

Orange Park Elementary Volunteer Policies

Welcome to Orange Park Elementary School! One of the supporting cornerstones for OPE's Concept School is parent involvement. Commitment of parents to education is a significant determinant in ensuring a child's success at school.

Our volunteer program is under the direction of the Volunteer Coordinator, Abby Castillo. We look forward to working with you during the school year. Please review these volunteer policies. If you have any questions, feel free to call Abby Castillo at 278-2040.

We welcome your involvement at OPE with open arms. While you are on campus, please remember you are not only a role model for your child, but also for the rest of our students. Your language, actions, and appearance make a profound impression on these young children. Thank you for always considering these factors when you are on our campus.

At the beginning of the school year a workshop for all volunteers is held to refresh skills and update volunteers on new programs and resources.

Volunteer Commitment: As stated in the commitments signed by all parents, each family is required to participate in parent involvement activities for a minimum of **nine (9) hours per year**. Five (5) of these must be completed **prior to December 31st**. No more than four (4) of these hours can be earned at skating parties and/or by having lunch with your child. All 9 hours must be completed by June 3rd, the last day of school in order for your child to continue attending Orange Park Elementary.

Volunteer Registration Forms: All schools in Clay County are required to have all volunteers who have contact with children fill out the "Volunteer Registration" form. This includes any person over the age of 18 who volunteers on our campus, including having lunch, with children at the picnic tables. **A new form must be filled out every school year.** Forms are available in the Front Office or can be downloaded from OPE's website in the "Volunteer Registration Form" section.

Sign In: All volunteers must sign in at the Front Office immediately upon arrival at the school and pick up a volunteer sticker. Please be sure to wear the sticker while on the campus so that the faculty and staff will recognize that you have signed in and are here for volunteer purposes. Before leaving the campus, please return to the Front Office to sign out (this is how your hours on campus are recorded). If you sign in, but do not sign out, you will be credited only 15 minutes of volunteer time.

Confidentiality: Any information a volunteer hears, sees, or reads about a student, teacher, or staff person is to remain confidential at all times. We must act in a professional manner even as volunteers. Remember that students have a right to confidentiality under the law. In order to protect student confidentiality, volunteers should not grade papers or have access to teacher grade books.

Food and Drink: Unless the children are having a snack, no food or drink is allowed in the classroom.

Medications: Volunteers cannot give medications to students at any time.

Dress Code: Please dress neatly. We strive to stress to our students the importance of dressing in a manner that is appropriate for school as is stated in our Student/Parent Handbook. We ask parents to remember that their dress should also reflect the same standard that we ask of our students since we should serve as positive role models for them. Shorts are acceptable, but we do request that they be in good taste. Therefore, short shorts and halter tops are not appropriate.

Children: Per County guidelines; volunteers understand that they may not bring preschoolers or children not registered at the school where they volunteer except with the express permission of the Principal of the school where they volunteer. This will help to maintain the professional learning environment of our school. Small children and children not registered at this school are not permitted to come on field trips.

Parking: When volunteering, please park in the parking lot off of Plainfield Avenue behind the 6th grade building (near the intermediate playground) or in the grassy area along Smith Street. Please DO NOT park in the 15-minute parking spaces at the Stiles/Plainfield intersection or in the front loop in front of the main office. These spaces should only be used only for parents who wish to enter the school for a brief period of time (such as checking students in/out of school) or for deliveries or for emergency vehicles).

Volunteer Assignments: We welcome your help with various school projects. If you find you have time to volunteer and have not made prior arrangements, please notify Abby Castillo at least one day in advance. This allows us to effectively utilize your time. Do not just drop into a classroom to volunteer; this interrupts valuable learning time.

Fire Drills, Severe Weather Drills, and Lockdown Drills: If you are on campus during a fire drill, severe weather drill or lockdown drill, you **MUST** participate in the drill. Your participation will serve as an example to the children and will help to ensure that they take these drills seriously.

At Home Volunteer Forms: There is an "At Home Volunteer Sign In" form (see page 4) for you to use in recording volunteer hours completed at home. You should record any hours doing projects for a class, shopping or cooking for a class project. You may record ½ hour for shopping trips and 1 hour for cooking or baking. See page 3 titled *Volunteer Hours* to find out what counts toward volunteer hours. Please remember it is your responsibility to keep track of these hours and submit them to Abby Castillo.

When volunteering, please remember the following:

1. Sign the volunteer sheet in the front office (Room 1), all visitors to the school must sign-in when on campus.
2. Sign the volunteer sheet at the activity you attend if at night or on a weekend.
3. Complete the form provided by the school for "activities done at home" and return it to the Volunteer Coordinator.

We ask that you continue to record hours even after you have met your nine (9) hour commitment since these hours provide documentation for various recognition awards. Thank you in advance for volunteering your time and talent with OPE!

VOLUNTEER HOURS

Please remember that one of the O.P.E. commitments is completion of 9 volunteer hours each school year.

The following do count toward volunteer hours:

- Attending Open House, a chorus performance or a play at the school
- Working a booth at the Fall Festival
- Campus Beautification
- Chaperoning a field trip
- Cutting, counting & sorting Box Tops/Campbell labels for the school coordinator
- Doing work at home **that was requested** by a teacher or homeroom parent
- Eating lunch with your child (for K-2) **outside at the picnic tables**
- Eating lunch with your child and one or two other students (for grades 3-6) **outside at the picnic tables**
- Attending PFA or SAC meetings
- Sending in an item (**that was requested**) for the classroom, a class party, or an event
- Helping at the Track Meet
- Volunteering on campus during school hours (in the classroom, helping in the cafeteria, helping with health screening, working at the book fair, working field day, etc.)
- Helping with PFA-coordinated events (Honor Roll Cookout, Skate Night, Teacher Luncheons)
- Attending holiday classroom events such as Grandparents' Day Lunch, Thanksgiving Day Feast, or Mother's Day Tea
- Other- please check with volunteer coordinator, Abby Castillo, 278-2040

When you are on campus during the day, you must first sign in and get a visitor's pass. When attending an evening or weekend activity, please remember to sign in so your hours can be recorded.

Please note that volunteering done at home (filing, cutting, stapling, etc.) is generally counted as time spent. If it took you 1 ½ hours to complete the project then you would record 1 ½ hours on your At Home Sheet. **Items sent in count as ½ hour per event not per item.** Time is generally given for the shopping of the item not the number of items or the cost. Therefore, sending in 3 bags of candy for a party counts as ½ hour not 1 ½ hours; sending in forks and napkins for an event count as ½ hr. not 1 hour; sending in 3 items off of a teacher's wish list counts as ½ hour not 1 ½ hours. Forms are available in the front office and on the OPE website (*see page 4*).

While the following are appreciated, they **do not** count toward volunteer hours:

- Attending the Fall Festival, Track Meet, Field Day
- Sending in birthday treats for your child
- Gift for teacher (Birthday, Christmas, Teacher Appreciation Week)
- Book for book exchange party, gift for gift exchange party
- Donating food to the canned food drive or supplies for the troops
- Donating items to Lighthouse Learning Center
- Teacher conferences, guidance conferences
- Joining PFA
- Lunch with just your child (if 3rd-6th grade) or lunch inside the cafeteria (K-6th grade)
- Participating in a fundraiser (Fun Run, Jump Rope for Heart, Yankee Candle, etc.)
- Sending in Box Tops, Campbell labels, used ink cartridges

At Home Volunteer Sign In

Students (s): _____

Date (month & day)	Job Description (Please be specific)	Time Spent (1/2 hr., 1 hr. etc.)	Volunteer Name (first & last name)	Teacher (which teacher asked you to do the volunteer work)

Please fill out form completely and return to Abby Castillo, Volunteer Coordinator in the Front Office. Thank you!

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Please fill out form completely and return to Abby Castillo, Volunteer Coordinator in the Front Office. Thank you!