



VOLUNTEER TRAINING

This training has been created by
Hillsborough County Public Schools
Division of Diversity, Equity and Inclusion

FACE
Volunteer Services Department
“Visitor and Volunteer Management”

*The time you give volunteering will have a direct impact
on the life of a child.*



Definition of School Volunteer?



A school volunteer or community organization is any non-paid individual who gives time to a school or school staff member while performing assigned duties (School Board Policy 2430.02)

Objectives

“One of life’s greatest gifts is the opportunity to give”

The HCPS volunteer program involves parents and the community in the education of our children

- ❖ Volunteers provide support for teachers and staff
- ❖ Volunteers help students enjoy learning
- ❖ Volunteers increase self-esteem of students by enabling them to become successful learners

Benefits

Everyone Benefits from a Volunteer

Children

positive academic experience

Parents

Part of family
school is important

Teachers

Classroom assistance

School/Community

Sense of accomplishment and pride

How you can help!



“We can’t take credit for our talents, it’s how we use them that counts”

- Tell stories to children
- Listen to children read
- Help with projects
- Provide individual help
- Set up learning centers
- Reproduce materials
- Assist in the Media center
- Prepare visual materials
- Help with arts & crafts
- Tutor
- Prepare bulletin boards
- Help with special events
- Serve as a mentor
- Discuss careers or hobbies
- Work with small groups
- Sponsor a club or organization
- Be a School Improvement Team Member
- Get involved with PTA/PTSA



Volunteer Process

HCPS requires ALL Volunteers and Community Partners to complete the HCPS Volunteer Application or have a current active application on file prior any volunteer engagement.

- ❖ Complete/Renew an online HCPS Volunteer Application based on expiration date. Volunteers are notified 30/15/5 days prior to expiration.
- ❖ Review and become familiar with all policies, procedures, and protocols included within the Volunteer Application process
- ❖ Complete any additional assurances and/or on-site documents that may be required
- ❖ Attend a volunteer orientation/training
- ❖ The application should be submitted at least two-four weeks prior to any volunteer activity (allow longer for Level 2 Fingerprinting and high volume times)

Contact school for status and volunteer opportunities



Volunteer Levels

VOLUNTEERS FALL INTO ONE OF TWO LEVELS. FOR BOTH LEVELS A HCPS VOLUNTEER APPLICATION IS REQUIRED:

- **Level 1** - ALL volunteers and community partners
 - District employee supervision (sight or hearing)
 - Group exposure, general, office workers, teacher assistants, community speakers, one-on-one supervised interaction with students, tutors/on-site mentors, daytime field trip chaperones

- **Level 2** (Fingerprinting) – All volunteers and community partners that have one-on-one unsupervised interaction with students
 - Overnight Chaperones
 - Limited supervision including some tutoring/mentoring programs
 - Required by school/district/agency (example: Music/Band Instructors)

Exception

Great American Teach-In and African American Teach-In



Accessing the Online Volunteer Application

ONLINE APPLICATION



There are two ways to access the online application:

1. From the District website, click on “**Departments**”. Then, click on “Volunteer Services”. Click on the Y.E.S. Icon



2. From a School website, click on the “**Volunteer Services**” box. Then, click on “Volunteer Services”. Click on the Y.E.S. Icon



[Hillsboroughschools.org](https://www.hillsboroughschools.org)



Screening/Eligibility Summary

- Hillsborough County Public Schools determines eligibility for all volunteers and community partners based on the *Hillsborough County Public Schools Hiring Guidelines*.
- Volunteers' status is determined **Active (Eligible), Eligible with Limitations, and Not Eligible**.
- Volunteers with Sexual Offender/Sexual Predator background are considered FAILED and are NOT ELIGIBLE to volunteer.

School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group. In all cases, it is understood that the school has the right to deny a volunteer at their school.



Expectations

- ❖ Part of Professional staff
- ❖ Serve as a positive role model for students
- ❖ Establish and maintain regular communication with school staff
- ❖ Encourage students by helping build self-confidence, self esteem, cultural pride, and focusing on the student's talents, assets and strengths
- ❖ Become familiar with Calendar/Daily Schedule
- ❖ Remember to log volunteer hours
- ❖ Learn Who's Who on Campus



Policies and Procedures

School volunteers must abide by the [School Board Policies](#), District Volunteer Guidelines, Policies and Procedures, and School Protocols while on duty as a volunteer

Hillsborough County Public Schools does not allow court-ordered community service hours to be served as volunteer time. Individuals who are required to complete court-ordered community service are directed to contact other non-school agencies.

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.



Policies and Procedures

- ❖ Remain in verbal/visual distance of staff or administration. Volunteers should never be left alone with students.
- ❖ Volunteers should not bring preschoolers or children not registered in school when volunteering at the school. An option may be to seek out opportunities to volunteer from home if the volunteer is unable to find alternative childcare for their own children not enrolled in our schools.
- ❖ School volunteers should dress neatly and professionally. Clothing and shoes should be comfortable and safe. As with student dress code, garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. School Administrators have the authority to enforce the dress code as needed.



Policies and Procedures

School volunteers should be reminded that all conversations with students should remain neutral and secular in language.

Volunteers should not initiate or encourage prayer with students, families and/or staff, preach about faith, or prohibit a student from speaking about religion while participating in volunteer activity.

School volunteers should use neutral and secular language when endorsing/promoting an event or program.



Policies and Procedures

Reporting Suspected Child Abuse

Florida Statute 39.201

School volunteers are included as mandatory reporters and must abide by [School Board Policy 8462](#)

Any person who has reason to suspect that a child has been subjected to abuse has a legal obligation to report it by calling,
1-800-96-ABUSE

Please note: When a student mentions abuse, bullying, suicide or any other very serious situation you are required to immediately report this to administration or other school official.



Policies and Procedures

VOLUNTEERS AND CONFIDENTIALITY

Volunteers may be exposed to confidential information pertaining to the school and/or students. Volunteers are required to keep the information in strict confidence.

- ❖ The confidentiality policy applies to **all** volunteers and community partners at Hillsborough County Public Schools
- ❖ Volunteers **must** maintain confidentiality at all times
- ❖ Collection of student information is prohibited (School Board Policy 8330). The confidentiality of student data/information is protected under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and §1002.221, Florida Statutes (F.S.). Adhere to FERPA and School Records Policy (8330), which prohibits the collection of student information. Interest surveys, sweepstakes, scholarship drawings/raffles, or other assessments which involve students and include collection of student information are prohibited



Policies and Procedures

CONFIDENTIALITY

- State and Federal law requires that student education records be maintained as confidential (Per Policy 8330).

The Policy

- Keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.



Important to Know

“Hands off” Policy

Maintain “hands-off” non-discipline or assistance with disciplinary actions policy per Florida Statute (F.S.) 1003.32.
Allow school personnel to handle any and all student discrepancies.



Policies and Procedures

Become familiar with the policies and procedures specific to each site. School procedures may vary, however, those listed below are common to all:

- ✓ **Park** in the designated “visitors” parking, enter through the main office and sign in.
- ✓ Secure and wear a **name badge** at all times while on campus.
- ✓ Locate the **adult bathrooms**. Adults should not use bathrooms designated for children/students.
- ✓ Familiarize yourself with **emergency exits** as well as **emergency procedures**.
- ✓ **Smoking** is prohibited.
- ✓ Check on a regular basis with school regarding **upcoming school events** to see if activities have been scheduled that will conflict with your volunteer time.
- ✓ **Contact** the school if you are not able to make your commitment.



The 3 R's of Volunteering

- ❖ **Reliable**
call if you will be late or absent

- ❖ **Respect**
school
classroom
student's rights

- ❖ **Realize**
importance of your role
you are a role model
impact you will have



Additional Tips

Be...

Dependable

A Good Partner

Professional

Friendly


Honest

Positive


Patient, Respectful, Considerate




Volunteer Services Contact Card


Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

VOLUNTEER SERVICES
SERVICIOS DE VOLUNTARIADO

Y.E.S.

Say YES to Volunteering



<https://www.hillsboroughschools.org/volunteer>

Y.E.S.

Say YES to Volunteering


Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

HCPS
VOLUNTEER
APPLICATION



ENGLISH

SOLICITUD PARA
VOLUNTARIOS DE
HCPS



ESPAÑOL



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life



Elisa Walker, AP
Wendy Taylor, DP
June Hall, Secretary

Volunteer Services Department
813.272.2446
volunteer.services@hcps.net

THANK YOU!