

Manatee Bay Elementary

"Let Your Dreams Set Sail"



Volunteer Orientation
2021 - 2022



Agenda

- Why you are important to us
- Safety Updates
- Guidelines for Volunteers
- MBE Expectations

A Visit to the Volunteer Website



Why Volunteers are Important

**Individualize
Support**

**Promote
Positivity**

**Help for
teachers**

**Build Bridges
Between School
and Community**

**Contribute
to Student
Achievement**



Guidelines for Volunteers

1. The **safety** and **education** of students must be the main concern of volunteers while engaged in school activities.
2. Volunteers may not give students medication.
3. Classroom supervision and student discipline are the responsibilities of the teacher and school.
4. Volunteers will be assigned only to staff members requesting assistance.



Guidelines for Volunteers (cont'd)

5. Volunteers should set a good example for students by their manner, appearance and behavior.
6. Volunteers are required to complete an application and must be approved by the school board prior to helping in the school.
7. Volunteers are required to log in and out at the school and to record any off-campus service hours.
8. For identification, volunteers are required to report to the office to receive a badge each time they come to the building to volunteer.
9. Volunteers cannot be alone with students at any time.



Final Guideline for Volunteers

9. Individual student grades, records and abilities are **personal** and **confidential** information. Students have a right to confidentiality under FERPA/Florida Statute 228.093 that covers:

- Academic work completed
- Standardized test scores
- Health data
- Interest inventory reports
- Reports of serious or recurrent behavior problems
- Family background information
- Attendance records
- Grades
- Teacher or counselor ratings and observations



Safety Procedures for Parents

- Volunteers **must wear a mask** when in the school building.
- If someone at home or the volunteer is having COVID symptoms, please do not come to school.
- If someone or the volunteer has COVID please stay home.
- If after volunteering at MBE, you experience any COVID like symptoms or test positive, please notify the school immediately.
- Use safety procedures such as sanitizing hands and keeping a safe distance from students.



Assistant

Principal:

Mrs. Zannini &

Mrs. Norrito

School

Resource

Officer:

Officer Mark



Safety Updates

A child is
Injured:

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



What to do if...

A child
Becomes Ill:

Notify the
teacher
immediately.
Never
administer any
form of medicine
to the child.



What to do if...

You are
Injured:

Notify the school
office *immediately*.
The office staff will
assist you & ask
you to fill out the
proper accident
forms.



What to do if...

You are
Asked to
Take the
Class Alone:

If the teacher must
leave the room,
arrangements
should be made to
have a school
board employee
present.



What to do if...

Someone
Asks to See
a Child:

You must direct
that individual to
the teacher. Under
no circumstance
should you grant
such a request.



What to do if...

Someone
Asks You
How a Child
is Doing:

You should say, " I
enjoy working with
your child, and I'm
sure if you schedule
an appointment, the
teacher would be
happy to talk with
you."



What to do if...

1. Always report to with the office when entering the school.

2. Report to the assigned teacher's room and/or volunteer area.

3. Follow the directions of the assigned teacher.

Manatee Bay's Expectations

Wear a Mask

4. Always check out with the office.

**ID's must be worn at all times.



A Special Word to Parents

- You are important to our school.
- Essential to hold confidentiality
- Refrain from discussing capabilities, behavior, attitudes etc. of students with anyone besides school personnel.
- Be cautious of what is said in front of your own child.

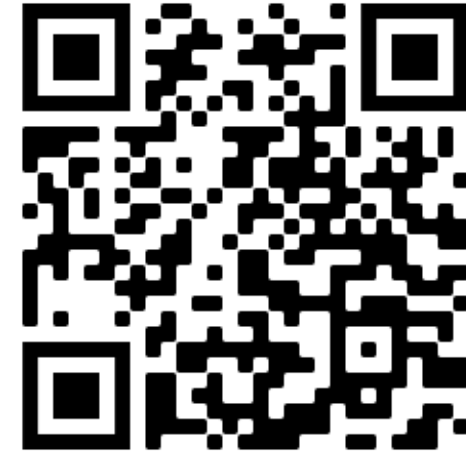


GET INVOLVED!



APPLY ONLINE
BECOME A
BCPS
VOLUNTEER

Take out
those phones
and get it done!



Thank you for coming!

Keep in touch.

- Holly Casios (Literacy Coach, Volunteer Coordinator)

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IMPORTANT:

- [Broward County Volunteer Resource Guide](#)
- Broward County will hold an Orientation September 9. More information to come.

