



Guidelines for Volunteers FY 2019-2020 Sunrise Park Elementary

1. Please register via the VIPS (Volunteer in Public Schools)/Raptor system by providing your first/last name, email address, date of birth, and driver's license number in order to be cleared as an approved volunteer with the SDPBC and Sunrise Park Elementary. **The timeline for clearance can take up to (14) days.**
2. Volunteers are not allowed to be in the classrooms during the 90 minute literacy block, triple I time, and math block. If you are found to be in the classrooms during these critical instructional times, your volunteer privileges will be taken away.
3. Any parent/volunteer wishing to serve as a volunteer, must attend a orientation session. At this time, we will conduct an in-depth review of policies and procedures regarding volunteers for the school year.
4. Once you have been cleared by the School District of Palm Beach County **and** attended the mandatory training, please sign **in and out** via the Raptor system each time you enter the school as a volunteer.
5. Please be sure to bring a photo ID so the front office staff can verify your identification each and every time you arrive.
6. Always print a volunteer name badge identifying yourself as a volunteer in school. If you do not have a volunteer badge, you will be asked to return to the office. This is a school wide procedure.
7. Please do not bring hot coffee into the classrooms or around the children. This is a safety issue.
8. Please remember to dress appropriately.
9. **Parents are NOT allowed to enter through the GREY DOORS/SINGLE POINT OF ENTRY. ALL visitors must check in through the main office when volunteering.**
10. When you volunteer, please make sure that you are not bringing younger siblings to the school campus. This policy pertains to holiday parties, classroom celebrations, etc. This is a liability and safety issue. School district procedures prohibit non-school age children from being on a school campus during school hours.
11. Please do not reprimand or discipline a child. Notify the teacher if there is a discipline issue going on in the classroom.
12. Please do not ever dismiss a student from a classroom. This is the responsibility of the classroom teacher. There may be legal/custody issues that you may not be aware of.
13. Please do not double park in front of the school when arriving on campus to volunteer. There are plenty of spots available in the main parking lot.
14. Please do not park in the *Volunteer of the Month* parking spot unless you have been awarded such spot. This is a fabulous way for us to say thank you to the volunteers who are going above and beyond for our students.
15. Please understand you are there to help all the children and not just your child.
16. Please turn your cell phone off in the classroom as it disrupts the learning environment. Please do not take photographs of students while you are volunteering.

17. Please e-mail your teacher as to how you can best help or be of service in the classroom. Please be advised that as your child moves into higher grades (2 - 5) not all teachers utilize parents as volunteers in the classroom. Each individual teacher will assign you volunteer duties based upon the needs of the classroom. Please do not show up unannounced as the teachers want to make sure that they have activities scheduled and planned for you.
18. Do not interrupt the class and take your child out of the class. Please see the front office staff if you need to take your child home with you. Teachers have been directed to follow proper dismissal procedures at all times.
19. All children taken out of school early must sign out in the front office so all children are accounted for at dismissal. **The latest time for early dismissal is 1:30 pm.** This dismissal procedures is to be adhered to at all times to ensure the safety of our children. If you are volunteering up until afternoon dismissal time, we ask that you meet your child at a designated location outside of the main office. The main office is a very busy place during dismissal times.
20. Please do not volunteer in one child's classroom and then use that opportunity to stop by and see another child or a teacher. Please do not pull siblings from class time to participate in holiday and classroom parties. **Every instructional moment counts at Sunrise Park Elementary.**
21. Please be reminded that only **cleared volunteers** may serve room parents, chaperones or field trips, attend class holiday parties and participate in lunch visits in the cafeteria.
22. Thank you for your commitment and your time. We value all of our volunteers at Sunrise Park. If we all abide by these simple rules, our school will continue to be the best school in Palm Beach County.