BAY HAVEN SCHOOL OF BASICS PLUS

Parent / Student Handbook

2026-2027



2901 West Tamiami Circle

Sarasota, FL 34234

Phone: 359-5800 Fax (941) 359-5694

School Vision

At Bay Haven School of Basics Plus, all students will grow academically, physically, and emotionally in a caring, engaging, and structured environment.

School Mission

Bay Haven School of Basics Plus provides an engaging educational environment through the collaboration of staff, students, families, and community. This engagement is maintained through written contract commitments, family partnership, dedicated staff, and a supportive PTO.

Philosophy

Bay Haven School of Basics Plus is based on the premise that each and every child learns best in an orderly and highly structured environment. Every effort is made to ensure competence in Language Arts, Mathematics, Social Studies, Science, Fine Arts, Technology, and an understanding and appreciation of Physical Education. Accommodations are made to meet individual student's needs so that grade level expectations will be met.

The written commitments to Basics Plus made by educators, families, and students are the most significant factors in setting the tone of the school. The commitment contract fosters attitudes of responsibility, as well as awareness that high standards have been set for academic and behavioral excellence.

Bay Haven School of Basics Plus recognizes the importance of promoting a positive self-image. The combination of educators, parents, and students working together creates an environment in which every child will have the opportunity to be a winner every day. We maintain high expectations for all students to grow academically, physically, and emotionally.

GOALS

The goals of Bay Haven School of Basics Plus are to work with the school community in an environment which will foster a positive self-image and self-concept and to assist students in achieving a high level of proficiency in the following areas:

- The ability to read, write and comprehend at grade level utilizing a variety of media and formats.
- The ability to analyze, problem solve, compute, and persevere through challenging concepts.
- The ability to participate in classroom conversation which includes collaboration, debate, discussion, and active listening.
- The ability to appreciate other cultures and an understanding and appreciation of the

fine arts.

- The ability to access and utilize current technology applications to enhance learning.
- An understanding of physical movement and a lifelong base of wellness and physical fitness.
- A self-awareness of emotions, practice positive peer relationship skills and an understanding of strategies to access support if needed.
- The School Board of Sarasota County, Florida is committed to the philosophy and goals of the Bay Haven School of Basics Plus.

MOTTO & COLORS:

The school motto is "A Bright Spot By The Bay" and the colors are Blue & Gray.

SCHOOL MASCOT:

"Manny" The Manatee

BAY HAVEN CHEER:

East is east
West is west
Basics Plus
Is the best!

Principal:
Chad Erickson

Assistant Principal:
Morgan Donegan

Administrative Assistant:
Tracy Bretoi
Bookkeeper:
Stephanie Dominguez
Counselor:
Tammy Blake
E.S.E. Liaison:
Laurel Hinds
ESOL Liaison:
Ashleigh Davis
Registrar:
Janyce Jones
Receptionist/Attendance:
Chloe Fogelson
Clinic:
Millard Gill
Kassie Spielman, Nurse
Child Care:
Christa McCarthy
Cafeteria:
Arlene Nieves—359-5804
Transportation Phone #:

486-2141

Bay Haven Instructional Hours

9:30 a.m. to 4:15 p.m.
School gates open at 9:15 a.m. and lock at 9:30 a.m.
Students arriving after the 9:30 a.m. bell are tardy.
Students not picked up by 4:30 p.m. will be sent to After Care where charges will apply. Non-registered go to the office at 4:45pm.

Bay Haven Office Hours:

8:45 a.m. - 4:45 p.m.

Bay Haven Important Dates

Meet the Teacher: August 6, 2026 at 1:30pm
School Starts: August 10, 2026
Labor Day: September 7, 2026
Professional Day: October 12, 2026
Thanksgiving Break: November 23 – 27 2026
Winter Break: December 21, 2026 – January 1, 2027
Professional Day: January 4, 2027
MLK Jr. Day: January 18, 2027
Presidents Day: February 15, 2027
Professional Day: March 12, 2027
Spring Break: March 15 – 19, 2027
Mini Break: March 26, 2027
Mini Break: April 16, 2027
Last Day for Students: May 26, 2027

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Absences, Tardies and Early Dismissals

Absences:

Students are expected to be in school every day, all day, and on time. We understand that there may be instances of illness that require a student to be absent. A child who is absent must upload within three (3) days upon return, a written excuse to Focus signed by the parent/guardian that contains the reason for the absence and the date(s) it occurred. Once a student's absences for illness are excessive without information on file from a medical provider, administration may require a doctor's statement for further absences to be excused.

Please note:

1. Students are expected to be in school from 9:30 am - 4:15 pm.
2. Definition of "EXCUSED" absence: a) Medical appointment, b) Illness, c) Religious holidays. Please note vacations or family trips are considered unexcused absence. After five (5) "Unexcused Absences" the school will send a letter to the families informing them that the "Unexcused Absences" will result in a phone call from the school's administration.
3. After five (5) "Unexcused Absences" the school will send a letter to the families informing them that additional "Unexcused Absences" may result in being placed on "Probation".
4. Further "Unexcused Absences" may result in a visit from the school's Social Worker to the home and the student will be placed on "Probation".
5. Any further "Unexcused Absences" after "Probation" may result in dismissal at the conclusion of the next marking period.

Tardies: Arrival after 9:30 AM

1. After five (5) tardies, you will receive a letter as a reminder of expectations and contractual obligations.
2. After Ten (10) tardies, a dismissal meeting will be scheduled to discuss the contract which requires your child to be on time to school every day. Continued tardies may result in dismissal.

Early Dismissals

1. An early dismissal is defined as leaving campus before 4:15. All early dismissals must be communicated to the teacher in advance and must take place prior to 3:30 as dismissal logistics.
2. After five (5) early dismissals, you will receive a letter as a reminder of expectations and contractual obligations.
3. After ten (10) early dismissals, a dismissal meeting will be scheduled to discuss the contract which requires your child to be on time for school every day. Continued tardies may result in dismissal.

Before and After School Child Care Program

Bay Haven has a before and after school childcare program for students registered at our school. The program operates regularly scheduled school days, beginning with the first day of school. Before-school care is from 7:00 a.m. until 9:15 a.m. and after-school care is from 4:15p.m. until 6:00 p.m.

Calculation of fees is based on how many days your child is in childcare during the month. Documentation of free or reduced lunch will be necessary to determine eligibility. Parent pick-up after 6:00 p.m. will require a late fee of $1.00 per minute to be paid at that time. The fee schedule is listed below, including reduced fees for students who are on the free or reduced lunch program.

A yearly registration fee is $35 per family and is non-refundable. All parents/legal guardians are urged to register their students even if they do not anticipate using the program regularly. This will provide a safety net for your child/ren in case of an emergency or unexpected event which prevents them from being picked up after school.

Child Care Monthly Fee is due the first week of the following of the month.

The fee is accepted online, through personal check or cash. Falling behind in payment of the fee by more than two weeks can result in removal of your child from the program. Additional fees will be charged and collected for checks returned for insufficient funds and you will be asked to pay by cash or money order.

Fee Schedule Before and After-School Care Elementary Schools 2026-27 School Year

A.M. Child Care	P.M. Child Care	If Reduced Lunch	If Free Lunch	Other Fees
$4.50 per child/ per day	1st child - $9.00/day 2nd child - $8.00/day 3rd child - $6.00/day	1st child - $7.50/day 2nd child - $6.50/day 3rd child - $4.50/day	1st child - $6.00/day 2nd child - $5.00/day 3rd child - $3.00/day	Late fees: $1.00 per minute

$35 Registration Fee

Breakfast and Lunch

The Sarasota County School's Food Service Department provides nutritional meals for students.

In addition to the regular hot lunch, a choice bar, and breakfast is available for all students. As children make choices about their lunch, they are learning the decision-making process.

Parents will be advised of the lunch costs at the beginning of the school year. Money is due each Monday if paying for the week. The parent or student is responsible for paying for the lunches in the lunchroom before school on Monday mornings or daily before school each day. Students who bring their own lunches may purchase milk following the same procedures.

Checks covering lunches or milk should be made payable to Bay Haven School of Basics Plus. Please write the student's name, pin number, and grade on each check. Families can also deposit funds in their student's account online at myschoolbucks.com. Credit for unused lunches is carried forward. Free or reduced cost may be obtained by completing the necessary forms located on the district website under School and Menus. For those students who choose to use this service, a nutritional breakfast will be served each morning prior to regular school hours.

Parents are invited to purchase a cafeteria lunch and to dine with their child(ren) whenever possible. A nominal fee is charged to adults.

Food Service provides the opportunity for daily, weekly, and monthly payments. When your child's account is empty, a reminder notice is sent. It is critical that you keep funds in your child's account and that you are clear with what you want your child to purchase.

CONTRACT

As a Student, I will:

- Come to school prepared to be Respectful, Responsible, and Safe.
- Maintain a growth mindset by believing that I can learn and will learn.
- Always try my best in my classwork and homework.
- Follow all classroom and school rules (CHAMPS expectations.)
- Work cooperatively with my classmates and the adults in charge.
- Show respect towards myself, my peers, my teachers, and all adults on campus.
- Respect the rights and opinions of others.
- Come to school prepared with my homework, supplies, and agenda/calendar signed by my parent or guardian.
- Adhere to the District dress code (see school website.)
- Always keep cell phones/electronic devices off and in my backpack.
- Be responsible for all books, computers, materials, and supplies assigned to me.

As a Parent/Guardian, I will:

- Encourage my child to be Respectful, Responsible, and Safe daily at school.
- Read the Family Handbook and read and review this contract with my child.
- See that my child attends school every day, all day and on time. Students are expected to be in their seats, ready to learn at 9:30 am and expected to remain through dismissal at 4:15 pm.
- In the event that my child is tardy, absent, or require an early dismissal, a note is to be uploaded to focus communicating the reason. Frequent absences may require documentation from a medical provider to be considered excused. Notes must be sent in within 3 school days.
- Be responsible for following all arrival and dismissal procedures, this includes not dropping off my child prior to 9:15 am and picking my child up no later than 4:30 pm.
- Demonstrate professional behavior, wear appropriate attire, and have a positive attitude towards all staff members.
- Send my child to school in attire consistent with the District dress code.
- Insist that all homework assignments be completed daily and sign my child's agenda/calendar verifying its completion.
- Maintain open lines of communication with teachers and staff members.
- Assist my child in the proper treatment of school property, should these materials be lost or damaged, reimburse the school for the costs of replacing the item.
- If requested, have my child taken home from school within one hour due to illness or disciplinary reasons.
- Complete ten (10) volunteer hours this school year. Six of these hours must be completed prior to December 31st.
- Attend Open House and three (3) Family Engagement Events (outside of the school day.)
- Will notify the school within 5 days of any changes to phone numbers and/or address.

As a Teacher, I will:

- Come to school prepared to be Respectful, Responsible, and Safe.
- Believe that each student can learn so they may reach their fullest potential.
- Show respect for each student and their family.
- Come to class prepared to teach in order to allow each student to reach their fullest potential.
- Provide a classroom environment that promotes learning.
- Provide meaningful and appropriate class, community, and/or home assignments and activities.
- Should concerns arise, work with family to communicate and remedy area(s) of concern.
- Teach, practice, enforce and reinforce school and classroom expectations fairly and consistently.
- Maintain positive open lines of communication with families, including updates on student's progress.
- Demonstrate professional behavior, wear appropriate attire, and have a positive attitude.

Discipline

Since the goals of Bay Haven School of Basics Plus foster high standards of achievement and conduct in each of our students, a strict discipline code must be maintained. Student discipline is a joint responsibility that must be shared by home and school. A good working relationship is fostered if there is mutual understanding as to what is required in the way of behavior.

Dismissal from Basics Plus

A student may be dismissed from school for one or more of the following reasons:

- Failure of the student to follow the rules as stated in his/her contract commitments.
- Failure of the parents/guardians to adhere to his/her (their) signed contract commitments.
- Gross violations of the contract may result in immediate dismissal.

Contract Violation Procedure

The parent will be made aware of the problem situation. Verbal and written contacts with the parent(s) will be documented and on-going.

The teacher, administration and appropriate staff will meet to discuss possible interventions.

The Dismissal Committee:

- will reach consensus on action to be taken.
- can recommend probation. The parameters of the probation are to be set by the committee.
- A child may be placed on probation more than one time while attending Basics Plus. Records will be kept to ensure that the student does not have a pattern of probation.
- May recommend dismissal. Re-entry is not an option.

COMMUNICATION

ADMINISTRATION

Because of the nature of the Basics Plus program, which emphasizes a strong three-way commitment among the student, parent, and school, the administration team has become fully involved in assisting with this objective. The administration team is available to assist students, teachers, and parents in whatever way possible to ensure a wholesome learning environment at Bay Haven, and to help parents and teachers communicate more effectively.

Parent Conferences

Parents will meet with the teacher at least one time during the school year. Special conferences will be scheduled when disciplinary action is required or at the request of the teacher or principal. If you feel the need to talk with your child's teacher, please do so by first calling for an appointment so a mutually agreeable time can be arranged. During the regular school day, teachers have duties other than teaching (staff meetings or in-service training seminars) which restrict their conference time. If a phone call will suffice, this can be one way of holding a short conference (359-5800). Please do not ask teachers to discuss your child's progress during class time or while they are greeting students for the day.

Visitation Procedures

All parents/guardians wishing to visit the school must first report to the front office and present a valid driver's license (any state), or official state photo identification card (any state) to be scanned by the RAPTOR System (sexual offender/predator database). Other forms of photo identification accepted are U.S. Military Identification card, Foreign Consulate card, Sarasota County School Board employee photo identification card, Resident Alien card, or Temporary Protected Status Card.

Curriculum

It is the belief of Bay Haven that basic to the instruction of all students is the individual's development emotionally, socially, physically, and academically.

The curriculum of the school emphasizes student achievement in basic skills plus an accent on excellence. Programs and materials required for instruction will be carefully selected to ensure that every student is performing at a level commensurate with his/her ability. Classes will be taught in a quiet, structured, disciplined, and orderly environment. Before and after-school enrichment program opportunities are sometimes available.

Curriculum and Instructional Resources can be found at
https://www.sarasotacountyschools.net/o/scs/page/curriculum-and-instruction

Dress Code

Students, faculty, staff and parent volunteers are expected to dress appropriately. Appearance should always be neat and clean.



Emergency Procedures

To remain prepared in the case of an emergency, we will complete monthly safety drills throughout the school year including fire drills, lockdown drills and severe weather drills.

In the unlikely event that severe weather should cause the school to open late, close or dismiss early, (ie hurricane), information will be announced over the radio, cell phone and television as well as through automated messages from the Superintendent and/or Principal Chad Erickson. It is the responsibility of the parents/legal guardians to monitor the radio and television stations when weather is questionable. Plan arrangements for your child(ren) now should such an event occur. If school must close early, our school will follow your child's normal after-school routine unless you have given us specific instructions otherwise.

English for Speakers of Other Languages (ESOL)

Students in grades K-5 whose primary spoken language is other than English receive support as needed from our ESOL Liaison and ESOL aide through pull out sessions or in class support. Please contact the school's ESOL Liaison for more information.

Exceptional Student Education (ESE)

Bay Haven offers services to the ESE child including programs for gifted, specific learning disabilities, occupational/physical therapy, and speech-language. ESE programs are available including educational screening, evaluation, and individualized educational services. If you have an ESE child or if you want to know more about ESE screening, please contact our ESE Liaison.

Family Access Portal

The family access portal allows parents and legal guardians to check attendance, view report cards, Florida test scores, change, add/delete contacts and who can pick up your child(ren).

Field Trips

1. No child shall be excluded from a field trip because of inability to pay for any costs of the trip.
2. Parents shall be informed in writing of all pertinent details on any proposed field trip.
3. Parental written permission is required before any student will be taken on a field trip.
4. Private cars shall not be used for such trips unless approved by the principal or the director of elementary schools.
5. If children will not be in school during lunchtime, arrangements will be made with the school lunchroom manager and parents to provide lunches.
6. All classes shall be accompanied by the teacher and additional adults, such as parents. All parent chaperones must be VOLUNTEER approved.
7. All out of county field trips must have parent signatures notarized.

Donations / Gifts

A donation envelope is sent home at the beginning of the school year. A $10.00 donation per student is requested to help with school-related expenses that are not covered by our budget.

Health Room

Our health room is staffed by a clinic aide and an LPN once a week and is available to students who become ill or injured at school. Student medication, including over-the-counter medication, can only be dispensed by the clinic after completion of required documents available through the clinic.

Parents/legal guardians are advised not to send children to school who have the symptoms listed below as the student will be sent home:

- Fever above 100°F - All children with a temperature of 100°F or higher will not be allowed to remain in school. Children must be fever-free 24 hours prior to returning to school.
- Severe sore throat
- Diarrhea
- Undiagnosed rash
- Vomiting
- Bad cough
- Active head lice

Any child who becomes ill or injured at school is sent to the school health room. If a child is seriously ill or injured, the parent/guardian will be notified immediately to pick up the child. It is extremely important that the parent's correct home and office phone numbers be on file at the school. We require **two (2) emergency contact numbers** on file. Please go onto the family access portal to update any changes.

Home Baked Goods

According to Florida law, food prepared in a private home shall not be used, sold, or offered to the public by a food service establishment. Schools are included in the definition of food service establishments in section 381.0072 of the Florida Statutes. Baked goods prepared at home are not allowed to be distributed to students. The only exception to this law is if the private home has been licensed by the Health Department.

Homework

It is the school's position that homework is a beneficial and necessary tool which aids the student in his/her academic growth. Homework is an extension of the day's learning experiences, assigned frequently to reinforce classroom learning. Parents are expected to support the policy as stated below:

1. Homework will be assigned at all grade levels.
2. Parents are expected to provide a suitable study area for their child.
3. Homework may be in written or non-written form. **Reading every night is required**.
4. Homework is to be completed neatly and properly, according to teacher direction.
5. Assigned homework is to be completed on time.
6. It is expected that parents review homework for neatness and completion, and initial it.
7. Upon approval of a homework request for an extended absence, the classroom teacher will prepare assignments up to a maximum of one week for the child to complete. (i.e. a week's worth of work requires at least a week's notice).
8. If a child is to be absent from school for a significantly longer period of time, the teacher does have the responsibility of maintaining copies of student handouts and worksheets. When the child returns to school, assignments are to be completed within 2 school days for every day of absence.

INSURANCE:

A low-cost school accident policy is available for all students. Application forms for this coverage can be found online. Documents | Sarasota County Schools

LOST & FOUND:

All lost items will be kept in the cafeteria. It is recommended that your child's possessions be clearly labeled (name tags, pen, etc.) to assist in the return of misplaced articles. At the end of each marking period, all unclaimed lost items will be donated.

Lunch Time

Lunchtime is an important part of the school day. Our Manatees are expected to follow the CHAMPS expectations when in the cafeteria. Parents are welcome to eat lunch in the café at the designated parent table or in the courtyard with their child(ren). For safety reasons parents are allowed to **only** sign their child(ren) out for lunch.

Media Center

The Media Center is an extension of the classroom and is available to individual groups as the need arises.

The circulation policy for students is: One book per student may be checked out at a time for students in grades Kg. and 1st, two books in grade 2nd, and three books per student may be checked out by students in grades 3-5. Books are due in one week, but they may be renewed if needed.

Lost books will be paid for at the replacement rate. Refunds will be made during the school year for found books. Damaged books will be assessed according to the binding cost, cost of mending material or replacement.

PARENT / TEACHER ORGANIZATION (PTO)

Parental involvement and engagement in school culture is critical to the success of our children. Please be as involved with the Bay Haven PTO as you can be. The PTO hosts many different events throughout the school year on campus—all our families are welcome to attend.

The PTO is always in need of volunteers to help coordinate and lead various campus activities —please reach out to our PTO leadership for volunteering opportunities.

Yearly elections are held for the office of president, vice-presidents, secretaries, and treasurer to lead the PTO. An Executive Board comprising of the PTO officers and other parents administer the PTO program. Any questions or to email please click here: Bay Haven PTO

Parties:

Bay Haven discourages hosting parties during instructional time. Teachers will not send birthday invitations to students unless all classmates are invited.

Religious Beliefs

It is the parents' responsibility to inform the teacher that they desire their child's religious beliefs to be respected in the classroom. It is suggested that the parents and teachers confer and decide upon a mutually agreeable system to monitor schoolwork.

Safety Patrol Program

The safety patrol is comprised of 5th graders and operates as a support system for school rules. Teacher recommendations as well as work habits scores are considered when choosing students for safety patrol.

SCHOOL PICTURES:

Each year during the fall months, individual school pictures will be taken of your child. Class pictures will be taken during the year. Parents will be notified in advance of the cost of these pictures and the date pictures are scheduled to be taken. Purchase of pictures is optional. A school yearbook is also available for purchase in the spring.

Transportation

For the safety of our students, students should have a consistent dismissal method which is to be communicated to their teacher prior to the first day of school. We discourage frequent dismissal changes. Should there be a change in dismissal this should be communicated to your child's teacher via email prior to noon.

Bicycle Riders

Students riding their bikes to school must wear a safety helmet, as required by law. Students without a helmet will not be allowed to leave school on their bike. Parents will be contacted if their student arrives at school without a helmet. The parents may bring the helmet to school, or they will have to pick their student up at dismissal.

For safety reasons, bicycles are never to be ridden on school grounds. Bikes should be parked at the bike rack. Students are encouraged to lock their bikes as well, as the School District is not responsible for lost or stolen bikes.

Skateboards, roller blades, and Heelys are not permitted on campus.

A form must be filled out and signed by the parent/guardian detailing the students route home. The student will be dismissed once staff members are at the crosswalk.

Bus Riders

Transportation by bus is a privilege that will be provided for students who live two or more miles from the school. Information regarding bus routes, registration etc. can be found on the county website here: Transportation | Sarasota County Schools. Your student must be pre-registered to ride a bus. 2026-27 SY Register for a Bus | Sarasota County Schools
Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at the pick-up/drop-off locations.

Bus Riders Discipline Procedures

All children must follow safety policies established by the Transportation department. Disruptive children on a school bus can cause a very unsafe situation, which could be tragic. Failure to adhere to bus expectations may result in loss of transportation privilege. It then becomes the obligation of the parent to transport the child to and from school. The following action will be taken for misbehavior on the bus:

Bus Misconduct Report — A misconduct report will be written for failure to comply with bus rules. Parents will be notified by the Route Supervisor to allow for an opportunity to improve.

Bus Referrals — If a student chooses to continue making poor choices despite the reminders and support provided by the Misconduct Reports, a bus referral will be written. A recommendation by the Route Supervisor will be summited for the student to be suspended from the bus.

1st Referral — 1 day bus suspension
2nd Referral — 3 days bus suspension
3rd Referral — 5 days bus suspension
4th Referral — Recommendation for bus expulsion for the remainder of the year. School bus transportation is a privilege not a right.

Car Riders

All parents and guardians picking up children from carline MUST have a current dismissal tag. Two tags will be provided per family. Additional tags can be purchased for $3.00 per tag.

Parent Walk-Up

Parents wanting to either walk their child(ren) to the front gate or to class will be required to park in the Parent Parking Lot. Those wishing to walk their child to class will need to have a badge and enter through the Main Office between the hours of 9:15-9:25 am.

Student Drop Off

Parents wanting to drop off their child(ren) will do so on Bon Air Avenue (Behind the school.) Students must remain in their car until 9:15 am. **Students should not exit their cars prior to 9:15 am.** At 9:15 am, staff will begin opening car doors through 9:30 am. Any student arriving after 9:30 will be considered tardy and must be escorted by their parents to the Main Office to check-in.

Walkers

A form in the office must be filled out and signed by the parent/guardian detailing the students route home. The student will be dismissed once staff members are at the crosswalk.

STUDENT RECOGNITION

Principal's List:
Straight "A" Recognition . . . Quarterly the principal holds a special ceremony. Parents will receive an invitation from your child's teacher.

A & B Honor Roll:
Students who earn all A's and B's on their Report Card will receive a Certificate of Achievement and coupons in their Report Card.

Volunteers/Chaperones

For the safety of our children, all registered volunteers are required to pass a Florida Department of Law Enforcement (FDLE) state criminal background check done through RAPTOR. Individuals desiring volunteer assignments in our facilities must provide social security numbers and other personal information required to perform this check.

Principals are responsible for all persons on their campuses. It is a courtesy to the principals and a responsibility of the volunteer to be part of these safe campus procedures. Always report to the school office before you begin your volunteer activity. Present your driver's license or state identification badge to be scanned by RAPTOR and receive your identification badge. All visitors are required to always have a badge visibly on them while on campus.

Register and Log Hours

To sign up to volunteer go to: Become a Volunteer | Sarasota County Schools

On the top banner to the right click on volunteering.

Pick which level volunteering you wish to do and follow the prompts. This is where you will create your volunteering account.

To Log Hours: Raptor Volunteer Portal | Sarasota County Schools

This takes you to the volunteer portal where you sign in to log your hours.

Volunteers are covered by Workers' Compensation insurance while on campus. To qualify you must be a registered volunteer who has signed in each time you are on campus.

Volunteer Programs

NOTE: Your personal information does not leave the school system and is not on the internet. Firewalls are in place to ensure security.

Volunteer Work Assignments

Please communicate with your classroom teacher to learn about volunteering opportunities in the classroom. Our receptionist also maintains an ongoing list of volunteer opportunities.

Helpful Hints for Volunteers

Some hints to make your volunteer experience more effective and enjoyable:

- Be dependable: We appreciate your sincere commitment. Remember that the students and teachers are counting on you. Please be on time, and if you are unable to come, please call. Siblings are not permitted in classrooms while volunteering.
- Remember that your position is one of support. It is important to follow the teacher's direction and work within the existing classroom and school policies. We're always open to your thoughts and suggestions, however, until you get the approval from the person in charge, please do not act on them. Let the teacher handle any disciplinary problems.
- Be professional: What goes on in the school needs to stay in the school. We appreciate your confidentiality in school matters. If any questions or challenges arise, please turn to the appropriate person, as your concerns are important to us. We hope that your

experiences in school spark a new area of interest for you. Continue learning … new ideas and skills are exciting.

- Be positive: The students will enjoy seeing you on campus. A smile and a few words of praise and encouragement will bring results that will be rewarding for you and the students.

Chaperone Guidelines

- Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines. ALL Chaperones *must* be VOLUNTEER Approved.
- Recognize that the classroom teacher is ultimately responsible for all students. His/her directions must be followed by both students and chaperones.
- Understand that students must be always kept under close adult supervision. Chaperones are to report issues or concerns immediately to the supervising teacher.
- Assist the teacher in making sure that all students areaccounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity.
- Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents.
- Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe and Drug Free Schools policy.