

Seminole County Public Schools

Dividends Volunteer Guidelines

Volunteers must register as an approved volunteer at

<https://dvd.scps.k12.fl.us/>

VOLUNTEERS must maintain strict confidentiality concerning information they see and hear concerning students and school staff.

VOLUNTEERS DO NOT discipline students. Report discipline concerns to an SCPS employee.

VOLUNTEERS must always be supervised when working with students.

VOLUNTEERS may not supervise a classroom or give permission for a student to leave a classroom.

VOLUNTEERS agree to abide by SCPS School Board policies and procedures.

VOLUNTEERS agree to report Child Abuse or Suspected Abuse to a site administrator and the Department of Children and Families at 1-800-96ABUSE (1-800-962-2873)

VOLUNTEERS may not give any medication to students.

VOLUNTEERS do not diagnose student weakness and strengths, prescribe activities for students, or evaluate students' progress.

VOLUNTEERS' discussions with staff should not interrupt class time.

VOLUNTEERS are not to bring their own preschool children into the classroom during the school day.

VOLUNTEERS should contact only school staff members with any concerns regarding students.

VOLUNTEERS are assigned to staff members who have requested volunteers.

VOLUNTEERS should set a good example for students by their manner, appearance, behavior, and should be well-groomed and appropriately dressed.

VOLUNTEERS may not hold informal parent/teacher conferences or leisure conversations with staff members or volunteers during volunteer time.

VOLUNTEERS may not conduct personal business at school.

VOLUNTEERS should never touch students in any way that is aggressive, disciplinary or inappropriate in nature.

VOLUNTEERS should not provide gifts of value to students.

VOLUNTEERS should not participate in social media activities during classroom volunteer time.

All Volunteers must SIGN IN and SIGN OUT on the Dividends Computer before proceeding to their volunteer site during and after school hours.

All Volunteers, Visitor's and Vendors MUST WEAR AN IDENTIFYING NAMETAG.

SCPS student volunteer may volunteers on SCPS campus before and after their own school hours per school administrations approval.