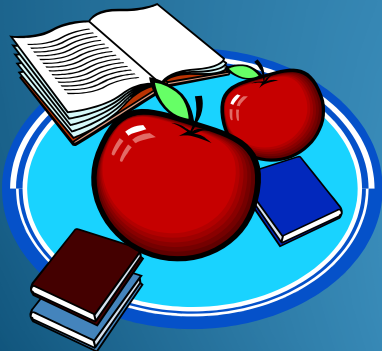


Volunteer Orientation

Capture the Spirit of Volunteering!



How Do I Begin?

- Complete and submit a district volunteer application, on the school computer.
- Sign up for activities that interest you.
- Contact the school volunteer coordinator for information on volunteer opportunities.

Please Remember:

- Always **sign in** at the 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 ill. (This includes a cold, sore throat or cough.) It is important to prevent the spread of germs in a classroom situation.
- 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 good 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

- 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 with 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.

Responsibilities of Volunteers:

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 self-esteem and integrity of students.

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 Policies, Guidelines & Code of Ethics

- Volunteer policies, guidelines, Code of Ethics, as well as other useful information regarding volunteering is located on our website:
- <http://www.palmbeachschools.org>
- <http://www.schoolboardpolicies.com>


Or you can contact the Office of Communications and Engagement at (561) 738-2780 or px 22780.

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 and Engagement:

(561) 738-2780 px 22780
505 South 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.