

CYPRESS ELEMENTARY

Volunteer Orientation 2015-2016



- Welcome to our Cypress Volunteer Orientation. We truly thank you for becoming an approved volunteer.
- To maintain consistency, we are requiring that all volunteers receive orientation prior to volunteering.



Cypress Elementary Volunteer Program Mission

- *To provide our valuable volunteers with open communication, a friendly working atmosphere, and to recognize the precious gift they give so freely—their time.*
- *To provide our Cypress students with encouragement to achieve academic success, direction to become better students and citizens, and to enrich their elementary education.*
- *To extend the effectiveness of the Cypress teachers and staff through active parent and community involvement and support.*



Signing-in to Volunteer

It is a District Office directive that all persons wishing to gain entrance to a Pasco County School shall be required to show a photo identification OR District issued badge.

- When arriving to volunteer, you must be signed in thru the RAPTOR system. All staff has been instructed to notify the office of expected volunteers. Please be sure you have made prior arrangements with the teacher prior to coming in to volunteer.
- All adults in the building are required to wear a name badge. Volunteers will have a RAPTOR sticker. Volunteers coming into the school on a daily basis or PTO Board Members may have a permanent badge assigned to them. It is the individual volunteers' responsibility to wait and be signed in.



- Unless the office has been notified differently, volunteer assignments begin after the bell rings. You may be signed in earlier, but you are not permitted to pass the front office until the bell rings.



- Confidentiality is a vital component of our volunteer program. For this reason, it is not appropriate or acceptable to discuss students, parents or school staff. This includes on-line publishing and photos not approved by classroom teachers/school administration. Questions about confidentiality need to be addressed by School Administration or the Volunteer Coordinator.



Examples of Appropriate and Inappropriate Volunteer Conversation

Inappropriate

- -You see your best friend's child sitting in the office and ask why they are there.
- -You contact your best friend to tell them their child was in the office.
- -You share that while volunteering you work with a class that is loud, rough or has trouble learning.
- -You share with others how frustrating it is that parents do not help children with homework.

Appropriate

- -You see a friend of your child in the school and you smile and say hello, as you may any other child.
- -You share with others how much you enjoy volunteering, and love the opportunity to work Cypress students, families and staff.
- -You invite other parents to attend school events.



- If you are volunteering at the end of the school day, please ask the office for a green slip while signing in. This will be given to Car Loop Personnel at dismissal. **IT IS NOT APPROPRIATE FOR VOLUNTEERS TO TAKE THEIR STUDENT FROM THE CLASSROOM BEFORE THE BELL RINGS.**
- If you are volunteering in the school, and take your student out for early dismissal, please keep in mind your child is losing instruction, as after a certain number of early dismissals, the School Social Worker may be contacting you.



While Volunteering...

- School Emergency Plans are located by classroom televisions or common area exits. It is recommended you familiarize yourself with our School Emergency Plan, however if an emergency/drill arises while you are volunteering, please stay calm and follow the direction of staff members.
- **Be Cautious.** Never allow yourself to be put in a possibly compromising situation. If you feel uncomfortable in a particular situation, please let a staff member know immediately. Volunteers should never be left alone with a student (remember the buddy system for students).
- For liability and safety reasons, non school-age children may not accompany a parent when volunteering at school. Middle and High School students must have approval prior to day of volunteering at Cypress.



While Volunteering...

- Prior to using the school copier, laminator, or other equipment, please secure the proper training prior to using the equipment.
- Your appearance in dress and grooming should be neat, clean and appropriate for working with elementary age children. Dress may be comfortable and casual (i.e. walking shorts, slacks, etc.) and project a positive image to our students. Volunteers may not wear short shorts or tank tops. Also, adults may not use inappropriate language or gestures on school grounds as we have a responsibility as role models to gain the respect of our students. Personal conversations should not take place around students.



- If you have any questions about volunteering or have problems with a particular assignment, please contact me. While I take my Health Assistant job very seriously, which is my main concern during the school day, I care passionately about our Volunteer Program and each volunteer. If I am not available at the moment you need me, please leave a message with the office staff or email me and I promise I will call you back.



Virtual Volunteer

- Log At Home Hours
- View your Volunteer /History
- Add/delete School Campus(s)



If you complete volunteer work at home, this is a great way to input your volunteer time! Call me if you need help!

The screenshot shows the 'VIRTUAL VOLUNTEER' web application interface. At the top, there is a navigation bar with the site name and a user profile for 'Courtney'. Below this, the main content area is divided into several sections:

- MY PROFILE:** Displays the user's name (Jacob Kirkland), location (AL), and personal information including DOB (06/21/1978), Race (Other race), Gender (Male), and Email (mkirkland616@gmail.com). It also shows Home and Mobile work locations.
- SHORTCUTS:** A grid of icons for quick actions: Log Hours, Edit Profile, Contact Volunteer Coordinator, Add/Remove Campus, and Change Password. A white box highlights the 'Edit Preferences' icon with the text 'for events needing volunteers!'.
- MY HISTORY:** A table listing volunteer activities with columns for activity name, duration, and dates. The total time is summarized as 14 hrs 31 min.
- VOLUNTEER COMMUNITY:** A section for finding other volunteers, with a white box highlighting the 'Send Email' button and the text 'volunteers- you set the preferences!'.

At the bottom of the page, it states 'powered by Raptor Technologies Inc.' and provides links for 'Terms of Use' and 'Privacy Policy'.

Abuse Reporting Tips and Information

- During the course of volunteering, if a student gives you cause to be concerned about possible abuse, neglect or other safety issues out of school, we advise the volunteer to follow the appropriate course of action:
- If the student is sharing disturbing information with you, it is extremely important that you stop the student. Politely excuse yourself and share your concern with the student's teacher, principal, assistant principal or guidance counselor. These staff members know the student and their situation and are the best equipped to handle the situation appropriately.
- If you feel the situation was not handled correctly, we encourage you to discuss the situation with the Principal or Assistant Principal.



- Thank you again for volunteering and partnering with Cypress to help our students reach their highest potential!
- Please download and complete the Volunteer Partnership Agreement. You may send it back to me electronically, or print and bring a paper copy in to the school.
- The Cypress Volunteer Handbook and Pasco County School Board Volunteer Guidelines are great resources to periodically review.



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