

PEMBROKE LAKES ELEMENTARY SCHOOL



Guidelines for Volunteers

The Guidelines for Volunteers in Broward County Schools are established by the School Board. If you are interested in becoming a volunteer for the 2108/19 school year, you must apply and be screened according to the Jessica Lunsford Act of 2005. Volunteer applications are completed online at https://webapp.browardschools.com/sbbc_volunteer/VolunteerForm.aspx. Approval usually takes about 3 days. Once cleared, volunteers are invited to work with students on campus and during field trips.

The School Board Guidelines are clearly stated on the volunteer application. Please read them carefully and comply fully. At Pembroke Lakes Elementary, the following guidelines are further established:

- All classroom volunteering must be pre-arranged and approved with the teacher and/or administrator.
- Unscheduled or unplanned visits to classrooms are not permitted.
- Level 1 cleared volunteers are not permitted to be left alone with students.
- Volunteers may not escort students to class or remove students from class during school hours.
- Due to safety, volunteers may not bring children who do not attend Pembroke Lakes on campus while volunteering.
- Volunteers may go to their intended area only and not go to other areas of the school without returning to the office to amend the intended location.
- Volunteers must wear lanyards with volunteer badge.
- Parents may volunteer in their own child's classroom with the understanding that **all children** will be treated equally. Each classroom teacher will determine the needs of their setting.
- Volunteers should not enter the teacher's lounge.
- Volunteers must remember to respect confidentiality. It is prohibited to allow volunteers access to FERPA related items.

Thank you for your interest in becoming a volunteer at Pembroke Lakes Elementary School. We welcome you as a valuable member of our school. Your efforts contribute significantly to the success of our students and to our school.

Volunteer Guidelines

Ideas for Volunteers in the Classroom:

ELA

- Read to or with students
- Use word cards
- Help develop listening skills
- Provide real life information as a speaker
- Proof read written sentences, paragraphs and stories
- Assist with spelling as appropriate
- Review punctuation and capitalization
- Provide assistance with handwriting
- Encourage creativity in writing
- Assist with research development
- Assist in the Media Center

Mathematics

- Review, explain and re-emphasize skills
- Use flash cards
- Work with manipulatives/concrete objects
- Assist with 4 step Problem-Solving steps

Enrichment Activities

- Work with small groups on projects
- Assist with learning centers
- Assist with science labs
- Assist with art and music activities

Volunteers Can Not:

- Supervise students or classes
- Diagnose student needs
- Prescribe or select instructional programs or activities
- Evaluate student progress and achievement
- Grade papers
- Record student grades
- Discipline students or intervene in student disputes
- Evacuate students during fire or weather-related drills
- Dispense Medicine