



# VOLUNTEER/PARTNER ORIENTATION

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SUNRISE MIDDLE SCHOOL (SMS)

# INTRODUCTIONS

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**Sunrise Middle School Principal**

Michael A. Walker

**Volunteer Coordinator**

Beth Alexander

# HOW TO BECOME A BCPS VOLUNTEER ...

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## First!

Register to become an approved district volunteer through Get Involved! BCPS Volunteer Application:  
[www.getinvolvedineducation.com](http://www.getinvolvedineducation.com)

## Level 1 Clearance:

**ALL** volunteers must complete an [application](#) and receive approval as Level 1 volunteers before service begins at school.

## Level 2 Clearance:

Additional screening is required **ONLY** for volunteers participating as:

- Overnight field trip chaperones (excluding Grad Night)
- Athletic coaches
- Band coaches



**NOTE:** Level 2 screening is requested by the school administration and is completed every five years. However, all Level 2 cleared volunteers must renew their personal information annually. To renew the Level 2 clearance, visit [www.fieldprintbrowardschools.com](http://www.fieldprintbrowardschools.com). You will be prompted to enter a Fieldprint code for renewal. The code is **FPBCPSScVolAnRen**.



# HOW TO VOLUNTEER AT SMS...

## **ALL VOLUNTEERS MUST:**

**COMPLETE** and **SUBMIT** a BCPS Volunteer Application at [browardschools.com/volunteerapplication](http://browardschools.com/volunteerapplication).

### **Check application status.**

Wait one week, then contact the school you selected to check your approval status.

### **Get volunteer badge.**

Visit the school for your volunteer badge. This badge may be used at any District school during the school year

- ✓ Volunteers are **REQUIRED** to log in and out of the Welcome Center

For identification, volunteers are **REQUIRED** to wear a name badge at all times when on campus. **Yellow** Lanyards will be provided

# ACCESSING VOLUNTEER OPPORTUNITIES...

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## PTSA

[sunrise.my-ptsa.org](http://sunrise.my-ptsa.org)

## Clubs/Activities

Contact the Club/Activity  
Sponsor directly

# CURRENT OPPORTUNITIES

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- **Media Center Assistance, Ms. Townsley**
- **Harvest Drive, Ms. L. Wright**

**Book fair set up- September 20**

**Book fair September 23 to the 27th,**

**PTSA/sac meeting October 8,**

**Harvest Dance on November 8,**

**Honor roll ceremonies,**

**Staff and Faculty Holiday Luncheon-**

**December 18.**

- **Montessori Magnet:**

- **Montessori Open House:**

**TBA**

**Student-Led Conference dates:**

- **TBA**

- **Moving Up Ceremony**

**TBA**

# GUIDELINES FOR VOLUNTEERS

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The safety and education of students must be the main concern of volunteers while engaged in school activities.



Volunteers may not give medication to students.



Individual students' grades, records, and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:



Academic work completed, family background information, standardized test scores, attendance records, health data, grades, interest inventory reports



Classroom supervision and student discipline are the responsibilities of the teacher and school.



Volunteers should set a good example for students by their manner, appearance, and behavior



Volunteers will be assigned only to staff members requiring assistance.

# WHAT TO DO IF.....

## **A child becomes Injured:**

*If a child is injured while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or staff member.*

## **A child Becomes ill:**

*Children frequently become ill while at school. If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.*

## **You are Injured:**

*Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.*



# WHAT TO DO IF.....

## **You are Asked to Take the Class Alone:**

*Because you are not a paid School Board employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.*

## **Someone Asks to See a Child:**

*If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.*

## **Someone Asks You How a Child is Doing:**

*If a parent or friend inquires about a child's progress, you should say, "I enjoy working with your child. I am sure if you schedule an appointment with the teacher they would be happy to talk to you."*

# CONTACT INFORMATION

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## **Volunteer Coordinator:**

Beth Alexander (6<sup>th</sup> Gr. Counselor)

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## **PTSA President:**

Denia Perloff

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## **Sunrise Middle School Website:**

[sunrise.browardschools.com](http://sunrise.browardschools.com)