

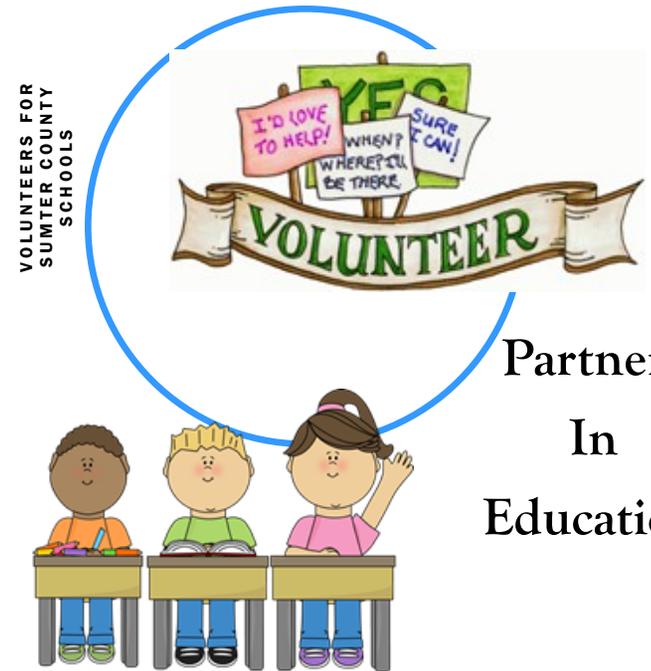
### Schools

- Bushnell Elementary School
- Lake Panasoffkee Elementary School
- Webster Elementary School
- Wildwood Elementary School
- South Sumter Middle School
- South Sumter High School
- Wildwood Middle High School
- Adult Education Center
- Sumter P.R.E.P Academy



**VOLUNTEERS FOR SUMTER  
COUNTY SCHOOLS**

Sumter County Schools  
 2680 West County Road 476  
 Bushnell, FL 33513  
 Phone: 352-793-2315  
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Partners  
 In  
 Education

Sumter County Schools  
*Preparing The Next Generation Today*

Richard A. Shirley  
 Superintendent

School Board Members  
 Sally Moss

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Jennifer Boyett

Kathie L. Joiner

## Policies & Guidelines For Volunteers



### **Volunteers will:**

- Be in good physical and mental health.
- Be Board approved.
- Sign in and out at each location through the front office station with a valid I.D. to record visits and hours worked.
- Wear valid I.D. badge at all times while visiting and change your badge if you visit multiple campuses in a day.
- Review the volunteer handbook and guidelines with the volunteer coordinator.
- Call the school if you cannot be present on your regular volunteer day.
- Dress appropriately for assigned activities.
- Follow regulations and procedures of school and School Board policies.
- Be under the supervision of a staff member and know that the teacher is the authority.
- Discuss school problems with staff members at appropriate times.
- Observe discretion in commenting on school matters.
- Be discreet and trustworthy with confidential matters relating to students.
- Participate in drills if on campus during a drill.



## *Bullying*

*Remember, EVERYONE has the right to be respected and has the responsibility to respect others. Consequences for a visitor or volunteer found to have committed an act of bullying will be determined by the School Administrator after consideration of the nature and circumstances of the act.*

*There are also severe consequences listed in the policy for anyone who wrongly and intentionally accuses another of bullying.*

*The Sumter County School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in Board Rule (5.321), is prohibited.*



## Questions and Answers Continued

### 5. May I choose the teacher with whom I wish to work?

*Volunteers are only placed in classrooms where teachers have specifically requested their assistance. The School Volunteer Coordinator and the Principal at the individual school make the decisions about placement of volunteers.*

### 6. What if I am not happy with the job assigned to me?

*Feel free to say so. Communicate with the School Volunteer Coordinator. Every effort is made to place volunteers in a situation which matches the needs of both the volunteer and the job. Teachers also have the opportunity to ask for a different assignment for a volunteer.*

### 7. What do I do about discipline?

*Disciplinary action is the responsibility of teachers. Volunteers should never be put in a position of having to enforce discipline. If you are having a problem, immediately inform the teacher.*

### 8. What should I do if I am unable to be at the school at my assigned time?

*As soon as you are aware that you will be unable to be at the school at your assigned time, call school personnel to let them know. The teacher has planned his/her schedule according to the time that you have agreed to help. If possible, please keep your assigned schedule.*

### 9. Why is it important for me to sign-in and out each time I volunteer at a school?

*There are many reasons this requirement is necessary, such as maintaining school security and verification of volunteer service which can be used as work experience for future employment. The school may also be eligible for the Golden School Award presented each year by the Florida Department of Education for outstanding volunteer programs. This award is based upon the number of volunteer hours recorded at each school.*

## Volunteer Guidelines

- Be willing to help, ask for directions, follow instructions, take training, try a variety of approaches and techniques with students.
- Be sensitive to teacher's time needs.
- Be sensitive to children's needs.
- It is recommended that school volunteers do not assist in their own child's classroom unless requested by that teacher.
- School volunteers work only with teachers who request assistance.
- Receive orientation to the school and assigned duties.
- Volunteers may want to observe the first time they volunteer.
- Be pleasant, friendly, and have a warm positive attitude.



## Volunteers DO NOT

- Establish instructional objectives.
- Discipline students.
- Administer corporal punishment or determine punishment.
- Assume responsibility for an entire class where no supervising staff member is present.
- Prescribe activities for students.
- Evaluate student progress.
- Diagnose student weaknesses and strengths.
- Contact parents regarding performance or behavior of students.
- Bring children with them while volunteering.



## Questions and Answers

### 1. How do I become a volunteer?

*Any person interested in volunteering may do so by completing the volunteer application online at [sumter.k12.fl.us](http://sumter.k12.fl.us).*

### 2. What are the qualifications to become a school volunteer?

*The qualifications needed to be a school volunteer are a personal desire to help, a sincere interest in students, an ability to follow school procedures and policies, and a willingness to make a definite time commitment. Any training that is needed will be provided by the teacher or the School Volunteer Coordinator. A teaching background is not required as volunteers work under the direction of a school's professional staff.*

### 3. May I bring my pre-school child with me?

*No, bringing pre-school 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. You can, however, still help the school by making arrangements to do work at home.*

### 4. When friends and neighbors ask me about school, what may I tell them?

*Volunteers can be a big help in representing the school to the community. We want you to talk about your school and your involvement. You may have access to "privileged information" which, naturally, should be treated as such. "Privileged information" is defined as personal records, grades, test scores, behavior and attitude of students. This is important school business and should never be discussed outside of the school. Criticizing school personnel and practices is not acceptable. Your job in school is as a professional working with other professionals.*