



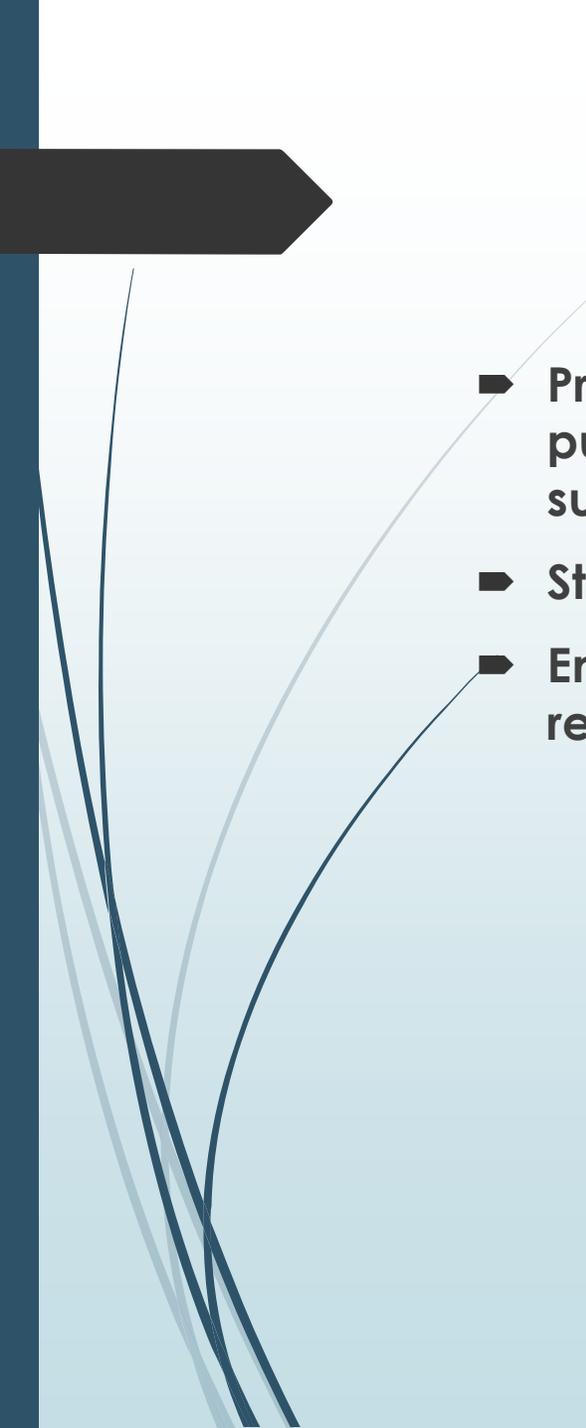
**D U V A L C O U N T Y**  
**P U B L I C S C H O O L S**

# **2018-2019 Staff Training on Volunteers**

**Created by the Department of Family and Community Engagement**

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# Goals of a Volunteer Program

- Provide opportunities for community members to become engaged with public schools by providing support via financial, in-kind or human capital support.
- Strengthen school-community relationship.
- Enrich students' curriculum, broaden their awareness and experiences and reinforce classroom lessons.

# How to register to become a volunteer:

## ► 3 easy steps to become a volunteer:

1. Visit [www.duvalschools.org/volunteer](http://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.



# Important Things to Remember:

- Volunteers must complete an online volunteer application and be cleared through the Department of Family and Community Engagement before volunteering at [www.duvalschools.org/volunteer](http://www.duvalschools.org/volunteer).
- School Volunteer Liaisons or designated school staff are able to access the status of a volunteer's background screening via Datafacts.
- Current DCPS employees **do not** need to submit an application to volunteer at any school, but they **must** have their current DCPS/Vendor Badge on and visible.
- Volunteer background screenings are currently good for **two years**.
- For field trips, please make sure to check all chaperones' status with your school's volunteer contact at **least two weeks in advance**.
- All volunteers should be supervised at all times by a DCPS employee and never left alone with students.

# Benefits of a Volunteer Program

## Benefits for Teachers

- More individual instruction
- Help with non-instructional duties
- Lower adult-child ratio
- Closer working relationship with parents
- Lightened clerical load
- Broader support from the community

## Benefits for Schools

- Enriched curriculum
- Expanded use of tax dollars
- More involved and informed parents and community
- Better staff morale through extra help

## Benefits for Students

- Increased remedial help
- Greater enrichment
- Improved self-image
- Positive adult role models
- Individualized instruction
- Exposure to careers
- Diversity of experiences
- Personal Attention

## Benefits for Volunteers and Community

- Personal satisfaction
- Improved self esteem, sense of accomplishment
- Opportunities to learn
- Knowledge/understanding of school system
- Work experience
- Better-educated students
- Improved graduation rates
- Increased confidence in the education system

# The Role(s) of DCPS Staff (continued)

## The School's Liaison

- Arranges documentation at the school level
- Verifies that volunteers are being checked appropriately
- Provides support to teachers in verifying volunteers through the database
- Orients volunteers on best practices, do' and don'ts as a volunteer, and school procedures as needed
- Reports to the principal to ensure messages are received from the briefing system in regards to volunteer information and district awards
- Determine the ability and qualifications of a volunteer coming into the school
- Present a welcoming and motivating atmosphere for volunteers and visitors coming into the school.

## Teachers

- **Identify the needs for volunteers**
- **Communicate with the volunteer liaison in regards to volunteers for all events**
- **Provide work space/ materials for volunteers**
- **Communicate and plan for your volunteers**
- **Supervise and provide feedback to volunteers**
- **Recognize volunteer activities**
- **Provide Volunteer Liaisons with 2-weeks (or more) notice of chaperone or volunteer lists to allow time for them to verify and notify any volunteers who may not be in the system or have expired.**

# Teacher Do's and Don'ts with School volunteers

## • DO..

- Develop awareness about how to use volunteers
- Assess your needs
- Request volunteers for your classroom
- Orient volunteers to your classroom procedures
- Take time to know your volunteers
- Match the volunteers' interest and skills with need
- Make volunteers feel welcome
- Confer often with volunteers
- Plan days and times to work in the classroom
- Be generous in offering encouragement and support
- Supply materials appropriate for lessons
- Be honest and open in talking over small problems
- Give volunteers proper notices of schedule changes
- Prepare students to work with volunteers
- Give volunteers a brief tour of your classroom
- Show volunteers any learning centers and equipment
- Allow your volunteers to ask questions freely
- Share students' progress with the volunteers

## • Don't..

- Leave volunteers in charge of the classroom
- Give volunteers more than they can handle in the allotted time
- Expect volunteers to change their schedules without proper notice
- Waste volunteers' time
- Restrict volunteers' effectiveness by withholding appropriate information or instructions
- Allow volunteers to chaperone field trips without checking to be sure they are approved to volunteer

# Volunteers Should Not Be Left Alone With Students-Policy 9.63 (Volunteer part V. and VI.)

- V. Volunteers may not be left alone with a student unless they have met Level II background screening requirements and are approved by the school's principal. Approved volunteers may engage in activities such as, but not limited to, the following:
  - A. Assisting in the classroom, office or library;
  - B. Acting as a tutor, chaperone, or volunteer coach, who is never left alone with students;
  - C. Assisting with extracurricular activities with other adults; or
  - D. Assisting with booster activities with other adults.
- VI. For purposes of this policy, being "alone with students" means that the volunteer is not within auditory or visual contact of a School Board employee, preferably a certificated employee, at all times when he or she is involved with the students and, therefore, has non-supervised access to the students.

# Volunteer Specifications

## ► SIGNING IN AND OUT AND RECORDING HOURS

- Used to tabulate the hours of service at the school
- **Protects the volunteer in case of an accident by proving it was work-related.**  
Each volunteer is protected by the School Board's Workman Compensation Policy.
- **Helps school personnel locate the volunteers in case of an emergency**
- Teachers please ensure visitors and volunteers are signed in before any field trip classroom activity.

## ► VOLUNTEER GUIDELINES

- Maintain consistent and regular attendance; call school when you expect to be absent
- Follow regulations and procedures of school
- Wear a school volunteer pin or name tag
- Discuss school problems with staff members, at appropriate times
- Observe discretion in commenting on school matters
- Neat, clean attire that is appropriate for school
- Work only with teachers who request assistance
- Consider using the first session as an observation session

# Volunteer Specifications (continued)

## ► VOLUNTEERS DO NOT:

- Diagnose student weaknesses and strengths
- Prescribe activities for students
- Evaluate student progress
- Discipline students
- Bring children with them while volunteering

## Meeting the Expectation

### ► Volunteers within DCPS should expect the following:

- To be greeted and treated with courtesy and respect by staff, teachers, and students.
- Clear instructions of what volunteer needs are or could potentially arise throughout the school year
- An orientation providing school information as needed, clear description of the volunteer job, and expectations while inside the school.
- Regular Feedback from the supervising staff/teacher or the principal.
- Having a welcoming environment as our guests enter the school.



# Sticky Situations

- ▶ Sometimes it becomes necessary to remove a volunteer from a school or from the district wide program. In such a case, the school notifies the Department of Family and Community Engagement's Supervisor as soon as possible. The school has every right to remove a volunteer if they are acting inappropriately or violating school or district volunteer policies.
- ▶ Issues that may arise include:
  - ▶ Using district computers inappropriately
  - ▶ Consistently entering areas that are off limits to volunteers
  - ▶ Parent volunteers who consistently wish to discuss their child's or another child's school performance with a teacher during class time.
  - ▶ Violating confidentiality
  - ▶ Failure to disclose justice system encounters or failure to make a complete disclosure
  - ▶ Harming a child

***\*This information must be provided to the district Volunteer Liaison, since it will be necessary to document the incidents and possibly prohibit the volunteer from other school sites.***

# Saying Thank You!

- Use school marquee to thank volunteers.
- Mention volunteer contributions and thank them in any memo, newsletter, etc., sent home to parents.
- A standard “Dear Volunteer” letter from the principal expressing appreciation and providing a coupon good for a free cup of coffee in school cafeteria and/or inviting volunteers to enjoy refreshments provided in the office during School Volunteer Week
- A letter from the principal with a red heart coupon that can be redeemed for a free lunch during School Volunteer Month. May limit this offer to volunteers with certain numbers of hours, such as 20. This could be an invitation to join students and/or teachers for lunch.
- Highlight volunteer(s) on a bulletin board in the school office or a prominent location in a hallway, media center or the cafeteria.
- Give the faculty buttons to wear during School Volunteer Month that acknowledge volunteers. These can be made at minimal cost and can be used again in the fall for recruitment.
- Provide flowers for your regular volunteers near the volunteer sign-in location; e.g., flowers from someone’s yard, paper flowers made by students or flowers donated by a local florist.
- Provide a heart-shaped box of candy at volunteer sign-in locations with a note to help themselves.
- A large valentine signed by all school faculty and staff on bulletin board near sign-in location.
- Make a large valentine from the whole class and have everyone sign it. (Laminate it; your volunteer will treasure it forever!).
- Class bulletin board using any theme expressing appreciation for volunteers.
- Check with the district Family & Community Engagement Department at 390-2960 about recognition certificates for your volunteers.



## Q & A

- ▶ If there are any questions please connect with your school's volunteer liaison or contact the Department of Family and Community Engagement.
- ▶ Family and Community Engagement: 904-390-2960 or [FACE@duvalschools.org](mailto:FACE@duvalschools.org)