



Approval

Volunteers pay \$24.00 for a Florida Department of Law Enforcement background check with a money order or certified check and submit an application.

Workers' Compensation Protection

You are eligible for workers' compensation benefits while serving the school as a volunteer.

Orientation

Volunteers are required to attend orientation before the first volunteer assignment.

Sign In Procedure

When you submit an application, you will receive a password sign in. All volunteers must log in and out each time they volunteer in a sign in book or on a sign in computer.

Identification

Always wear the identification badge provided by the school or the district

Conduct

Your appearance in dress and grooming must be appropriate. You are a role model for students.
Be respectful, civil and cooperative.

Discipline

Discipline is the responsibility of school staff.
Report problems to those in authority.

Classroom Responsibility

Volunteers are never left alone with a student or group of students.

Volunteer's Children

Volunteers may not bring preschool children with them to volunteer assignments.

Absences

Students depend on you. Do your best to be prompt and dependable. Call the school if you must be absent.

Student Emergencies

Contact staff when a student is sick or injured.
Do not move injured children or provide medication for students.

Retired Senior Volunteer Program

Volunteers who are 55 or older may register for the RSVP program to receive mileage reimbursement.

Protecting our Students

If child abuse and/or neglect is suspected, you are required to provide information to the Florida Hotline 1-800-962-2873. School staff will help you.

If a student talks about harming themselves or others, report the conversation **immediately** to school staff.

Respect the confidential nature of anything that you see or hear at school. Student academic progress, behavior and school-related information is protected by Florida law.

School volunteers who witness bullying, teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, racial, sexual, or religious harassment, public humiliation, or destruction of property, must report the incident to school authorities.

Protecting Our Volunteers

Stay in sight of staff when working with students. Appropriate physical contact includes handshakes and hands on shoulders. Volunteers do not have individual contact with students outside of school hours.



I am pleased to welcome you as a Volunteer in Polk Schools. Your commitment to education offers students an opportunity to have the individual attention so vital to their education and personal development.

The School Board of Polk County is proud of the community involvement in our schools. Last year, more than 31,000 volunteers shared more than 1,700,000 hours of service to our schools, representing a donation of more than \$17 million.

In Polk County, volunteer approval is a privilege. As an approved volunteer, you are a role model for students. You are expected to operate within the boundaries of school board policy and serve at the discretion of the local school.

As a volunteer, you will be assisting school staff to provide an enhanced educational experience for students. You are an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take seriously your responsibilities as a member of the educational team.

I hope that you will find your volunteer experience rewarding. Become an advocate for our district by sharing your positive experiences and encouraging others to become involved.

Sincerely,

Gail F. McKinzie, Ph.D.
Superintendent

Volunteer Opportunities

Tutors

Help students with reading, writing, and math.

Mentors

Encourage and motivate students to improve academically.

Chaperones

Accompany students on field trips.

Classroom Speakers

Share travel, careers, hobbies with students.

Classroom Assistants

Assist school staff with their responsibilities.

Support the school through fundraising and advocacy.

Service Learning

Collaborate with students who provide service to the community.



Volunteers
in Polk Schools



Community Involvement
Polk County School Board

P. O. Box 391
Bartow, FL 33831
(863) 534-0636
www.polk-fl.net

any and all forms
for, sex, religion,
or disability or
, services,

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