



Volunteer Handbook

School District of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043

Charlie Van Zant, Jr., Superintendent

Clay County School Board

Janice Kerekes
District 1

Carol Studdard
District 2

Tina Bullock
District 3

Johnna McKinnon
District 4

Lisa Graham
District 5



WELCOME:

Charlie Van Zant, Jr.
Superintendent of Clay County Schools



The early experiences of learning are important to children's growth and development. Their desire to learn increases when they know that someone is concerned with their progress. Reading to them, helping them with their math problems or spelling words, helping with a special project, or simply giving them a sense of encouragement can all contribute to a positive educational experience.

In the School District of Clay County, we need your support as volunteers to assist our schools. There are many areas where you can get involved, and we encourage you to help make a difference in the lives of our children.

Your time, whether it's one hour a week or more, will give invaluable support to our schools and our students.

Please call us with any questions you have about our volunteer program. Your time and assistance are welcome.

Sincerely,

A handwritten signature in black ink that reads "CLEVA". The letters are stylized and cursive.

Charlie Van Zant, Jr.,

GOALS OF THE VOLUNTEER PROGRAM



- To provide an opportunity for interested community members to become directly involved with the educational system and educational process of Clay County Public Schools.
- To provide individualized educational assistance to students.
- To enrich students' curriculum, broadening their awareness and experience.
- To assist school personnel with non-instruction tasks and duties.
- To reinforce lessons taught at school.
- To strengthen school-community relations through direct volunteer participation.
- To reinforce the philosophy that learning is important.
- To enhance all aspects of the educational process.

“It takes a whole community to educate a child.”

A STRONG SCHOOL/COMMUNITY
RELATIONSHIP IS A WIN-WIN
SITUATION!
EVERYONE BENEFITS!

BENEFITS TO BUSINESS

- **Volunteering improves employee/member morale and pride in their organization/company.**
- **Volunteering enhances the business/organizations relationship with the community.**

BENEFITS TO INDIVIDUALS

- **Volunteering improves employee/member morale and pride in their organization/company.**
- **Volunteering enhances the business/organizations relationship with the community.**

BENEFITS TO STUDENTS

- **Volunteering provides students with positive role models who are willing to take an active role in their education.**



HOW VOLUNTEERS CAN HELP

- ◆ **“At Home Projects”** - This might be cutting out letters, drawing posters, making crafts ... anything that could be done at home ... especially convenient for working parents with little ones at home.
- ◆ **Classroom Assistant** - Help at the request of a teacher. Possible duties include helping with bulletin boards, making instructional materials, etc.
- ◆ **Clinic Assistant** - Work in clinic area to take care of students with minor injuries or illnesses.
- ◆ **Community Resource** - Upon request of a teacher, speak on subjects of interest to students such as careers, hobbies, etc.
- ◆ **Duplicating** - Help to duplicate materials for teachers.
- ◆ **Homeroom Parent** - Help prepare classroom parties, serve as a liaison to parents for disseminating information, i.e., phone tree, and work with teacher.
- ◆ **Landscaping** - Assist with landscaping or beautification of school grounds.
- ◆ **Mentoring** - Act as an encourager, motivator for an at-risk student.
- ◆ **Office Assistant** - Help with general office duties.
- ◆ **PFA/SAC** - Attend and participate in the school’s Parent Faculty Association, which is an advisory board which helps develop and implement School’s Improvement Plan.
- ◆ **School Pictures** - Help organize students when class pictures are taken.
- ◆ **Special Events** - Assist with special events, such as Science Fairs, Book Fairs, etc.
- ◆ **Storytelling/Reading** - At the request of teachers, work with small groups in reading or telling stories.
- ◆ **Health Screenings** - Help school with vision, hearing screenings, etc. Process takes approximately one to three days, depending on the size of the student population.

VOLUNTEER INFORMATION

Volunteer/Organizations Name _____

Contact Name _____ Telephone _____

School _____ School Contact Person _____

Please check the appropriate lines to indicate the services you or your organization could offer a school.

_____ Provide employees release time to tutor, mentor, speak to, or read to students.

_____ Provide "career shadowing" opportunities for students.

_____ Participate in Career Day activities.

_____ Provide equipment/food/financial service.

_____ Offer field trips.

_____ Sponsor or judge science fairs, art shows, essay contests.

_____ Provide speakers (on such topics as art, history, travel, hobbies, etc.)

_____ Assist with Field Day, May Day, Fine Arts Day, Carnivals, etc.

_____ Help with Landscaping

_____ Provide office assistance

_____ Help with the school newsletter

_____ Help with health screenings

Oth-
er:



Volunteer Registration

*Volunteers in the School
District of Clay County*

Volunteer Registration
School District of Clay County—Florida

Name _____ School _____

Maiden Name or Other Prior Name _____

Address _____ City _____ Zip _____

Telephone _____ Business _____

Email Address _____ Business Phone _____

Please check: Youth (Under 21)____ Adult (Under 49)____ Senior (Over 50)____ Male____ Female____

Social Security # (Required) _____ Date of Birth (Required) _____

Name of person who can be reached in case of emergency _____

Telephone _____ Your children at this school _____

Days/Times available _____

Area desired or assigned: General Office____ Media Center____ Guidance____ Classroom____
 Student Activities____ Health Services____ Other _____

Security Information:

1. Have you ever been convicted of a felony or other serious crime? Yes _____ No _____
2. Have you ever been convicted of a misdemeanor? Yes _____ No _____
3. Are you presently charged with a crime? Yes _____ No _____
(If you marked "yes" on #1, #2 or #3, please explain on an attached sheet.)
4. I understand that by signing this form, I am consenting to a criminal background check on myself.
5. Length of residency in Florida _____ Former resident state _____
6. _____ My initials indicate that a copy of the "**Statement on the Collection, Use or Release of Social Security Numbers**" was provided to me.

Statement of Volunteer Service:

I am volunteering my services to the School District of Clay County in order to improve the quality of the educational system. I understand that (1) during my time serving as a volunteer, I am not employed by the Clay County School Board; (2) as a volunteer, I am not receiving unemployment compensation benefits; (3) I do not expect nor do I desire any wages or compensation for the services for which I am volunteering; (4) I have no expectations of employment with the Clay County School Board; (5) I am aware that random background checks of volunteers may be made; (6) and, if I am volunteering as a mentor, an FDLE background check may be made. As a volunteer, I agree to abide by the rules, regulations, policies, and laws of the State of Florida, the Florida State Board of Education, and the Clay County Board of Education. I agree that the aforementioned statements constitute the terms under which I am providing volunteer services; I hereby agree to these terms; and there are no understandings to the contrary.

Signature _____ Date _____

(Falsification of this application will result in the termination of your status as a volunteer)

NOTICE: The Clay County School Board is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin, or disability. Employment of personnel in Clay County is in compliance with Federal and State Laws regarding non-discrimination and preference.

Volunteers!

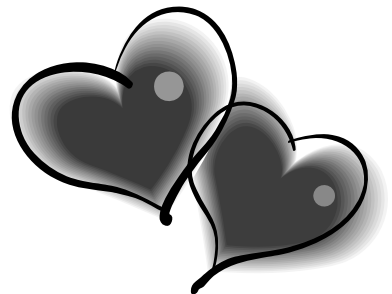
(Rights & Responsibilities)

Volunteers:

- MUST fill out a county volunteer application form yearly!
- MUST sign in and out in the school's front office.
- ARE subject to background checks at the request of the Principal.
- ALWAYS work under the supervision of a teacher or administrator.
- ARE NOT to be left alone with a child or with a class except in circumstances approved by the Principal.
- ARE NOT to discipline students but should refer the matter to the supervising teacher.
- SHOULD NOT have access to the files or permanent records of students.
- SHALL maintain strict confidentiality with all school or classroom information to which they may overhear or have access to.
- MAY NOT give medication to students.
- MAY NOT bring pre-school children, not registered at the school where they volunteer, unless permission is given by the Principal.
- MUST serve as positive role models.
- SHOULD comply with the school's dress code for teachers.
- WILL work within the guidelines established by the Superintendent and School Board.
- MUST have a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.

Volunteers May NOT:

- Establish educational objectives.
- Evaluate student progress.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Make decisions regarding the appropriateness of certain teaching materials.
- Have access to permanent student records and/or student grades.
- Conduct duties or tasks that belong to teachers, such as grading papers.



Policies and Procedures

POLICIES AND PROCEDURES FOR THE VOLUNTEER PROGRAM

Volunteers are a valuable asset to our schools. Volunteers might be parents, grandparents, students, retired educators, business partners, or other community members. Volunteers provide supportive and reinforcing services to students and school staff. They can share their expertise with students, provide an extra set of eyes and hands for teachers, assist students with academics, chaperone field trips, answer phones, and convey to students that everybody cares about their education. Volunteers then become representatives of the school. The following guidelines have been established by the Superintendent and should be shared with volunteers and staff working with volunteers.

- School volunteers work only at the request/discretion of the Principal or the Volunteer Coordinator. The school retains the right to accept or reject the services of a volunteer.
- Volunteers may be required by the Principal to complete the volunteer application form. Application forms should be maintained in the school where the volunteer serves. A sample form is included on the following pages.
- Volunteers should attend volunteer orientation with the school volunteer coordinator or the teacher.
- Mentors and volunteer tutors who work one-on-one with students are subject to background checks with the local law enforcement agency at the request of the Principal. Such a request must be accompanied by a completed application form.
- School volunteers should work under the supervision of a teacher or administrator.
- Volunteers are not to be left alone in charge of a class except in circumstances approved by the Principal.
- Volunteers are not to discipline students but should refer the matter to the supervising teacher or coordinator.
- The school volunteer coordinator should maintain records of volunteer service hours, duties, and training for the annual report to the Florida DOE.
- Volunteers will not have access to the files or permanent records of students.
- Volunteers are required to report to the appropriate administrator if they have reason to believe a student is being abused or is a threat to himself/herself or to others.
- Volunteers may not give medication to students.
- If volunteers are injured when acting as school volunteers, they must notify the Principal.
- Volunteers working under the supervision of a Clay County School Board employee are covered in terms of liability for their actions if performed in reasonable good faith and judgment.
- Volunteers may not bring preschoolers or children not registered at the school where they volunteer unless permission to do so has been granted by the Principal.
- Individuals who are required by a court to perform community service may not volunteer to work one-on-one with a student.
- Volunteers must always serve as positive role models.
- Volunteers' attire should comply with the school's dress code for teachers.

Reference: S.B.R. 6A-1.070; F.S. 228.093; F.S. 232.50; F.S. 232.46;

(2.33) VOLUNTEERS

1. may include, but not be limited to, parents, seniors citizens, students, grandparents, and others who assist the teacher or other members of the school staff.
2. Volunteers will work within the guidelines established by the Superintendent and the school administration and will work under the supervision of teachers and school staff members.

As provided by Florida State School Board Rules, the Principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and district rules

policies relevant to volunteer responsibilities.

The Principal of the School shall ensure that:

- When a volunteer is assigned duties requiring knowledge of rules, regulations or policies of a special nature, the staff member to whom the volunteer is assigned will ascertain that the volunteer possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
- When a volunteer is expected to assume responsibility for assisting a teacher in promoting student learning, the volunteer possesses a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.
- When a volunteer is assigned duties requiring knowledge of instructional practices and policies of a specialized nature, the instructional staff member whom he or she is assisting ascertains in advance that the volunteer possesses the necessary knowledge.
- Volunteers will complete a period of supervised practice each time a new assignment is introduced.
- Accurate records of service, duties, and training are maintained.
- The volunteer clearly understands the type of performance or behavior which the pupils are expected to demonstrate during the time the volunteer is working with them.
- Volunteers understand that they may not:
 1. Establish educational objectives
 2. Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives
 3. Make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives
 4. Make judgments regarding the attainment of instructional objectives unless these judgments are based upon clear and objective criteria
 5. Have access to permanent student records and/or student grades
 6. Give medication to students
 7. Discipline students
 8. Bring preschoolers or children not registered at the school where they volunteer except with the express permission of the Principal of the school where they volunteer





Charlie Van Zant, Jr.
Superintendent of Schools

SCHOOL BOARD MEMBERS

Janice Kerekes, District 1
Carol Studdard, District 2
Tina Bullock, District 3
Johnna McKinnon, District 4
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