



## **Odessa Elementary School 2017-2018 Volunteer Handbook**

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# Odessa Elementary Volunteer Information and Expectations

## Volunteer Sign-in and Badges

ALL VOLUNTEERS MUST HAVE COMPLETED AN ONLINE VOLUNTEER APPLICATION SINCE JULY 1, 2017 AND BEEN APPROVED BY THE DISTRICT SCHOOL BOARD OF PASCO COUNTY BEFORE VOLUNTEERING. The online application can be found at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us). Always sign-in at the front office. Please ensure the office staff properly signs you in each time you volunteer in the building. When leaving for the day, please ask a front office staff to sign you out. At home volunteer hours need to be emailed to the volunteer coordinator. Raptor name badges need to be worn at all times while volunteering.

## School hours are 9:30 AM to 3:45 PM

**Please do not remove your child for early dismissal if you are volunteering.** If you are leaving at the end of the day with your child, we ask that you provide your child's teacher with a note to have him/her sent as a car rider at dismissal time. Teachers are not to release students before 3:45 PM unless the student is signed-out and called for early dismissal by the front office.

## School Emergency Plan

Flip charts with emergency procedures are located in each classroom. If there is no classroom, they are located by the doors. If you are working in a classroom and an emergency/drill comes to pass, please stay calm and follow the directions given to students by staff members. It is recommended that you familiarize yourself with the School Emergency Plan.

## Lunches/Snacks

The drinks machine is located in the Teacher Workroom. Breakfast and lunch can be purchased in the Café. Be sure to ask for an adult portion entrée and you will get 2 side vegetables and 2 side fruits. The cafeteria also frequently offers a "special" entrée for adults.

## 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.

## Disciplining Students

Volunteers are not to discipline students. Please contact the teacher for assistance.

## Younger Siblings

For liability and safety reasons, we must ask that non school-age children not accompany a parent when volunteering at school.



## **Volunteer Brunch**

Volunteers, who have 25 or more volunteer hours, excluding field trips, will be invited to attend a brunch near the end of the year.

## **Volunteer Schedule**

Volunteer time must be prearranged ahead of time. The teacher or person you are assisting will notify the office to expect your arrival. Report on time to the staff person who will supervise your job. If, at any time, this person is not available, or for any reason the job does not materialize, please contact the volunteer coordinator or an administrator. Please do not expect to conference with the teacher during your volunteer time.

## **If You Must Cancel**

If illness or an emergency arises, please call the school office as soon as possible. Ask the office to inform the teacher that you will not be there. Instructional time may be interrupted if you are not where you expected at the scheduled time.

## **Appearance and Language**

Your appearance in dress and grooming should be neat, clean and appropriate for working with elementary age children. Dress may be comfortable and casual and project a positive image to our students. Volunteers may not wear shorts or tank tops. Also, adults should refrain from using 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. Odessa is a 100% tobacco free campus.

## **Accept Direction**

Accept direction and supervision, recognizing that you are an important helper. You are a supplementary person who offers assistance and enrichment with your personal skills and competence.

## **Assignment**

If the assigned job does not prove to be what you expected or can handle, and you are hesitant to discuss this with the staff member please contact the volunteer coordinator or an administrator.

## **Using the Equipment**

All volunteers must be properly trained before using any equipment. Please be aware that staff members may need to use the equipment (i.e. copy machine) at the same time you are using the equipment. Please allow them to do so, as they are on a tight schedule.



## **Enjoy yourself**

Your enthusiasm will be conveyed to the students who are eager to learn about new topics and ideas.

## **Volunteer Fraternization**

We encourage all our volunteers to network as a useful learning tool to help their child succeed. It is natural that, as children form positive friendships in school, that volunteers who work together do the same. We ask that the following points be considered:

- While volunteering, we realize there may be down times. While engaging in conversation, please be aware of your surroundings, your topic of conversation and level of voice.
- While on school grounds, at school functions off campus and publishing on-line (i.e. Facebook and Twitter etc) it is not appropriate or acceptable for a volunteer to speak negatively toward or about a student, parent or staff member.

## **CONFIDENTIALITY**

**Respect the confidential nature of anything you see or hear. Share your concerns you may have only with those in authority over the volunteer program (Principal, Assistant Principal and Volunteer Coordinator).**



# Volunteer Opportunities and Job Descriptions

## Job Title: **Classroom Volunteer**

**Objective:** To assist an individual teacher with classroom activities.

**Duties:** May include:

Preparing materials for classroom use.

Clerical Duties.

Telephone calls reminding parents of upcoming events.

Working with students individually or in groups.

**Training:** On-the-job training by the classroom teacher.

**Time commitment:** Determined by teacher/volunteer.

**Please Note: Each classroom teacher has the privilege to determine how volunteers are utilized in their classroom.**

## Job Title: **Team Volunteer**

**Objective:** To assist all the teachers of the team.

**Duties:** May include:

Preparing materials for classroom use, copying and die-cutting.

Clerical duties.

Become knowledgeable of school activities and functions

**Training:** On-the-job training under the direction of the Team Leader.

**Time commitment:** At least one half a school day per week consistently.

## Job Title: **School Activities Volunteer**

**Objective:** To assist with school events in which students, families and community may participate,

**Duties:** Events may include:

Book Fairs

Health Screenings

Carnivals and Celebrations

Family Fun Nights

Gingerbread Shop

**Training:** On-the-job training by event coordinator.

**Scheduling:** Volunteers will receive an email informing them of upcoming events.

## Job Title: **Media Volunteer**

**Objective:** To facilitate student use of the Media Center.

**Duties:** May include:

Assisting with the circulation and processing of materials.

Manning circulation desk, checking in and out.

Shelving and mending books.

**Training:** On-the-job training by Media Staff.

**Time commitment:** Determined by Media Staff/volunteer.



Job Title: **Cafeteria Volunteer**

**Objective:** To assist with the flow of traffic in the Cafe.

**Duties:** May include:

Wiping tables.

Assisting students.

**Training:** On-the-job training by the Cafeteria Staff and Lunch Duty personnel.

**Time commitment:** As needed

Job Title: **At Home Volunteer**

**Objective:** To assist an individual teacher or staff member.

**Duties:** May include:

Preparing materials for classroom use.

**Training:** On-the-job direction by the teacher/staff member.

**Time commitment:** As needed

Job Title: **Non-Scheduled Volunteer**

**Objective:** To assist school personnel in the office.

**Duties:** May include:

Assisting with special projects.

Assisting with clerical duties.

Light maintenance duties (i.e. dusting)

**Training:** On-the-job training by school personnel.

**Please Note: The Volunteer Coordinator will have a list of tasks available, with the approximate time to complete the task. We only ask you give the Volunteer Coordinator at least an hour notice.**

**If you are interested in doing something else as a volunteer that is not listed here that you think would be helpful for students, staff, and the school, please discuss your interest with the volunteer coordinator and/or school staff.**



## Field Trip Regulations

Thank you so much for volunteering to go on field trips. In an effort to keep students safe while attending school sponsored trips, the Pasco County School Board requires us to notify you of the following guidelines that volunteers must follow:

- All volunteers attending a school-sponsored event must be a current registered and approved volunteer with the county.
- Please be at the school no later than the designated time. This is an important time for teachers to communicate with you about the day's events.
- Please find another teacher or volunteer to be your buddy. This will be helpful during bathroom breaks.
- Children should be supervised at all times during the trip, including bathroom breaks.
- Please do not smoke or drink alcoholic beverages (some amusement parks have such items).
- Since the event is school sponsored you may be chaperoning your own child with additional students. No other siblings may attend the trip with you.
- You are responsible for your group of students until the end of the trip, unless an emergency arises.
- Please refrain from using a cell phone while performing school duties.

## Abuse Reporting Tips & 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 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.



**After reviewing the Volunteer Handbook, please complete the following and return to Volunteer Coordinator.**

I have read the Odessa Volunteer Handbook and agree to comply with the expectations of the Volunteer Program. \_\_\_\_\_ (please initial)

I have read and will comply with the guidelines for escorting students on Field Trips. \_\_\_\_\_ (please initial)

I understand the importance of the confidentiality of Odessa's students, families and staff. If I break confidentiality, I understand that volunteering privileges may be revoked. \_\_\_\_\_ (please initial)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

