
2017 – 2018

Moore Haven Middle High School



Volunteer
Handbook

Connecting the Community and the Classrooms

MOORE HAVEN MIDDLE – HIGH SCHOOL

P.O. BOX 99

700 TERRIER PRIDE DRIVE, S.W.
MOORE HAVEN, FLORIDA 33471

JANICE FOSTER
Principal

Dear Volunteer:

ROSA PEREZ
Assistant Principal

I am pleased to welcome you as a volunteer at Moore Haven Middle-High School. Your commitment to education offers our students an opportunity to have the individual attention so vital to their education and personal development.

SHANNON BASS
School Counselor

Telephone
863-946-0811
863-946-0395
863-946-1604

MHMHS is proud of the community involvement in our school. In past years we have had many people working as volunteers at our school, helping our students to make tremendous gains in their learning.

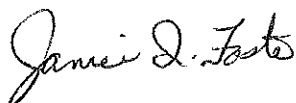
Fax
863-946-1532

At MHMHS, as a volunteer you become an important part of our MHMHS family. All volunteers must be approved by the Glades County School Board. As an approved volunteer, you are expected to operate within the boundaries of school board policy and serve at the discretion of the school.

As a volunteer, you will be assisting school staff to provide an enhanced educational experience for students. You are an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take seriously your responsibilities as a member of the educational team.

I hope that you will find your volunteer experience exciting, enjoyable, and rewarding. Become an advocate for our school by sharing your positive experiences and encouraging others to become involved.

Sincerely,



Janice I. Foster
Principal

The School District of Glades County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices.~The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.~Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

- Jim Brickel
- P.O. Box 459, Moore Haven, FL. 33471
- (863) 946-0202 ext 113
jim.brickel@gladesschools.org

Procedures

Approval

Prior to volunteer service, individuals must submit a completed volunteer application, attend a brief orientation to review volunteer handbook, and submit photo identification to be scanned in the front office. Once these requirements are completed, the volunteer candidates' names are then submitted to the school board for their approval. **No one may volunteer until they are approved by the school board and have completed the requirements listed above.**

If there are any issues with your application, an administrative staff member will contact you. If you have any questions about your approval status, just give us a call.

The School Board of Glades County reserves the right to deny volunteer privileges to individuals and to recheck criminal history as necessary.

Identification

It is critical for school safety that we have a record of your presence on campus. All school volunteers should report to the office and sign in using the School Check In system prior to entering any building. The office will issue you a visitor's pass which will identify you as an approved volunteer. Your cooperation enables us to locate you in case of an emergency, and verify volunteer service as work experience.

Conduct

Students look to you as a role model. Your appearance in dress and grooming must be appropriate. Your manner must be respectful, civil and cooperative. Volunteer privileges will be suspended or revoked for failure to abide by school and district policies.

Discipline

Discipline is to be left to the school staff. Any problems should be reported to a school teacher or administrator.

Classroom Responsibility

As a volunteer in the classroom, you are never to be left alone with a student or group of students. If you are asked to do so, please remind the staff member of the policy and report the request to an administrator.

Children Not Registered at the School

Volunteers may not bring preschool or any other children with them on volunteer assignments. The school cannot assure their safety while the volunteer is giving undivided attention to their students.

Student Emergencies

It is the responsibility of the school staff to care for sick or injured children. Volunteers do not provide medication for students and should contact school staff who will initiate proper procedures.

Ask for Help

If you need more instruction in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal. If you need to change your assignment, contact an administrator or the volunteer coordinator.

Volunteer Opportunities

Assistants

Classroom

Volunteers work with classroom teachers to assist with various projects and interact with students. Volunteers tell stories, read to children, and prepare bulletin boards.

Media Center

Volunteers work at the circulation desk, catalog and shelve books, mend books, operate audio-visual equipment and fill teacher requests.

Front Office

Volunteers work at the front office answering phones, checking students in or out, making copies and other clerical duties.

Chaperones

Volunteers, most often family members, accompany students on daytime field trips and chaperone field days. All chaperones must be 21 years or older unless they are the parent of the child.

Guest Speakers

Guest Speakers share career, travel, hobby and cultural experiences with students in a classroom setting.

Tutors

Tutors work on-on-one or with small groups of students to reinforce basic skills.

School Advisory Council

The School Advisory Council works as a team to develop the School Improvement Plan as defined by state statute. Parents and staff members are elected to the School Advisory Council. This council represents the racial and ethnic composition of the school's population and meets at least four times each school year.

Parent/Teacher Organization

The PTO supports the school through community involvement and various activities that raise funds. It exists at the discretion of the principal.

Working with Individual Students

- 1) Introduce yourself and tell the student why you are there and when you will be volunteering. Learn the student's name and how to pronounce and spell it.
- 2) Get acquainted. Find out what interests the student. Tell him something about yourself. While you establish rapport, be patient. It may take time for you both to feel comfortable. Your words and your actions let the students know you care.
- 3) Be dependable. You are modeling responsible behavior for students.
- 4) Build the student's self-confidence. Praise your student specifically and frequently. Accentuate the positive; minimize the negative.
- 5) Let the student know that making mistakes is a normal part of learning. Don't be afraid of making mistakes yourself. We learn from mistakes!
- 6) Listen attentively, but keep the student focused on task.
- 7) Keep your explanations short and clear.
- 8) Give students extra time to think so they can discover the answer to the question.

Do not be discouraged if you do not see immediate change in the student's attitude or academic achievement. Their situation has been building over time, and it will take time to change it. You ARE making a difference, even though you may not be around to see the positive results.

Protecting Our Students

When child abuse and/or neglect is suspected, you are required to provide information to the Florida Hotline at 1-800-962-2873. School staff will help you to follow proper procedures established by state law and school board policies.

If a student talks about harming themselves or others, report the conversation to a staff member **immediately**.

Respect the confidential nature of anything that you see or hear at school. Any information about a student's academic progress, behavior or school related incident is strictly confidential and protected by Florida law. Share any concerns that you may have with school authorities.

School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, or destruction of property) must report the incident to a staff member immediately. (Florida Statute 1006.147)

Protecting Our Volunteers

Stay in sight of school staff when working with students. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions may be misconstrued. Appropriate physical contact includes handshakes and hands on shoulders.

Field Trips

Field trip sites become an extension of Moore Haven Middle-High School. Policies and procedures governing volunteers at school extend to field trips.

The choice of how many chaperones are needed for a trip is the decision of the teacher and school administrator. We may have to limit the number of adults accompanying students on any given trip.

Chaperones are responsible for the children the teacher has placed in their care. If chaperones must leave their group of children for any reason, they should make arrangements with the teacher. Chaperones should not neglect their obligation to students by visiting with other adults.

All chaperones must be school board approved volunteers.

Do not use inappropriate language.

Tobacco, drugs, alcohol, chewing tobacco, or any and all tobacco products (including devices that resemble smoking, i.e. e-cigs) is prohibited on buses and at field trip locations.

Illegal drug use is prohibited on buses and at field trip locations.

Wear appropriate clothing.

Do not use cell phones except for emergency purposes. Your attention must be on the students.

Chaperones assume their duties at the school site prior to the trip and complete their duties upon return. With this in mind, chaperones must accompany the students on school board transportation. Private vehicles may not be used unless an exception has been approved by administration.

Preschoolers, children or teens who are not in the group that the field trip is intended for may not attend the field trip.

Failure to comply with field trip guidelines may result in the denial of volunteer privileges.

2017 – 2018

Volunteer Registration Steps

- **Please complete the attached Volunteer Registration Form and return to Mrs. Watts in the school office.**
- **We will also need a copy of your driver's license. Please provide a copy or stop by the school when possible and we will make a copy for our records.**
- **Last step. Your name will be submitted to the School Board for approval. (All volunteers have to be School Board approved each year for that specific school year.)**

*Thank you for your
commitment to our youth!*

GLADES COUNTY SCHOOL DISTRICT 2017-2018 SCHOOL CALENDAR *Adopted: February 25, 2016*

<u>JULY</u>	4	Independence Day Holiday
<u>AUGUST</u>	1-3	QTIP (New Teachers Report 8/1)
	4	Possible Paid Teacher Inservice
	7	(Teachers Report For Duty) Pre-School (8/7 – 8/11)
	TBA	Get Acquainted Night
	14	STUDENTS REPORT FOR SCHOOL
<u>SEPTEMBER</u>	4	Labor Day Holiday (All)
	6	Early Release For Students – Teacher Inservice/Professional Development
	8	Interim Report Cards
	12	Open House – MHJSHS (5:00p.m. – 7:00p.m.)
	14	Open House - WGS & MHES (5:00p.m. – 7:00p.m.)
<u>OCTOBER</u>	11	End of 1 st 9 Week Period
	16	Teacher Workday (No School For Students)
	18	Early Release For Students – Teacher Inservice/Professional Development
	20	Report Cards Go Out
	TBA	Halloween Carnival
<u>NOVEMBER</u>	TBA	West Glades Fall Festival
	10	Interim Report Cards
	14	Open House - WGS & MHES (5:00p.m. – 7:00p.m.)
	16	Open House - MHJSHS (5:00p.m. – 7:00p.m.)
	TBA	Early Release For Thanksgiving Holiday
	20-22	Hurricane Make Up Days (If Not Necessary, School Not In Session)
	23-26	Thanksgiving Holiday (All)
	29	Early Release For Students – Teacher Inservice/Professional Development
<u>DECEMBER</u>	14	Christmas on the Caloosahatchee
	TBA	Fall Sports Banquet
	15	End of 2 nd Nine Week Period / Early Release For Holiday
	12/16 – 1/1	Christmas/New Year Holiday (12 mo. 12/22 & 12/25, 12/29 & 1/1)
<u>JANUARY</u>	12/16 – 1/1	Christmas/New Year Holiday (12 mo. 12/22 & 12/25, 12/29 & 1/1)
	2	Teacher Workday (No School For Students)
	3	Students Return To School
	8	Report Cards Go Out
	15	Martin L. King Holiday (All)
<u>FEBRUARY</u>	1	Interim Report Cards Issued
	6	Open House– MHJSHS (time tba)
	8	Open House - WGS & MHES (time tba)
	TBA	Winter Sports Banquet
	19	Presidents' Day (All)
<u>MARCH</u>	1	Early Release For Students – Teacher Inservice/Professional Development
	2	Chalo Nitka Holiday (All)
	9	End of 3 rd 9 Week Period
	10 -18	Spring Break
	19	Teacher Workday (No School For Students)
	23	Report Cards Go Out
	30	Good Friday Holiday (All)
<u>APRIL</u>	24	Interim Report Cards
<u>MAY</u>	TBA	Spring Sports Banquet
	20	Baccalaureate
	28	Memorial Day Holiday (All)
<u>JUNE</u>	1	LAST DAY FOR STUDENTS – Early Release For Students
	1	Graduation
	4 & 5	Post School – Teacher Workdays (Last Day For Teachers 6/5)

VOLUNTEER REGISTRATION FORM

(Please print legibly)

School Year: **2017-2018**

Volunteer's Name _____ Date of Birth _____

Address _____

City/State _____ Zip Code _____

Home Telephone _____ Cell Phone _____

Name(s) of Children/Grandchildren in School _____

VOLUNTEER ASSIGNMENT PREFERRED:

____ ATHLETIC PROGRAM

____ CLASSROOM ASSISTANT

____ GRADE LEVEL PREFERRED (____ GRADE)

____ MEDIA CENTER ASSISTANT

____ FIELD TRIP CHAPERONE

____ OFFICE HELPER

____ CAFETERIA HELPER AT LUNCH TIME

____ SPEAK TO CLASSES ABOUT _____

DAYS AND HOURS YOU WOULD LIKE TO VOLUNTEER _____

SPECIAL INTERESTS OR HOBBIES _____

WORK EXPERIENCE _____

As a volunteer at Moore Haven Middle-High School, I agree to the guidelines noted in the Volunteer Handbook.

Volunteer's Signature

Date

Office Use Only

____ Copy of Driver's License Provided

____ Background Check Completed

____ Date Approved by School Board