

RIVERGLADES ELEMENTARY SCHOOL

7400 Parkside Drive

Parkland, FL 33067

(754) 322-8200

Office Hours: 7:30 a.m. – 3:00 p.m.

Dear Volunteer:

Welcome to Riverglades Elementary! We are very proud of our school's commitment to quality education. We have a dedicated team of teachers, administrators and parents working together to provide the finest education possible for our students.

As you volunteer in our school, your varied life experiences and training will enhance the education of our youth and have an impact on their lives. The role you have selected is both exciting and challenging, and will provide you with opportunities for personal enrichment and fulfillment.

Your personal interest and desire to help is welcomed and appreciated. Youth are our most important natural resource and their education will form the foundation of the future.

Thank you for investing in the future.

Sincerely,

Diane Jordan
Staff Volunteer Liaison

Nicole Rothenberg
PTA President

BROWARD COUNTY SCHOOL BOARD STANDARD FOR ALL VOLUNTEERS

To ensure student safety, both volunteers and schools have important and inter-related responsibilities.

Volunteer Responsibilities:

- Completing an annual volunteer application and or having a current badge printed
- Wearing a name badge/label
- Logging in and out of school
- Attending a volunteer orientation
- Assisting in a supervised, observable setting only
- Following all school & District guidelines and administrators' instructions

School Responsibilities:

- Training staff members to utilize volunteers effectively and to be observant of their activities
- Checking volunteers' background at Level 1.

A Volunteer Shall Not:

- Establish instructional objectives
- Make decisions regarding relevancy of curriculum activities or materials
- Grade subjective assignments or tests
- Supervise a class in the absence of school staff (Statutory Authority 230.03(2), 230.22, 230.23005 F.S)
- Dispense medication, prescription or over-the-counter
- Make contact with student(s), or their families, outside the school location or school sponsored activities. Volunteers should not telephone or visit students or parents, even at the invitation of the family
- Have access to confidential student information
(Under Florida statute 228.093, students have a right to confidentiality with regard to academic work completed, family background information, standardized test scores, attendance records, health data, grades, interest inventory reports, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.)

Here are other standard policies for school volunteer programs.

Volunteer Injuries

If a volunteer is injured while providing volunteer services to the District, he/she is entitled to medical care in accordance with Florida's Worker Compensation Statutes. An injured volunteer should immediately notify the supervisor or principal and complete a First Report of Injury form. In the event emergency care is needed, 911 should be contacted. All other medical services must be coordinated through the Broward Schools' Risk Management Department. Please notify Volunteer Services by faxing a copy of the First Report of Injury form to 754-321-2049.

Pre-School Children Accompanying Volunteers

Volunteers should never bring pre-school children or children not registered in the school when they volunteer. These children distract from the educational process and they have not provided the required health screening documents.

RIVERGLADES ELEMENTARY VOLUNTEER RULES AND SCHOOL PROCEDURES

Dress Code:

In an effort to set a good example for students of all ages and maintain a professional atmosphere, the administration requests that all volunteers adhere to a proper dress code for an elementary school.

Pre-School Age Children On Campus:

In accordance with Broward County School Board policy, due to insurance limitations and liability, any children not enrolled at Riverglades cannot be on campus or on field trips during school hours.

Check-In/Check-Out:

Volunteers with an ACTIVE status for the 2014-2015 school year and a minimum of four volunteer hours (as reflected in the STAR system), are being automatically processed. Once approved, the volunteer may bring their driver's license to school to have the 2015-2016 Volunteer Badge printed.

Volunteers with an APPROVED status who need to modify their application form, must contact Volunteer Services at 754 321 2300 or volunteer@browardschools.com. These modifications include home address, email, phone number and/or changes to their preference for volunteering.

All other individuals/volunteers must complete the online volunteer application form at browardschools.com/getinvolved

Once your name has been placed in the new security computer system, you will need to swipe your driver's license the first time you enter to volunteer at school. You will be given a permanent I.D. badge with your name, photo and a barcode. This barcode will be swiped each time you enter and exit the school. The system will track your volunteer hours. Keep track of any hours that you log at home doing projects for PTA or for your child's teachers. Please use the VAST attendance record sheets to log those outside hours.

Wandering School Halls:

Classrooms have a designated "Uninterrupted Time" period from 8-10 a.m. Should you need to deliver any lost or forgotten items to your child, please present it to the front office. Arrangements will be made to deliver them to the student when it is convenient for the teacher.

Remember as volunteers, we must always maintain the learning process and enhance the learning environment.'

Office/Staff Entrances:

Please adhere to the posted signage on office doors. Use main doors when entering and exiting the front office.

Evacuations:

Evacuations (fire and tornado) drills are held at regular intervals as required by law. Students and volunteers are instructed as to the route and appropriate behavior to be used during a drill. Please move to the assigned area as instructed by the teachers.

Parking:

Please park in the designated "Visitor Parking" areas only. School staff and faculty are required at times to leave and return to the school campus. Please accommodate them by not parking in the "Faculty & Office Staff Only" parking areas.

Telephones:

Children and parents do not have access to the office telephones. Please make arrangements that require the use of a telephone before coming to the school. Cellular phones should not be used in the school building and should be turned off. Cell phones should also be set in their *silent mode* so as not to disturb the learning environment.

Confidentiality:

When volunteering in all areas of the school, you may see and/or hear information that, when common sense prevails, you know should not be repeated.

Responsibility:

When you commit to volunteer in any area, whether it is the classroom or elsewhere, those whom you have offered to help are depending on you to be there and they plan accordingly. While emergencies do arise for everyone, it is important that you fulfill your commitment. Should your circumstances change, you need to let those you have committed to know immediately. Please call the contact person for the specific committee you are working on or the classroom teacher.

Thank you for your cooperation!

RIVERGLADES ELEMENTARY VOLUNTEER OPPORTUNITIES

Riverglades needs volunteers in both the classroom and on a variety of committees sponsored by the PTA. Teachers will ask for volunteers in the classroom. If you can help on these committees, please sign up after the volunteer orientation. There will be sign-up sheets for all the various committees in the cafeteria. If you missed the meeting and are interested in volunteering, please contact the volunteer coordinator or any of the committee chairs for additional information.

Beautification:

Plants grow 12 months a year in Florida! The Riverglades school campus is a beautiful one filled with many plants, trees and bushes that always need to be tended. If you have a green thumb and would like to do a little gardening on several days a year, please join us!

BINGO Night

This is a fun filled family evening event. Volunteers are needed to serve food, distribute prizes and run the games.

Box Tops for Education:

Clipping box tops has been an easy way to make extra money for the school. This year we will take this opportunity to a higher level. Join this committee and help implement fun activities to motivate students and parents to clip those box tops for Riverglades. Also assist in trimming the box tops.

Cafeteria:

Volunteers are needed daily to help out during lunch hours to assist students in opening milk, cookie packages, napkins, utensils and cleaning jobs. Volunteers are also needed to help the paraprofessionals keep a watchful eye out for all the children.

Carnival:

This annual family favorite requires the help of many, many volunteers and we have a huge selection of opportunities to choose from, including selling tickets, assembling raffle baskets, set up and clean up committees and working shifts at various carnival locations.

Cultural Arts Night:

Our largest evening family event takes months of planning and preparation. Volunteer to help mount artwork, hang artwork in hallways, work kiosks, and assist with set up and clean up.

Holiday Gift Wrapping:

We're looking forward to the annual holiday gift wrapping program for the Riverglades staff. If you love to wrap and tie beautiful bows, then this is a committee for you.

Holiday Gift Shop:

The school store runs a holiday gift shop in December for students to purchase gifts for their families. Help is needed at the shop to help the kids with their purchases.

Ice Cream:

This is a fun position! Volunteers are needed on Wednesday to sell ice cream during lunch in the cafeteria.

Math Superstars:

The Math Superstars program is an exciting, challenging and fun program designed by Broward County Schools. The objective is to provide interested students the opportunity to go beyond standard classroom activities. These are great volunteer positions for parents who want to help in their child's classroom, but are unable to come to school. Worksheets are graded at home and no expertise in math is necessary. Answer keys are provided.

Media Center:

Assistance and the valuable contributions of our volunteers enhance the Media Center. As a volunteer, whether you're there weekly, bi-weekly or monthly, you would be amazed at how fast the time flies! Our volunteers assist in shelving/straightening books, keeping the library in order, book checkout and more.

Meet the Masters:

If you like art and teaching, this is a wonderful way to volunteer in your child's classroom. The most important qualifications are enthusiasm and desire to make art appreciation fun! Meet the Masters is a volunteer art history and art appreciation program intended to acquaint your child and his or her classmates with the world of art. The time commitment for this program is small – six or seven 30 to 45 minute sessions throughout the year. You can arrange a schedule that is mutually convenient for you and your child's teacher. You can also volunteer for other classrooms or grade levels in addition to your child's. All materials and information are provided, including discussion questions and suggested projects. As a volunteer, you can follow the program very closely, or express your own creativity with a new approach

Outreach:

At various times throughout the school year, Riverglades Elementary tries to help those less fortunate, as in November we hold a Thanksgiving food drive to benefit our sister school, Park Ridge Elementary. We do other activities to bring in items and funds to benefit local charities throughout the school year.

Partners in Education:

The mission of Riverglades Elementary is to “guarantee that each child becomes a lifelong learner and is challenged and encouraged to realize his/her maximum potential.” The school staff and community have worked together beautifully for over 20 years to help achieve this goal.

You can be an active member of this mission by joining the Partners in Education committee. Committee members seek business partners by approaching businesses to provide financial support that directly benefits the students and staff of our school. The Partners in Education Program allows local businesses and families the opportunity to contribute to the PTA, thus directly aiding school wide educational programs, student enrichment activities and technology upgrades while receiving significant exposure to our community.

Whether you can make appointments, calls and emails or help with the administrative end of this committee you are needed.

Relay for Life:

Each year more than 4 million people in over 20 countries help raise much needed funds and awareness to save lives from cancer through the Relay for Life movement. Parkland hosts a community event in the spring where kids to grandparents can come to walk, eat, play and share while raising for this worthwhile cause. Join the Riverglades Team and participate in small events throughout the year to help raise money for this special cause.

Room Parents:

Each individual teacher chooses room parents. Coordinating classroom parties and Teacher Appreciation Week are the major areas where you will be needed. As each teacher has special needs, you may be asked to assist in other areas as well. After the Room Parents are chosen, our coordinator will meet with all of you with the dates of parties and rules from administration that need to be followed. The room parent coordinator will keep you informed throughout the year of happenings far enough in advance so everyone will be prepared.

Scholastic Book Fair:

The Scholastic Book Fair is a great opportunity for students and parents to purchase books and gifts at low prices, with some of the proceeds benefitting our school. Volunteers are needed to assist the children in their shopping and also working the sales register.

School Pictures:

Say cheese! During our fall and spring picture days, we need volunteers to help our photographers make sure we get the best shots possible of our children.

Yearbook:

Our Riverglades yearbook seems to get better and better each year! We need photographers to take pictures of the many events and programs at Riverglades throughout the year. Must have a digital camera. We also need volunteers to assist with the layout and design of the yearbook.