**

1. Be a special speaker about careers, experiences, travel, etc.
2. Help students in the guidance office find answers to questions about careers and universities.
3. Help students on special projects.
4. Help students with resource materials in the library.
5. Assist in the school clinic.
6. Read textbooks to students with reading problems.
7. Assist students with handicaps.
8. Assist in science labs.
9. Assist in vocational classes.
10. Accompany students on choral, band, club or athletic trips.
11. Assist students in art, music, acting, etc.
12. Help arrange field trips.
13. Sponsor school clubs.
14. Assist in developing school publications..
15. Assist in putting on student performances.
16. Help students who were absent make up assignments.
17. Help non-English speaking students with vocabulary and conversational skills.
18. Assist in organizing a college fair.
19. Assist teachers in gathering resources for units of study.
20. Serve as a math tutor.
21. Serve on a homework hotline team.
22. Assist athletic coaches
23. Serve as a listener for students.
24. Perform clerical duties.
25. Assist in arranging and supervising special school events.
26. Help with registration.
27. Proctor standardized tests.
28. Be an attendance office volunteer.
29. Assist in a school book store.
30. Assist in book fairs and science fairs.

# **BENEFITS FOR SCHOOL VOLUNTEERS**

Signing up to become a school volunteer means signing in each time service is rendered. Those volunteers who are appointed by a School Board or its designee are considered agents of the School Board and serve as an integral part of the educational team. School volunteers are considered a valuable resource to the educational system.

## **TAX BENEFITS**

Many out-of-pocket expenses that a volunteer expends while rendering services without compensation are considered as contributions and are deductible from federal income tax. Persons who expect to itemize deductions are urged to maintain careful and complete records of expenditures and services rendered. Expenses which can be deducted include:

- transportation to and from home to place of service;
- mileage to and from home to place of service at the current rate;
- per diem allowance to cover reasonable travel expenses or difference between reimbursement and actual cost if receipts are retained while rendering donated services;
- cost of uniform if required;
- reasonable un-reimbursed out-of-pocket expenses directly connected with and solely attributable to gratuitous services performed related to volunteered services;
- dues, fees or assessments paid to qualified organizations.

(Federal Tax Law-IRS Publication #526)

## **FUTURE EMPLOYMENT**

In many instances, volunteered or unpaid experience is recognized as previous employment and experience. The State of Florida Employment Application and the Federal Employment Application for government positions states, "...unpaid and/or volunteer service MUST be included."

Information required includes the month and year of employment, name and address of employer, supervisor's name and title, job title, hours per week, and specific duties and responsibilities. Where salary is requested, "volunteer" should be inserted.

A resume should treat volunteered experience and skills the same as paid experience and also note that this date and information is from "volunteered services".

# VOLUNTEERS IN EDUCATION POLICIES AND GUIDELINES

The St. Johns County School Board policy for school volunteers states:

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

Following are the St. Johns County School District Guidelines for school volunteers.

- (1) Conditions for serving as a volunteer shall include:
  - (a) Being in apparent good health;
  - (b) Being at least eighteen (18) years of age or the minimum age required for instructional personnel, if assigned duty involves the welfare and safety of students;
  - (c) Being a positive example through appropriate dress and behavior;
  - (d) Being cooperative and courteous to all people;
  - (e) Exhibiting the six pillars of character - trustworthiness, respect, responsibility, fairness, caring, and citizenship.
  - (f) Being cleared to volunteer through current background screening measures.
  - (g) Upholding confidentiality for all students, personnel, and volunteers.

Any volunteer who does not meet the standards set forward by the district for volunteering in its facilities may lose their volunteer privileges.

(2) The Volunteer Services Coordinator shall be responsible for the direction of the volunteer program, and its compliance with all District and State requirements pertaining to volunteers. All schools shall maintain a volunteer log on the KeepnTrack volunteer tracking system to record volunteers' names, dates, hours of service, and person to whom assigned. All volunteers shall show identification, sign in and out through the KeepnTrack system, and wear name tags when on a school campus.

(3) The principal shall assure the School Board and the Superintendent that the volunteer possesses a clear understanding of State and District rules relating to the responsibilities of the volunteers and the safety, welfare, and health of students. When the volunteer is assigned duties requiring knowledge of rules of a special nature, it shall be the principal and staff person's responsibility to ascertain that the assigned volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.

continued...

# **VOLUNTEERS IN EDUCATION POLICIES AND GUIDELINES CONTINUED**

(4) It shall be the principal and school-based coordinator's responsibility to assure the School Board and the Superintendent that each volunteer possesses a clear understanding of all State and District instructional practices and rules relevant to a volunteer's responsibilities if he/she is expected to assume the responsibility for assisting a teacher in promoting student learning activities. When a volunteer is assigned duties requiring knowledge of instructional practices and policies of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance that the assigned volunteer possess the necessary knowledge.

(5) The volunteer shall complete a period of supervised training when assigned to assist a new staff member or is assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon the capability and prior experience of the volunteer. Personnel records are not required for volunteers.

(6) Volunteers shall not perform any of the following:

- (a) Establish instructional objectives;
- (b) Determine the relevancy of certain activities or procedures to attain instructional objectives;
- (c) Select materials appropriate for accomplishing instructional objectives;
- (d) Make judgments regarding the attainment of instructional objectives unless such judgments are based on clear and objective criteria;
- (e) Assign or administer punishment or perform disciplinary measures;
- (f) Be left with a class, group, or individual without staff supervision.

(7) The school principal and instructional staff members who are assisted by a volunteer shall be responsible for assigning duties to the volunteer that are consistent with Florida Statutes and State Board of Education Rules. Any administrative or instructional staff member who willfully and deliberately violates this Rule shall be reported to the Superintendent for such action as he/she deems proper.

Statutory Authority: Section 1012.01 (5), Florida Statutes

Revised 09/15/2014