

Cypress Elementary Volunteer Orientation

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 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—

To provide our Cypress students
with encouragement to achieve
academic success, direction to
become better students and
citizens, as well as enrich their
elementary education.

To extend the effectiveness of
the Cypress teachers and staff
through active parent involvement
and community support.





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.

Signing-in to Volunteer

All adults in the building are required to wear a name badge. Volunteers will have a RAPTOR 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.

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 DISMISSAL ANNOUNCEMENT.**

If you are volunteering in the school, and take your student out for early dismissal, please keep in mind your child is losing class instruction, and after a certain number of early dismissals, the School Social Worker may be contacting you.

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.



Virtual Volunteer

- *Log At Home Hours
- *View your Volunteer History
- *Add/delete School Campus

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

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.

Prior to using the school copier, laminator, or other equipment, please secure the proper training prior to using the equipment.

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.

**GET
INVOLVED
VOLUNTEER**

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 by making an appointment with the secretary.

Debbie Burd
Volunteer Coordinator

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727-774-4500

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.