

## GENERAL VOLUNTEER PROCEDURES

1. Anyone interested in volunteering with Franklin county Schools is required to submit a completed Volunteer Application to the Human Resources Office.
2. You will be contacted to schedule an appointment for an interview
3. If a placement occurs Human Resources will contact the applicant to provide a badge and School Check-In system log-in
4. Short term volunteers will need to present a driver license at school sign-in. Long term volunteers will be fingerprinted at the district's expense to maximize the safety of our students and to meet Florida legal requirements. Fingerprints need to be updated every five years.
5. Volunteers must report to the front office of the school where they are assigned to volunteer, sign in and wear an identification badge whenever they are serving as a school volunteer or accompanying students on a school activity.
6. Volunteers must be assigned to an employee/supervisor at all times.
7. Volunteers must meet with guidance before changing their designated assignment/area.
8. If a volunteer is going to be absent for a scheduled activity or an agreed upon time, the volunteer should call the school and ask that the teacher and/or student be informed of his or her absence.
9. The teacher is in charge of the classroom at all times, and the teacher will provide any discipline that is required.
10. Volunteers are expected to maintain strict confidentiality with information to which they have access while performing their duties. Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to the teacher.
11. If a volunteer has a question about a policy or a procedure, he/she should follow the proper channels within the school, and ask the appropriate person: the teacher, the principal or assistant principal. It is best to begin with the assigned teacher.
12. Volunteers are not to bring other children (not enrolled at the school) to school when they volunteer.
13. Volunteers may not ride regularly scheduled buses to reach their assigned school.
14. Volunteers shall not administer medication to students.
15. Volunteers should not come to school if they are ill. This includes a cold, sore throat, or cough.
16. Volunteers are considered non-paid employees and should be well-groomed and dress professionally.
17. Praise and encouragement are the approved methods to demonstrate care and respect for students.

**\*Visitors must always work under the supervision of a district employee and are never to be left alone with a child.**

\*A visitor may assist in the areas of clerical, media, or individual classroom activities with their child(ren) by being cleared through the raptor system, signing in and wearing a Visitor badge.