

Volunteer Screening & Student Safety

Every volunteer must complete a Volunteer Application prior to any assignment. This policy applies to “one-time” volunteer jobs (such as chaperoning a field trip) as well as those which are on-going. Signing the application authorizes Duval County Public Schools to conduct a criminal background check. Information on the application, including social security number and date of birth, in addition to any information developed during the background screening, will be kept in a secure location at the district office. It is not shared with anyone in the schools or with other district departments.

Once cleared by the Community & Family Engagement Department, you will receive a Volunteer ID Card good for up to two years. Show this card when signing in at the front office for your volunteer shift.

Volunteers may not be alone with students at any time and must be in the presence of a paid staff member. Only specially-trained and screened volunteers may serve as one-on-one mentors to students. The Jacksonville Children’s Commission provides this service free of charge. Please call (904) 630-3647 for more information.

If you wish to volunteer but have concerns about information that a background screening may produce, please don’t hesitate to call us at (904) 390-2960. In many cases, this information will not prevent you from becoming a volunteer. We will be happy to discuss your individual situation with you and answer any questions you may have.

Volunteer Support

Each volunteer plays an important part 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 Community & Family Engagement Department.



**Duval County Public Schools
Community & Family Engagement
Department**
1701 Prudential Drive, Rm. 606
Jacksonville, FL 32207
(904) 390-2960 FAX (904) 390-2659
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Welcome, Volunteer!



**Duval County Public Schools
Community & Family
Engagement Department**
(904) 390-2960

Welcome

As partners in the important process of helping children learn, educators and parents form a powerful team. 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.

By sharing your time and talent, you can enrich the learning experience for students and provide needed support to teachers. Perhaps most importantly, you will serve as a positive adult role model for students in our schools.

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



Volunteer Policies

- 1 You must complete a Volunteer Application, submit it to the Community & Family Engagement Department and be approved prior to volunteering.
- 2 Each time you volunteer, sign in and record your hours in the volunteer book located in the school's main or guidance office.
- 3 Attend orientation meetings conducted by your Volunteer Coordinator or school.
- 4 Always wear your volunteer name tag or button for identification. This is provided at the school.
- 5 Observe all school policies relating to eating facilities within the school, the teacher's lounge, fire drills, telephones, school ethics, dress code, etc. The school Volunteer Coordinator will provide this information.
- 6 Exhibit professionalism and high moral standards at all times while performing your volunteer duties. Remember: You are a role model for the students.
- 7 Share any concerns you have about your assignment with the school Volunteer Coordinator. We can't fix the problem if we don't know what it is!

Some Tips for Working with Students & 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. Give yourself time to get established and find your niche.

Avoid comparisons between students, teachers, or 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. Teachers and students count on your assistance and will miss you. 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.