

HARDEE DISTRICT SCHOOLS

VOLUNTEER PROGRAM GUIDELINES



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DEFINITION OF “VOLUNTEER”

Within the Hardee District Schools there are two classifications of volunteers: School Volunteers and Resource Volunteers. All volunteers are appointed by the building principal, who acts as the School board designee.

A *SCHOOL VOLUNTEER* is one who has completed the volunteer orientation program and who contributes personal time to the educational program of the district. This person may be a parent, senior citizen, Hardee District Schools student or anyone who assists the teacher or other members of the staff.

A *RESOURCE VOLUNTEER* is one who shares with the school any knowledge, talent or expertise in a particular field. Resource Volunteers are not required to participate in orientation.

GENERAL PROCEDURES FOR VOLUNTEERS

Before a School Volunteer may serve in a school, he or she must have completed a Volunteer Application, been approved by the principal or designee, and attended orientation. All volunteers must sign-in at the school office and wear a volunteer badge each time they enter the school in their official capacity. Volunteers will follow guidelines and procedures as described in the *Hardee District Schools Orientation/Guidelines* brochure.

School Volunteers are not to be assigned to the class with their own child. Volunteers may not bring preschoolers or children not registered in the school when they tutor, work as mentors, assist in the classroom, media center, office, cafeteria, clinic or health screenings, or chaperone field trips. Student volunteers must be enrolled fulltime in either Hardee Senior High School, Hardee Junior High School, Bowling Green Elementary School, Hilltop Elementary School, North Wauchula Elementary School, Wauchula Elementary School, or Zolfo Springs Elementary School.

GENERAL PROCEDURES FOR TEACHER

Teachers are trained on an as needed basis in the use of classroom volunteers. Teachers will follow procedures and guidelines as described in the *Teacher’s Handbook for the Hardee County Volunteer Program*.

SCHOOL VOLUNTEER COORDINATOR

Each School Volunteer Program shall have at least one Volunteer Coordinator. The coordinator will work, as a member of the team, with the principal and staff to ensure the smooth functioning of the

program. The responsibilities of the position can vary considerably from school to school, according to objectives, need, personnel, and scope of the program.

Responsibilities of the School Volunteer Coordinator should include:

- ❖ Assisting the school principal or assuming responsibility for recruitment, interviewing, and assignment of volunteers as outlined in the program.
- ❖ Processing teachers' requests for volunteer aid.
- ❖ Assisting in scheduling volunteer services and in arranging for volunteer substitutes when needed.
- ❖ Keeping files and records of volunteer activities within the school.
- ❖ Confering with principal and staff whenever necessary to review activities, attendance, and performance of volunteers,
- ❖ Conducting or participating in meetings with staff and/or volunteers to:
 - Orient volunteers to the school, goals, and purpose of the volunteer program.
 - Provide pre-service training for volunteers to effectively work in specialized areas of need, e.g. reading, math, English as a second language, etc.
 - Promote understanding which will assist in the development of positive relationships between the school staff and volunteers.
 - Assist staff in the effective utilization of volunteers.
- ❖ Planning meetings so that volunteers may become better acquainted with each other, discuss problems, exchange ideas, and seek solutions to common problems,
- ❖ Following up on unexplained absenteeism,
- ❖ Arranging for recognition of volunteer service within the school,
- ❖ Participating in program evaluation, and
- ❖ Maintaining liaison with the district office.

RECRUITMENT

The School Volunteer Program is promoted through local media, school newsletter, PTO meetings and personal contacts with parents and other members of the community.

RECOGNITION

All Volunteers are recognized for their work at various times during the year within the school.

Special Recognition: Near the end of the school year, special recognition shall be given to volunteers for one hundred (100) hours of service. This award shall be made at a school board meeting.

REPORTING OF VOLUNTEER HOURS

For purposes of reporting volunteer hours to the Department of Education, volunteer hours spent in any activity which contributes to student improvement will be tabulated. This total will include Resource Volunteer hours.

