

**YULEE  
ELEMENTARY  
Y  
VOLUNTEER  
ORIENTATION  
N**



**OUR VOLUNTEERS BRIGHTEN LIVES!**

**VOLUNTEER COORDINATOR**

**MS. HERNANDEZ**

# SCHOOL INFORMATION

**Yulee Elementary Sch**  
**86063 Felmor Rd.**  
**Yulee, FL 32097**



**PH # 904-225-5192 EXT. 5345**

**Fax # 904-225-999**

# HOW DO I BEGIN?

- Complete and submit a district application and a copy of photo identification
- Sign up for activities that interest you
- Wait to be contacted by a staff member



# VOLUNTEER PROCEDURES



- Volunteers must sign in/out in the school office at the beginning and end of every shift. Please bring ID.
- The district requires that a record be kept of all volunteer hours. Signing in/out each time you volunteer will help keep track of your hours.
- Notify the front office if you are unable to be present at the assigned date & time.
- While you are on school grounds, please wear your identification tag or button.

# VOLUNTEER PROCEDURES



- Use the Staff restrooms only.
- Your conduct should provide for and reinforce the safety and well being of the students. You are a role model for the students and should act appropriately.
- If an accident occurs, immediately inform a staff member.

# VOLUNTEERS DO



- Please do not come to school if you are ill. It is important to prevent spreading germs in a classroom situation.
- Assume responsibility for the supervision of a class in the absence of a teacher.
- Contact parents regarding student performance or write letters home.
- Evaluate student progress
- Discipline students
- Give medication to the students.
- Bring children with them while volunteering

# SAFETY



- Know emergency procedures and exits. Follow the established emergency plan.
- Learn the proper use of all needed school equipment.
- Never leave a student alone.
- Never allow a student to leave school without checking out through the main office.
- If you have doubts about a situation, ask someone with authority.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.

# BULLYING

## TYPES OF BULLYING:

- Hitting/kicking/spitting
- Making mean or rude hand gestures
- Name-calling
- Threatening to cause harm

## HOW TO REPORT:

- Write incident and names down.
- Report incident to teacher, vice principal, principal.
- Don't try to resolve.
- Don't question any students involved.





# CONFIDENTIALITY



**The most important thing to remember is Confidentiality. This includes, but is not limited to:**

- Student performance
- Student behavior
- Conversations heard amongst staff
- Concerns with teachers and staff
- Incidents with students
- Student/ Staff health and medical issues

# DRESS CODE

**Dress in clothing that promotes a safe and respectful learning environment.**

- No clothing with profanity, obscenity, violence, or symbols of hate.
- No clothing that promotes alcohol, tobacco, drugs.
- No clothing that shows bare skin between upper chest and mid-thigh.



# WORKING WITH A SMALL GROUP

- Call each child by name (name tags are helpful at first)
- Offer each child a chance to participate. Quiet children are sometimes ignored.
- Allow children to develop independence by letting them do as much as possible
- Feel at ease, everyone makes a contribution



# OPPORTUNITIES

Look out for flyers and school activities calendars.



# VOLUNTEER HANDBOOK

- The Volunteer Handbook and other useful information about volunteering is located on our website
- [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us)
- Click on Yulee Elementary School under “Schools” link.



**Yulee Elementary  
appreciates our**



# QUESTIONS

