

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.
- (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 judgements regarding the attainment of instructional objectives unless such judgements 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; or

(g) Perform therapies with students.

(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 Statute 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 09/01/13