



Volunteer Orientation Training

Mamie Agnes Jones Elementary School

2023–2024

Volunteers are seldom paid; not because they are worthless, but because they are PRICELESS!

OUR SINCERE THANKS



- ▶ Thank you for being part of our family
- ▶ Thank you for wanting to volunteer
- ▶ Thank you for participating in this session
- ▶ Thank you for prioritizing our students' education
- ▶ Thank you for prioritizing SAFETY

WHY THE VOLUNTEER ORIENTATION?

School Board Policy Manual 9.63 – All volunteers who have or will have any contact with students other than his or her own child(ren) must be instructed on appropriate conduct and safety procedures by school staff.



PRE-TEST

TRUE OR FALSE

- ▶ Both Visitors and Volunteers are welcome at Mamie Agnes Jones.
- ▶ Visitors and Volunteers have the same level of access to students.
- ▶ Volunteers are not required to have an orientation if they are background screened and cleared by the district.
- ▶ Volunteers are to be treated with respect.
- ▶ As role models, volunteers must use clean speech and dress modestly following the guidelines of the DCPS dress code.
- ▶ The purpose of this orientation is to weed out parents who don't belong.




VISITORS and VOLUNTEERS

- ▶ Visitors and Volunteers are both welcome 😊 ~

What is the difference
between a **VISITOR** and a
VOLUNTEER?



VISITORS

- ▶ May come to the main office, sign-in, obtain a visitor's badge, and report to a destination for a specific purpose (generally a conference or special activity).
 - ▶ May bring younger children to the school with them because they are not serving or supervising students
 - ▶ Do not need to apply for volunteer status with the district or participate in Volunteer Orientation
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VOLUNTEERS

- ▶ Must have **BOTH** levels of clearance to volunteer (district and school)
- ▶ May volunteer in the classroom at a time agreed upon with the teacher
- ▶ May chaperone field trips and help with school events
- ▶ May not bring other children with them while volunteering in classrooms, on field trips, or during school-wide activities (such as Fall Festival, Spring Carnival, or Reading Celebration).



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VOLUNTEERS

- ▶ May bring children with them when serving in other roles if cleared by the principal; however, they must assume full responsibility for their actions. Children may not disrupt the environment while parents volunteer.
- ▶ Activity sponsors have the authority to establish guidelines for volunteering, including whether volunteers may bring children with them.



VOLUNTEERS

- ▶ May have lunch with their child in the cafeteria or at the picnic tables
- ▶ May bring lunch or go through the lunch line




A NOTE ABOUT SPECIAL GUESTS

- ▶ A person who comes into the school for a one-time special event, such as guest speakers on “Career Day”, celebrity readers, or parents and family members on days such as “Grandparents’ Day” are considered school guests.
- ▶ School guests are present for that one specific event and location in the school. They will sign in at the main office and receive a visitor’s badge. For most events, special guests will be required to RSVP by a deadline so that we know to expect them and can document which students they are accompanying (if applicable).

BOTH ARE REQUIRED FOR VOLUNTEER APPROVAL

- ▶ For District Clearance – Apply online at www.duvalschools.org/volunteer
 - ▶ For School Clearance – Participate in this session and sign the Mamie Agnes Jones Volunteer Agreement.
 - ▶ Parents who are approved at both levels will receive a badge that is kept in the main office. The badge must be signed out and returned the same day.
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Expectations for the Purpose of Safety and Order

- ▶ Volunteering must be approved by the classroom teacher or activity sponsor in advance so that it can be communicated to the main office.
 - ▶ Volunteers must treat children with kindness, fairness, patience, and confidentiality.
 - ▶ Volunteers are expected to use appropriate speech (no profanity or crude language) and to follow the DCPS dress code.
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Expectations for the Purpose of Safety and Order

- ▶ Volunteers are expected to follow the direction of DCPS staff while volunteering.
- ▶ Volunteers are not permitted to bring children with them while volunteering in classrooms, on field trips, or during school-wide activities.



Do's and Don'ts for Volunteering

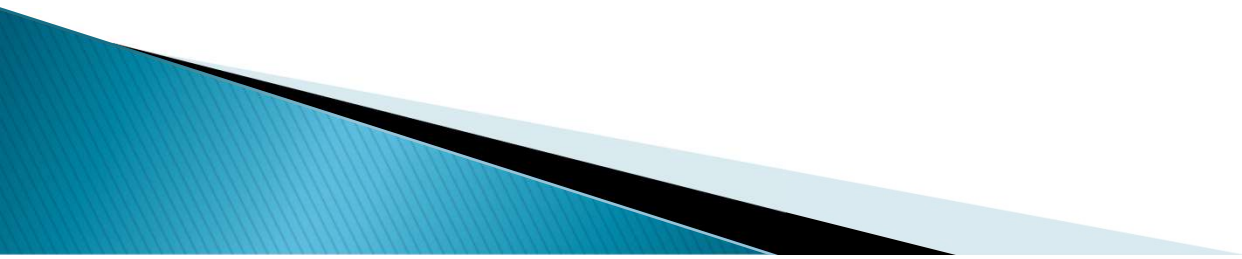
DO

- ▶ Be patient when working with students, teachers, and adults
- ▶ Treat individuals with courtesy and respect, and expect it in return
- ▶ Notify a teacher or staff member when student discipline is needed
- ▶ Discuss age-appropriate topics with students
- ▶ Dress modestly in accordance with the DCPS student dress code

DON'T

- ▶ Raise your voice at students
- ▶ Discipline students yourself
- ▶ Put your hands on students who are not your children
- ▶ Use alcohol, drugs, or tobacco products on school board property or at any school sponsored event

VOLUNTEER ACCOUNTABILITY

- ▶ The school principal has the final authority of volunteer access and assignments for his/her school.
 - ▶ Our principal expects a wholesome environment that is encouraging and respectful to students and adults.
 - ▶ If volunteers are unable to promote this type of environment, their volunteer privileges may be suspended or revoked.
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VOLUNTEER OPPORTUNITIES

Examples:

- ▶ Assisting in Classrooms
- ▶ Assisting in the Cafeteria
- ▶ Chaperoning Field Trips
- ▶ Chaperoning Dances
- ▶ Assisting at School Events
- ▶ Assisting with Clubs and Activities
- ▶ Assisting with PTO-sponsored Events
- ▶ School Beautification
- ▶ Bulletin Board maintenance
- ▶ Assisting with Rewards and Incentives
- ▶ Assisting with the PBIS Store
- ▶ Serving on School Advisory Council



POST-TEST

TRUE OR FALSE

- ▶ Both Visitors and Volunteers are welcome at Mamie Agnes Jones. (True)
- ▶ Visitors and Volunteers have the same level of access to students. (False)
- ▶ Volunteers are not required to have an orientation if they are background screened and cleared by the district. (False)
- ▶ Volunteers are to be treated with respect. (True)
- ▶ As role models, volunteers must use clean speech and dress modestly following the guidelines of the DCPS dress code. (True)
- ▶ The purpose of this orientation is to weed out parents who don't belong. (False)

WE ARE FAMILY AT MAMIE AGNES JONES!

WE WELCOME EVERYONE WHO LOVES CHILDREN AND DOES WHAT IS RIGHT FOR THEM!

THANK YOU FOR ATTENDING



- ▶ Please sign the Mamie Agnes Jones Volunteer Agreement confirming that you have attended this session and understand the expectations to volunteer.
- ▶ THANK YOU FOR ALL YOU DO TO SUPPORT OUR CHILDREN AND PROMOTE THEIR SAFETY!
- ▶ ARE THERE ANY QUESTIONS?