



Welcome to our Volunteer Orientation

2021-2022



ATTENTION!!!

- The Okaloosa County School District has transitioned to a new volunteer system called Raptor.
- *For the safety of our children, ALL volunteers must complete the online volunteer application.*

Policies and Guidelines

- ✓ Based on state legislation (Section 228.041 (24), Florida Statutes, school volunteers will:
 - Good physical and mental health.
 - Be of any age
 - Complete volunteer application - Go to www.okaloosaschools.com to complete a volunteer application.
 - Be under the supervision of a staff member.
 - Receive orientation to the school and/or assigned duties.*



Policies Further State

- ✓ A volunteer will not:
 - Establish instructional objectives.
 - Administer corporal punishment or determine punishment.
 - Assume responsibility for an entire class.
 - Contact parents regarding performance or behavior of students.

Responsibilities of the Volunteer

- ✓ Maintain a professional attitude of mutual respect and confidence.
- ✓ Supportive and supplemental service under professional supervision and direction.
- ✓ Punctual and reliable and notify the school in cases of absence.
- ✓ Become familiar with school policies.

What To Do If:

✓ **A Student is Injured/Becomes Ill:**

- Immediately notify the teacher or a staff member. Do not attempt to administer any type of aid.

✓ **Someone Asks to See a Student:**

- Under no circumstances should you grant such a request.

✓ **Someone Asks You How a Student Is Doing:**

- Encourage them to make an appointment with the school.

Health and Safety Regulations

- ✓ The Okaloosa School District is a Drug-Free Workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs when working at a school or school-related function.
- ✓ Smoking is prohibited on all school property. Therefore, volunteers are not allowed to smoke during their time of service.
- ✓ Please do not come to school if you are ill.
 - This includes a cold, sore throat, or cough.
- ✓ The general public has been made aware of blood-transmitted diseases. If there is blood on a student, immediately secure a staff member.



Situations for Your Awareness

- ✓ Visiting/talking with other volunteers/teacher/staff. This is very distracting in a classroom situation.
- ✓ Laughing at the effort a student is making to complete a task. It makes him reluctant to try again and gives him a feeling of failure.
- ✓ Talking about a student within his/her hearing distance. If you are being critical, his/her self-image can be damaged.
- ✓ Judging a student. Each student is different and needs every chance to be successful.

Characteristics of a Successful Volunteers

- ✓ Be well groomed.
- ✓ Sign in and out at the School Check In station.
- ✓ Wear a name tag for identification purposes.
- ✓ Take directions from teachers/staff.
- ✓ Be adaptable.
- ✓ Be dependable.
- ✓ Be on time
- ✓ Call if going to be absent
- ✓ ***Keep information confidential!!***



Volunteers Should Not:

- ✓ Allow a person to speak to or take a student.
- ✓ Bring younger children when volunteering on campus, school activities, or field trips.
- ✓ Share religious beliefs with students.



Basic Skills Volunteers Can Help Students Develop

- ✓ How to pay attention.
- ✓ The desire to listen.
- ✓ Body awareness.
- ✓ To ask questions when they do not understand.
- ✓ To verbally express themselves.
- ✓ To converse with peers and adults.
- ✓ How to plan a task and follow it through.
- ✓ How to problem solve at their own level.
- ✓ To develop a good self-image.
- ✓ How to get along with students of their own age.
- ✓ To wait for something they want.

Volunteer Goal

Your goal should be the success of the students in the capacity of which you are volunteering.



Volunteers Needed!

- ✓ Classrooms
- ✓ Extracurricular Activities – Music, Sports, Academics, etc.
- ✓ Media Center
 - *checking books in/out
 - *shelving books
 - *book fairs
- ✓ Guidance Department
- ✓ Tutoring
- ✓ PTO/SAC



Next Steps

- Complete volunteer application - Go to www.okaloosaschools.com to complete a Online Volunteer Application.
- At the bottom of the page under Support Our Schools click on Community Affairs.

ABOUT US

- Accreditation
- Demographics
- School Site Locator
- School Zone
- Strategic Plan
- Vision, Mission, and Core Values
- News
 - Archived News Stories

DISTRICT RESOURCES

- Documents/Policies
- Public Records Requests
- Taxpayer Resources
- Vendor Fingerprinting

DISTRICT EMPLOYEES

- Employees
 - Administrative
 - Educational Support
 - Instructional

SCHOOL BOARD

- School Board
- School Board Meetings and Agendas
- BoardDocs
- Budget Information
- School Board Meeting Calendar
- School Board Policy Manual

SUPPORT OUR SCHOOLS

- Community Affairs
- Okaloosa Public Schools Foundation
- Take Stock in Children
- Make a Donation
- Mentors
- Volunteers

Next Steps

- Once on the community affairs page click on Volunteers. In the middle of the page click on the link for Online Volunteer Application.



COMMUNITY AFFAIRS

The Office of Community Affairs serves as the link between the Okaloosa County School District and the community. Our mission is to open the door between the School District and the community through Mentoring, Volunteering, Okaloosa Public Schools Foundation, and the Take Stock In Children Scholarship Program.

LINKS

- [Make a Donation](#)
- [Mentors](#)
- [Okaloosa Public School Foundation](#)
- [Take Stock In Children Scholarship Program](#)
- [Volunteers](#)

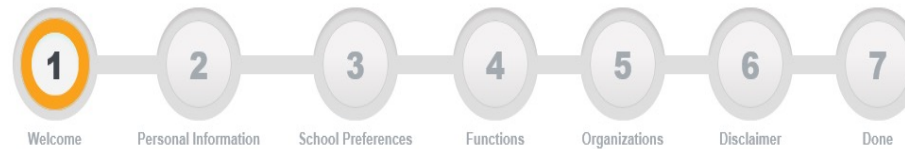
Next Steps

- In the middle of the page click on the sentence that has the link for the Online Volunteer Application.

To start the application process, complete the [Online Volunteer Application](#) (Spanish application coming soon). *Volunteer renewals please note: the online application process will be different from previous applications.*

Next Steps

RAPTOR
TECHNOLOGIES



District Volunteer Application

We appreciate your interest in volunteering for the District Volunteer Program. Our district offers a variety of activities you may choose from when volunteering your time. Simply complete and submit a volunteer application and upon approval you will receive instructions on next steps.

It is very important that the information you enter on the application matches your government issued identification card including your full legal name. It is important that you provide a valid email address so you can be notified as to the status of your application and for future communication. If you are unable to provide an email address, you use the district's email address. All information collected on the application will remain confidential and not be shared outside the volunteer program.

If you have any questions about the application, please request to speak with a volunteer representative.

Thank you,
District Volunteer Coordinator

Next Steps

- Once the online application is complete, an email confirmation and instructions on what to do next will be sent to the applicant.
- Please follow all instructions carefully.

Next Steps

- An FDLE Sexual Predator/Offender background check will also be performed on all volunteers before they begin service.
- Mentors, Volunteer Coaches, and Overnight Chaperones will be fingerprinted in accordance with School Board Policy.

School Sign In Policy

Volunteers entering the school will be required to sign in through the

School Check In System.

The logo for Raptor Technologies, featuring the word "RAPTOR" in a bold, orange, sans-serif font with a registered trademark symbol, and the word "TECHNOLOGIES" in a smaller, grey, sans-serif font below it.

RAPTOR[®]
TECHNOLOGIES

REGULAR VOLUNTEERS

MIS 1326
Rev. 8/14

Okaloosa County School District
Office of Community Affairs

VOLUNTEER INSTRUCTIONAL SERVICES
(Volunteer services to students, teachers, or schools)

SIGN IN AND OUT ON THIS FORM

School _____ School Year: _____

NOTE: These hours count toward the Golden School Award.

DATE	ACTIVE DUTY MILITARY?		NAME	TYPE OF VOLUNTEER JOB	TIME IN	TIME OUT	HRS/MINS VOLUNTEERED
	YES	NO					

You may take your form and turn in bi-weekly to the assigned staff member that you are volunteering with.



✓ Please contact:

School Volunteer Coordinator

- Dr. Seals
- sealscr@okaloosaschools.com
- 850-689-7229 ext. 1107

Thank You

Your time and attendance is greatly appreciated. You are valued members of Shoal River Middle School!

Thank you for contributing and enriching our school community.

