



# VOLUNTEER HANDBOOK

OSCEOLA MAGNET SCHOOL



*Thank you for sharing your time with us!*

**Osceola Magnet School  
1110 18<sup>th</sup> SW Street  
Vero Beach, Florida 32962  
772-564-5822**



Principal: Scott Simpson  
Assistant Principal: Janice McCord  
Administrative Assistant: Sandy Waltrip  
School Secretary: Carmen Mosher

Bell Schedule

1<sup>st</sup> Bell/Start – 8:45 am  
Tardy – 8:50 am  
Dismissal Bell – 3:20 pm

## *Welcome Volunteers*

Thank you for volunteering your time to assist our students and staff. You are a vital member of the Osceola Magnet School family. I hope this handbook will help you with some important information about becoming a volunteer.

Throughout the years, school volunteers have been enriching and shaping our future by sharing their time and special talents with our children. Volunteering can take many forms. You can help us by tutoring, assisting in classrooms or the media center, supporting fund raisers, being a business partner, assisting with special projects or field trips, or just mentoring a child. Find what works for you and we will help make your experience a success.

Thank you for making a positive difference in the life of a child. If you have any additional questions or concerns, please contact me at 772-564-5824.

Sincerely,

Janice McCord, Assistant Principal  
Volunteer Coordinator

## ABOUT THE VOLUNTEER PROGRAM

As a volunteer, you are assisting the staff in their daily effort to provide the best possible educational experiences for each child in the school. It is the intent of our district to use volunteers to enhance our educational programs. As a volunteer, you are a valuable special resource for classroom support and enrichment.

It also provides many wonderful experiences for your child. We invite you to be an active participant in this process by becoming a parent volunteer. If you work during the school day, there are still many ways that you can help. You could volunteer for evening activities such as Science Night or participate on a committee, chaperone, etc. Also, you could invite a grandparent or other relative to become involved. Volunteering is a rewarding experience and you can **really** make a difference!



## VOLUNTEERING OPPORTUNITIES

- Wednesday Folders
- Guest Reader
- Classroom Assistant
- Library Assistant
- Tutor
- Mentor
- Assist in creating a float for a parade
- Read to/with a child
- Help with the Uniform Closet
- Prepare props for programs
- Help with bulletin boards
- Assist students with Accelerated Reader
- Chaperone
- Book Fair volunteer
- Help with school beautification and more.....

## REWARDS OF VOLUNTEERING

**"Sometimes the most important gift is your time."**

Volunteering is *more than* an opportunity to help others.

It is:

- Meeting new people.
- Giving of time and talent.
- Personal growth and satisfaction.
- Being active and useful.
- Enjoyment and a sense of accomplishment.
- An opportunity to learn valuable skills that you might use in future endeavors.
- The knowledge that the work you are doing directly affects the quality of education for our students.
- A better understanding of how students learn.





# Important Information

- ✓ **Make sure you have reviewed the Volunteer guidelines in this handbook.**
- ✓ **Each time you volunteer, you must check in using the Raptor system in the front office.**
- ✓ **Complete the volunteer card, recording hours and work – place back in box on front counter for approval.**
- ✓ **Dress appropriately for the school environment.**
- ✓ **State law prohibits smoking or using tobacco products on public school property.**
- ✓ **Avoid being alone with individual students, especially behind closed doors or out of the teacher's eyesight.**
- ✓ **Do not write personal notes to students or friend them on social networks.**



## VOLUNTEER CODE OF ETHICS

In order to promote volunteering in our schools, it is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers pay special attention to the following items:

1. **ATTITUDE:** Please come to school with a good attitude, one that will say to the principal, asst. principal and teachers, "I'm glad you asked me to help you"; and, one that will say to the boys and girls with whom you are working, "You are so special. I'm glad that I have an opportunity to work with you."
2. **DEPENDABILITY:** Make a professional commitment – please be dependable. The teacher is planning activities for you and the students. Keeping your part of the bargain is very important. Please notify your school office if you can't come.
3. **COMMUNICATION:** We want your volunteer work to be a rewarding activity for you; therefore, if you have questions as to policy and procedures, please ask the appropriate person – the teacher, the principal, or the asst. principal.
4. **CONFIDENTIALITY:** You may have access to grades and records. You may know the children who are succeeding, and you may know the children who are struggling; therefore, please remember that any information pertaining to a child must be left in the classroom. As school volunteers, you do not want to be responsible for sharing any information that might be detrimental to a child.
5. **SUPPORT:** As a school volunteer, you are always in a support position. Your support for both the classroom teacher and the principal of the building is invaluable, as they are responsible for the education of the students at school. As a school volunteer adhering to a professional code of ethics, you are a vital part of the school team whose goal is to provide the best opportunities for all children to learn!

## VOLUNTEER CONDUCT



1. Volunteers shall comply with the standards of conduct set out in District policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District volunteers.
2. Volunteers shall be courteous to one another and the public, working together in cooperative spirit to serve the best interests of the District.
3. Volunteers wishing to express criticism or concerns shall do so through the building administrator.
4. Volunteers are expected to respond to instructions from teachers and administrators in a positive manner.
5. Threats, abusive language, and shouting will not be tolerated and will result in verbal reprimand action up to and including termination of the opportunity to volunteer on campus.
6. Volunteers shall limit conversations with students that are required to perform their assignments. Volunteers cannot be a distraction to students.
7. Volunteers shall not give gifts or money to students for any reason.
8. No volunteer shall ever attempt to lift an injured student.
9. No volunteer shall attempt to discipline or punish a student. The need for discipline shall be reported to the teacher or principal for action.



## VOLUNTEER RESPONSIBILITIES



### Volunteers should

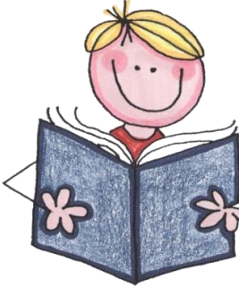
- Be patient, courteous, and supportive
- Have a positive attitude and a sense of humor
- Be sensitive to children's needs
- Be careful to ensure that any matter relating to students is held in strict confidence
- Discuss school issues with school personnel at appropriate times
- Be sensitive to classroom teacher's schedule.
- Dress appropriately
- Attend volunteer orientation and training sessions
- Be fair. Avoid comparisons between students and schools.
- Be flexible in adapting to special situations
- Keep in contact with staff members you are assisting
- Work only in a classroom with teachers that request assistance
- Be sure to get to know the student's name and pronounce it correctly
- Know and observe all policies and procedures in the school including fire drills, discipline procedures, etc...

### Volunteers should NOT

- Assume supervision of a class without a certified teacher present
- Be responsible for the discipline of students
- Diagnose student strengths and weaknesses
- Bring other children with them when volunteering
- Volunteer in their child's class unless requested by the teacher
- Prescribe activities for students
- Contact parents regarding the performance of their child

*\*\*The Indian River School District and Osceola Magnet School do not encourage parents or grandparents to work directly with their own child on academics at school. Approval from administration is required to work with their own child. Parents should also not to assist with class assignments or tutor their own child during the school day. Parents may volunteer, though, in the classroom to help with special projects or class parties, when appropriate.\*\**

## TIPS FOR READING WITH YOUNG CHILDREN



- Rereading familiar books helps develop fluency and confidence.
- It is OK for young children to point to words or use a marker as they read.
- Always be encouraging and supportive

***If a child gets stuck on a word, here are some strategies to help them figure it out.***

- Look at the picture for help if there is one.
- Think about the story. What would make sense?
- Look at the beginning of the word. “What sound does that letter make?”
- Get your mouth ready to say the sound.
- Does the word look like another word you know?
- Look for parts of the word you know.
- Skip the word and read to the end of the sentence then go back and try it again.
- Does the word you said make sense in the sentence?
- Does it sound right?
- Go back and read it again.

