

Who we are

The Mighty Dolphins

Contact Us

If you are interested in volunteering, please contact the school.

6736 Beach BLVD.
Jacksonville, FL 32216

Phone: 904-720-1640

Web: <https://dcps.duvalschools.org/Page/72>

Hogan-Spring Glen Elementary School Volunteer Handbook

Guidelines, Resources & Opportunities for Volunteers



*Where Students Are Unlocking Their Potential
and Unleashing Their Power*



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6736 Beach BLVD.
Jacksonville, FL 32216

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What a Volunteer can expect from teachers and school staff...

The school staff will:

- Provide specific instructions to the volunteer.
- Provide space for the volunteer to work.
- Provide necessary materials and equipment.
- Communicate with the volunteer as needed.
- Provide advance notice when special events interfere with volunteer time.
- Treat you as a co-worker, not just as free help or as a once-in-a-while convenience.
- Recognize and express our appreciation for your support.

What a Teacher can expect from Volunteers...

Confidentiality: When volunteering, please remember that the behaviors and abilities of students, teachers, and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.

Hogan-Spring Glen Elementary Volunteer Handbook

We are excited to have you as a volunteer! The administration and staff of Hogan-Spring Glen Elementary School are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. You will add greatly to the educational experience of our students.

Volunteers work in every aspect of school operation, from classroom helpers, field-trip chaperones, classroom tutors, lunchroom helpers, to organizing and manning school events.

Important Volunteer Guidelines...

When Working With Students

- Volunteers MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear about students and staff (records, grades, and abilities)
- Volunteers DO NOT DISCIPLINE students. Provide “instruction” to students. Report discipline problems to the teacher.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teacher’s responsibilities.
- Volunteers do not evaluate student progress.
- Volunteers’ discussions with teachers should not interrupt class time. *Please turn cell phones off.*

- Volunteers are not to bring preschool children into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.
- Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers may not give any medication to students.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers may not conduct personal business at school.
- Volunteers may not hold informal parent/teacher conferences during volunteer time.
- Volunteer may not take photographs of students, unless permitted by a school administrator. Never post any student photographs or student information on social networks.
- All volunteers **MUST BE APPROVED** via DCPS Volunteer Management system, **SIGN IN/OUT** and **WEAR IDENTIFYING NAMETAG** while on school campus.



Some of the Ways You Can Help...

- Chaperone field trips, dances, etc.
- Help children by reviewing skills, concepts taught (vocabulary/math flash card drills, reviewing math facts, letter formation/handwriting skills, colors, letter sounds).
- Assist teachers in preparation of bulletin boards and/or duplicating instructional materials for classroom use.
- Talk about your occupation, share cultural and ethnic background and experiences.
- Help with clerical needs in the school office.
- Assemble materials for distribution.
- Assist in the lunchroom and/or on the playground.
- Read to students
- Homeroom parents – Assist your child’s teacher with needs in the classroom throughout the school year (organize field trips, classroom parties, etc.).
- Supervise learning centers, games, and other areas where an extra pair of hands are needed
- Vision and Dental Screening
- Picture Day
- School Book Fair
- Cafeteria – Assist in serving lunch to students and in keeping the cafeteria tidy.
- Planning and organizing school events (See Principal)
- Becoming an active member of SAC (School Advisory Council) or PTA (Parent Teacher Association).