

VOLUNTEER ORIENTATION

Capture the Spirit of Volunteering!

A High-performing School District



HOW DO I BEGIN?

- Complete and submit a district volunteer application using your cell phone, your home computer, iPad, or school kiosk.
- Sign up for activities that interest you.
- Contact the school volunteer coordinator for information on volunteer opportunities.

HOW DO I BEGIN?

All volunteers to Palm Beach County Schools
MUST scan their government issued IDs
through the Raptor Volunteer Module in
addition to signing in and out upon arrival
and departure.

PLEASE REMEMBER:

- Always sign in at the kiosk in the front office when you arrive and sign out when you leave!
- Wear your name tag for identification purposes.
- Call the school if you are unable to work at your specified time.

VOLUNTEER HEALTH

- Please do not come to school if you are sick (this includes a cold, sore throat or cough). It is important to prevent the spread of germs in a classroom environment.
- You may feel that you are leaving the teacher short-handed and want to come in even though you are not well; this is not healthy for you, the students, or the teacher.
- Please let the school know ahead of time that you are not able to come in. Be certain you are completely well before you return.

STUDENT HEALTH

- If a child complains of an illness, notify the teacher immediately! The teacher will have knowledge of the child's medical history.
- You are not authorized to distribute food, medicine, or other products to a student. Many children suffer from a variety of food allergies and other ailments. Certain foods, medications, beverages, and/or body care products could trigger a negative reaction.

VOLUNTEER SAFETY

- Volunteers supervising students playing on a playground must be trained. Volunteers should not be the sole person tasked with supervising children as they play. A trained staff member should always be present while students are playing on a playground.
- Only District employees can operate golf carts after they have successfully completed the Golf Cart Training, along with the Risk Management Safety Training.
- Volunteers should be trained in all emergency evacuation procedures and Code RED/YELLOW procedures.

VOLUNTEER SAFETY

If you have been injured at school or while attending a school-sponsored field trip, contact the front office to fill out an accident report. While working as a volunteer, you are covered by the School District's Workers' Compensation coverage.

STUDENT SAFETY

- Do not allow a young child to use tools and equipment like paper cutters, adult scissors, etc.
- Know emergency procedures and exits. Follow the established emergency plan.
- Learn the proper use of school equipment.
- **Never** leave a child alone.
- **Never** allow a child to leave school without checking out through the main office.
- **Never** release a student to a person who is not a staff member, including a relative.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedure for accidents.
- If you have doubts about a situation, ask someone who is in a position of authority.

VOLUNTEERS SHALL NOT:

- Be left alone with a student or assume responsibility for the supervision of a class in the absence of a teacher.
- Assume the responsibility for the discipline of students.
- Make decisions regarding the relevancy of activities or procedures.
- Discuss student performance with anyone.
- Attempt to intervene during a fight or altercation. Get assistance immediately from the teacher or staff member.

DRESS CODE GUIDELINES

- NO clothing which advertises alcohol, contains obscenities, suggestive logos, or is of a political or religious nature.
- Dress in an appropriate way. Remember, you are a role model and may influence students.
- If you have any questions regarding the dress code, contact your coordinator.

VOLUNTEER RESPONSIBILITIES

Conduct

- Be dependable
- Exercise confidentiality
- Communicate with school staff
- Follow school procedures and policies
- Be patient
- Be flexible
- Be consistent
- Be friendly

**Be a positive role model for students.
Strive to increase the self-esteem and
integrity of students.**

RESOLUTION TO PROMOTE WELCOMING AND INCLUSIVE SCHOOLS FOR ALL STUDENTS AND FAMILIES

- Passed on April 19, 2017, by the Superintendent and the School Board.
- The District continues to work with all stakeholders to provide a clear message that will ensure the safety and welfare of all students, regardless of immigration status.
- The Immigrant Support Plan for the SDPBC was designed to provide resources and information to support immigrant students and families.
 - [Welcoming and Inclusive Schools website](#)



Also available in
Spanish,
Haitian Creole, and
Portuguese

WELCOMING AND INCLUSIVE ENVIRONMENT

In order to affirm that the school is a safe, welcoming, trusting, nurturing, and culturally sensitive environment for our students, regardless of their immigration status.



- Provide a culture of empathy for diverse learners that come from different cultures and backgrounds.
- Demonstrate an attitude of being supportive, caring, and respectful to all students that are of different race, color, ethnicity, or nationality.
- Emphasize the importance of celebrating all students so that everyone feels a sense of belonging.
- Demonstrate optimistic, positive affirmations when working with all students.

VOLUNTEER POLICIES, GUIDELINES, & CODE OF ETHICS

Volunteer policies, guidelines, Code of Ethics, as well as other useful information regarding volunteering is located on our website:

www.palmbeachschools.org

www.palmbeachschools.org/volunteers

Or you can contact the
Office of Communications & Engagement at
(561) 738-2780.

WORKING WITH SMALL GROUPS

- Call each child by name (name tags may be helpful at first).
- Offer each child a chance to participate. Quiet children are sometimes overlooked.
- Encourage children to develop independence.
- Feel at ease; everyone makes mistakes.

OPPORTUNITIES

Be certain that the school volunteer coordinator has your updated contact information, including your email address. Therefore, when special projects and events arise, you can be contacted easily. Keep in touch with your school volunteer coordinator so you will be informed of school needs.

If you have any concerns, contact your School Volunteer Coordinator. If more assistance is needed, you may contact the Office of Communications & Engagement:

561-738-2780

**505 S. Congress Avenue
Boynton Beach, FL 33426**

Let's work together to help change
education and the world,
one student at a time.

Thank you for volunteering.
We appreciate all you do for our students
and schools in Palm Beach County.