Tips for Working with Students and Teachers

- Be honest in your approach and attitude. Students will trust and respect you when they know you are sincere.
- Be patient when working with students, teachers, and schools.
- Understand, accept, and support all students.
- Show that you are interested in the student as a person. Listen carefully to what the student has to say.
- By your words and actions, let the student know you care.
- Be consistent. Apply the same rules every day to every student.
- Be considerate. Treat individuals with respect and courtesy, and expect the same in return.
- A student's name is very important. Do your best to remember each student's name, and use it!
- If you must be absent, call the school as soon as possible. Teachers and students count on your support. They will be reassured that you cared enough to call.
- Build the students' self esteem. Praise your students honestly and frequently. Attentiveness and effort can be just as important as performance.
- Keep the progress of each student a confidential matter between you and the student's teacher.

Volunteer Support

Each volunteer plays an important role in the education process. It is the goal of Duval County Public Schools to ensure that each of our volunteers has a positive experience while in our schools. If you have suggestions on how the volunteer program can be improved, please contact your school's Volunteer Coordinator, Principal, or the Department of Family and Community Engagement.

Want to be a more informed volunteer? Visit www.duvalschools.org/ParentAcademy for FREE courses!

Volunteer Services

Department of Family and Community Engagement
1701 Prudential Drive
Jacksonville, FL 32207
Phone: 904.390.2960
Fax: 904.390.2421
FACE@duvalschools.org
www.duvalschools.org/FACE

Duval County Public Schools
Every School. Every Classroom.
Every Student. Every Day.
As partners, educators, and parents form a powerful team in the important process of helping children learn.

Everyone who comes into Duval County Public Schools has a valuable part to play in making this the best place it can be for learning.

Volunteers are a vital part of student success. By sharing your time and talent you can enrich the learning experience for students and provide needed support to teachers. Most importantly, you will serve as a positive adult role model for students in our schools.

Thank you for making a difference in Duval County Public Schools!

3 easy steps to become a volunteer:

1. Visit www.duvalschools.org/volunteer to find the volunteer application. Once you land on that webpage, you will see a red button like the one below. Click to complete the volunteer background screening application.

2. Contact the school where you wish to volunteer or the Department of Family and Community Engagement at 904.390.2960 to check the status of your volunteer application. Please allow 5-10 business days for processing. Reminder: The district no longer issues volunteer cards.

3. Please remember to sign in and out in the front office. Your volunteer hours help not only students and teachers, but also help schools achieve awards from the Florida Department of Education.

If you have further questions or concerns, please contact the Department of Family and Community Engagement at 904.390.2960 or FACE@duvalschools.org.

Thank you again for having a vested interest in the success and safety of our students!

Volunteer Policies

- You must complete a volunteer application at www.duvalschools.org/volunteer and be approved by the Department of Family and Community Engagement prior to volunteering.

- Your application is typically valid for two years from the date that it was processed by our background screening vendor. Note: Additional screening may be required on a case-by-case basis.

- Each time you volunteer, make sure you sign in at the front desk in the school’s volunteer book prior to proceeding to your volunteer station.

- Receive training on safety procedures and appropriate conduct from school staff including, but not limited to, fire drills, school ethics, dress code.

- Always wear the volunteer name tag or badge provided by the school.

- Exhibit professionalism and high moral standards at all times while performing your volunteer duties. Remember: You are a role model for the students.

- Share any concerns you have about your assignment with the school Volunteer Liaison or designated staff.

- While volunteers are cleared to volunteer through the Department of Family and Community Engagement, always remember that they serve at the pleasure of the school principal.