



Sumter County Schools
Preparing the Next Generation Today

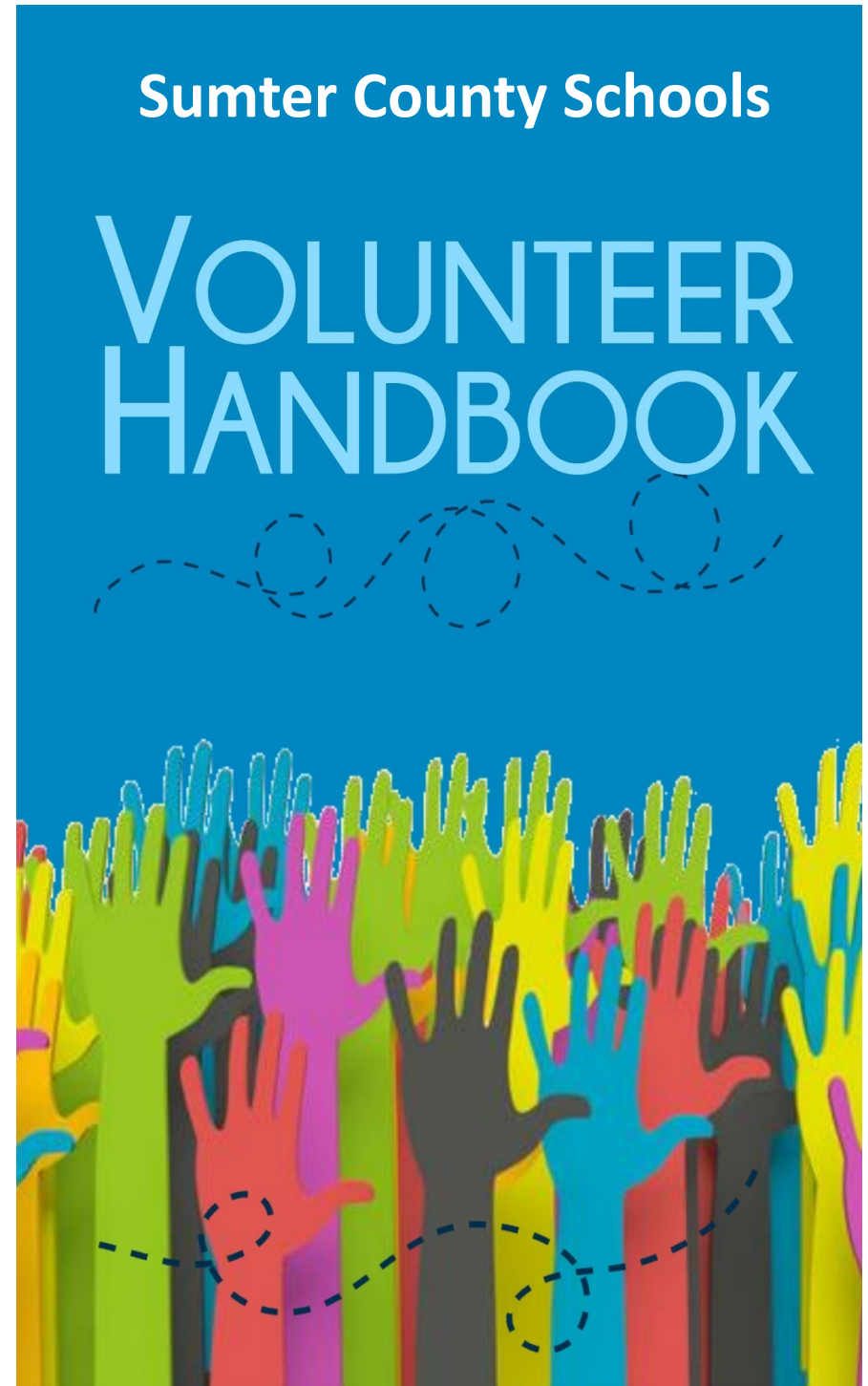


Superintendent
 Richard A. Shirley

School Board Members

Sally Moss
 Brett Sherman
 David A. Williams
 Russell Hogan
 Kathie L. Richard

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



Policies & Guidelines

Volunteers will:

- ◆ be in good physical and mental health.
- ◆ be SCSB approved before beginning to volunteer.
- ◆ bring your photo I.D. to sign in and out at each location to record hours worked.
- ◆ call or email 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 teacher/staff member and understand the staff/teacher is the authority.
- ◆ discuss school problems with teacher/staff members at appropriate times.
- ◆ observe discretion in commenting on school matters.
- ◆ be discreet and trustworthy with confidential matters related to students.
- ◆ Report any concerning behaviors or other safety concerns to school staff immediately.



Bullying & Harassment

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.

Please report any concerns about bullying to school administration immediately.

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 & Answers

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

Feel free to say so. Communicate with the school's 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.

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, inform the teacher.

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.

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..

Will I be required to complete a health screening?

Yes. All volunteers will need to complete a health survey upon entry to our campuses each time they visit, in accordance with CDC and Florida health guidelines.

Can retired Sumter County School Board employees volunteer?

Yes, but the retiree may not volunteer more than 20% of the number of hours worked per week before his or her date of retirement.

Policies & Guidelines

Volunteers will:

- ◆ receive an orientation to the school and assigned duties.
- ◆ observe the first time they volunteer.
- ◆ be pleasant, friendly, and have a warm positive attitude.
- ◆ be willing to help, ask for directions, follow instructions, take training, try a variety of approaches and techniques with students.
- ◆ be sensitive to the teacher's time needs.
- ◆ be sensitive to the children's needs.
- ◆ not assist in their own child's classroom unless requested by the teacher.
- ◆ work only with teachers who request assistance.



Policies & Guidelines

Volunteers will not:

- ◆ establish instructional objectives.
- ◆ discipline students.
- ◆ administer corporal punishment or determine punishment.
- ◆ assume responsibility for any student or 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.
- ◆ report if they are sick.
- ◆ be compensated for their time or receive benefits such as health insurance or life insurance.



Questions & Answers

How do I become a volunteer?

Any person interested in volunteering may do so by contacting the school volunteer coordinator at the desired school or by completing the volunteer application online at sumter.k12.fl.us.

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's volunteer coordinator. A teaching background is not required as volunteers work under the direction of a school's professional staff.

May I bring my other child(ren) with me?

No, only students of the school may be on campus during school hours. Bringing 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.

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.

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's volunteer coordinator and principal make the decisions about placement of volunteers.