

# OASIS

## *Volunteer Handbook*

*Policies and Procedures for OASIS School Volunteers*



**OASIS Department  
Osceola School District**

**Phone: 407-870-4080  
[www.osceolaschools.net/OASIS](http://www.osceolaschools.net/OASIS)**



# Welcome to the OASIS School Volunteer Program!

Dear School Volunteer:

Our community is very fortunate to have thousands of citizens like you who are dedicated to supporting both our students and our schools. Each day, our school volunteers display selfless acts of service to assure that all Osceola School District students receive a quality education in a safe and secure learning environment. We are extremely proud of this commitment to quality education and appreciate your interest in joining as our partner in providing the finest education possible for our students.

The goals of the OASIS School Volunteer Program are to:

- Provide individualized educational assistance to students
- Enrich the curriculum
- Improve students' self-worth by increasing the opportunity for educational achievement
- Assist and support teachers and staff with non-instructional tasks and duties
- Stimulate community interest, concern, and support for education
- Establish school-community partnerships for quality education
- Enhance all aspects of the educational process

This handbook outlines what is required of you as an OASIS school volunteer, and will give you an overview of the various opportunities, policies, and procedures that schools and volunteers must follow in order to maintain a safe and caring learning environment for our students.

Your personal interest and desire to help is welcomed and appreciated. Our youth are our most important community resource, and their education will form the foundation of the future.

Should you have any additional questions or need information, please contact the volunteer coordinator at your school or the district's OASIS Office at 407-870-4080.

Thank you for giving your time to help our children!



# EVERYONE BENEFITS!



## **Students Benefit:**

- Enriched learning experiences
- Opportunities for exploration
- Learning reinforced
- Increased motivation
- Improved self-esteem
- Positive role models



## **Schools Benefit:**

- Additional services without extra cost
- Extra Teacher time to provide supplemental instruction
- Improved student achievement, attitude, and behaviors
- Increased community support and understanding
- Parent involvement and cooperation



## **Volunteers Benefit:**

- Assisting students to higher achievement
- Learning new skills
- Sharing knowledge and talents
- Being needed and wanted
- Becoming more involved in the school
- Providing active support for quality education



## **Community Benefits:**

- Higher quality education
- A more responsive school system
- Greater pride and confidence in the educational system
- Better educated students



## **Teachers/Staff Provide:**

- A welcome and relaxed atmosphere
- Direction and assistance
- Satisfying experiences
- Instruction in classroom procedures
- Classroom supervision and student discipline
- Time to discuss ideas and problems



## **Volunteers Provide:**

- Time to participate in orientation
- A commitment of time
- A positive attitude
- A good role model for students
- Student assistance as directed by the teacher
- Open and honest communications

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A photograph showing two hands of different skin tones shaking in a firm grip, symbolizing partnership and teamwork. The hands are positioned centrally at the bottom of the page, with the text 'Teachers + Volunteers = an A+ Team!' overlaid on top of them.

**Teachers + Volunteers = an A+ Team!**

# "TEAMWORK"

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was children's minds  
And they fashioned them with care.

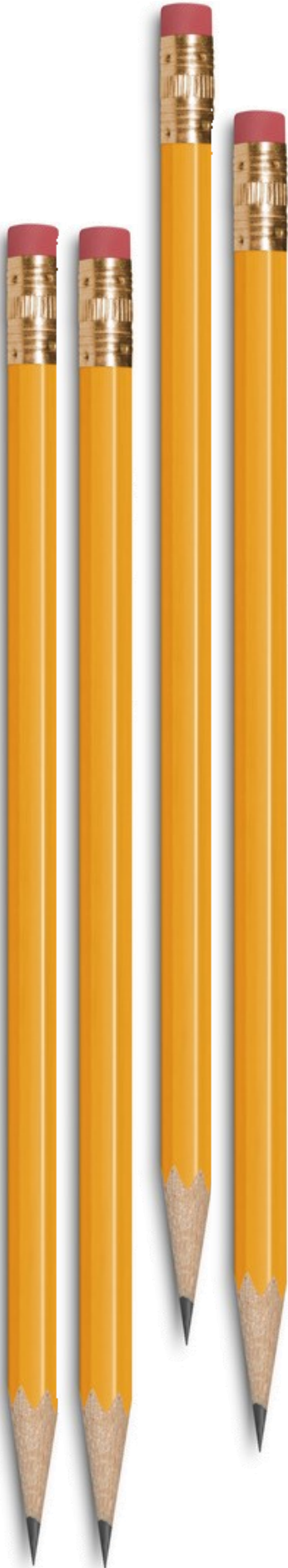
One, a teacher, used the tools of school  
Reading, music, and art.  
The other, a volunteer, worked with a  
Guiding hand and gentle loving heart.

Day after day, the teacher toiled  
With a touch that was deft and sure,  
While the volunteer labored by the  
teacher's side  
And polished and smoothed them over.

And when at last, their task was done  
They were proud of what they had wrought.  
For the things they had molded together  
Could neither be sold nor bought.

And each agreed working together  
Was better than working alone.  
For beside the teacher and volunteer  
Stood confident children on their own.

--Author Unknown





# OASIS Policies & Procedures for School Volunteers



## **Volunteer Registration**

To become an OASIS school volunteer, interested individuals must register online at [www.osceolaschools.net/OASIS](http://www.osceolaschools.net/OASIS). Prior to any volunteer work, the online volunteer application must be completed and approved. Volunteer approval is for one school year. All volunteer approvals expire at the end of the school year. Returning volunteers need to renew and update their application each year after July 1<sup>st</sup>. The application must be filled out completely and absolutely no one may volunteer unless approved through the registration process.



## **Criminal History Background Checks**

The Osceola School District conducts both local and national background checks on individuals interested in becoming OASIS school volunteers. There is no cost in becoming an OASIS school volunteer. By obtaining this criminal history information, the Osceola School District can more effectively screen the volunteers who have contact with students.

Upon request, volunteers are responsible for providing the OASIS office with the court dispositions on any arrest in order to be cleared to volunteer. The disposition may be obtained from the Clerk of Courts in the county where the arrest took place. No one with a felony conviction of any kind will be approved.



## **Fingerprinting For Overnight Field Trip Chaperones and Volunteer Coaches**

All overnight field trip volunteer chaperones and all volunteer coaches must be fingerprinted and cleared before being approved. The fingerprinting is scheduled through the Osceola School District Human Resources Office. Overnight field trip chaperones and volunteer coaches are responsible for the payment for fingerprinting. Please contact your School Volunteer Coordinator or the OASIS Office for details.



## **Classroom Responsibility**

As a volunteer, you are never to be left alone with a student or a group of students. If you are asked to do so, please remind the staff member of the policy and report the request to the School Volunteer Coordinator or the OASIS office.



## **Court-Ordered Volunteers**

The Osceola School District does not accept Individuals who have been court ordered to do community service as OASIS volunteers.



# OASIS Policies & Procedures for School Volunteers



## **Volunteers' Children**

Volunteers are asked to not bring preschool aged children with them to any volunteer assignments. These children present a liability issue for the school and prevent the volunteer from giving undivided attention to the task at hand and to the students.



## **If You Must Cancel**

Because the students and teachers depend on you, please do your best to be prompt and dependable. If an illness or an emergency arises, please call the school office and ask that the teacher be notified that you are unable to volunteer on that day.



## **Your Volunteer Hours**

Your volunteer hours are extremely important. Schools are eligible to receive various Department of Education awards based on their total number of volunteer hours for the school year. The OASIS office also recognizes volunteers in various ways throughout the school year. Volunteers must log in and out at the school's designated computer each time they volunteer.



## **Reporting Child Abuse**

If you suspect a student is a victim of child abuse, immediately notify a teacher or school administrator.



## **Identification**

Please always wear the school designated volunteer identification badge. This identifies you as someone who belongs on the campus.



## **Attire**

Your appearance in dress and grooming should be appropriate and comfortable for the assigned volunteer task. Remember students will look to you as a role model. Schools have the right to deny a volunteer access to the school campus if your attire is not appropriate.



## **Confidentiality**

Respect the confidential nature of anything that you see or hear at school. Any information about a student's academic progress, behavior or a school-related incident is strictly confidential. Please share any concerns you may have with the school administration.



## **School Information**

It is important to know the location of where to sign-in/sign-out, wearing ID badges, the location of adult-use restrooms, and use of the teacher's lounge, parking, and background check information.



# OASIS Policies & Procedures for School Volunteers



## Discipline

Discipline of students is the responsibility of the school staff. Any problems should be reported to the teacher or an administrator.



## Importance of Signing In and Signing Out

Each time you go to a school to volunteer, you must sign in, wear your volunteer/visitor badge, and sign out when your day's service is complete. These requirements are necessary for the following reasons:

- Our student's safety and maintaining campus security is of the utmost importance.
- In case you need to be reached in an emergency, you can be found.
- Verified volunteer service can be used as work experience for future employment.
- Individual volunteers may be recognized for their dedication and service to our schools.
- Schools are eligible for annual state awards based on their volunteer hours.
- Your school and the district would like the opportunity to thank you for your service.

When you arrive on campus, please report to the main office, sign in, and pick up your volunteer or visitor badge. Once your volunteer service is completed, please return to the main office, sign out, and turn in your badge. For volunteer hours that occur off campus, record the hours with your School Volunteer Coordinator.



## Important Things to Remember

- Always use the faculty/staff restrooms and Never use the student restrooms
- Never be alone with students – a school employee should always be present
- Follow school confidentiality policy in regards to students and staff
- No physical contact with students or sharing personal information with students
- Always be visible to others
- Always dress appropriately
- Do not be disruptive when classes are in session
- Do not use profanity
- Do not use any form of tobacco or alcohol on school grounds
- Do not share religious or political views
- Limit the use of personal cell phones to emergencies only
- Never engage in any conduct that brings disrespect to yourself or to the student(s), or to the School or to the OASIS Volunteer Program.



# Procedures for OASIS Field Trip Chaperones

- All chaperones must be 18 years of age and no longer a student.
- Chaperones must complete an OASIS volunteer application one month prior to the field trip. A criminal history background check will be done before a volunteer can be cleared as a chaperone.
- Chaperones must dress appropriately.
- Pre-school age children may not accompany a chaperone on a field trip.
- Chaperones are asked to supervise their group at all times.
- Chaperones are encouraged to get to know the students in their group in order to make the field trip a great experience for everyone.
- Follow the planned timeline and itinerary. Be sure the group is in the right place at the right time.
- Accompany students to the restroom area.
- Never permit students to leave the group.
- Smoking, tobacco products, and alcohol are not permitted at any time during the field trip
- Do not use profane or inappropriate language.
- Do not buy drinks, snacks, or souvenirs for the group unless it has been planned as part of the trip.
- Do not use cell phones except for an emergency.



***Have Fun!***



# Tips for Working with Students. . .



## How Students Learn

- Students learn by doing, not by passive observance.
- Students learn by asking questions and by searching for answers to their questions.
- Students learn by discovery.
- Students learn by using all their senses, whenever possible.
- Students learn by experimenting.
- Students learn by sorting and combining objects.
- Students learn by repeating experiences.
- Students learn by building their self-confidence.



## Helping In a Small Group

- Offer each student a chance to participate.
- Quiet students are sometimes ignored.
- Do not expect every student to enter into all activities in the beginning.
- The teacher will tell you at what point they should all be involved.
- Allow each student to grow in independence by letting him/her do as much as possible without your help.



## Helping an Individual Student

- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name.
- Show that you are interested in the student as a person.
- Students make mistakes. Let them know that this is part of learning.
- Build the student's self-confidence by praising your student honestly and frequently.
- Let students discover things for themselves.
- Ask questions which may lead to the answer instead of providing the answer.
- Give the students time to understand new ideas.
- Be reliable. Students will be disappointed if you are absent.



**Committed to every student, every day...**



## How to Communicate With Students

- Be sure the students understand what you're saying. We sometimes use words that they do not comprehend.
- Keep your voice low. The students will get louder as your voice increases in volume.
- If students gain your attention and praise only when they behave, they will soon learn your expectation of proper conduct.
- Avoid comparing students and their work.
- State directions in a positive tone. Say "Use the blocks for building" rather than "Don't throw the blocks."

## Commending Students

Praising students for excellence, improvement, or effort is very important to their success in school. Honest praise helps students to assess their personal value and builds self-esteem.

### Here are some examples of ways to praise:

- I like the way you're working!
- That's right! Good for you!
- That's quite an accomplishment!
- I'm very proud of the way you worked today!
- It looks like you put a lot of work into this!
- I'm happy to be here with you!

## Be-Attitudes

**Be Approachable** – smile, talk to the students and listen to them.

**Be Smart** – follow the school's policy on appropriate conduct and behavior with the students and faculty.

**Be Alert** – if a situation arises, report it to the Principal or School Administration immediately.

**Be Available** – the goal for a volunteer is to be of service to the school, the teachers, and the students.

**Be A Positive Role Model**



***Remember -- All children smile in the same language!***

# **OASIS Volunteers**

## **Have Personal Injury Coverage\***

Registered OASIS school volunteers who suffer job-related injuries may opt for medical attention using the same procedures as an Osceola School District employee.

The school/department secretary will provide Worker's Compensation paperwork, and will direct the volunteer to a designated medical facility.

*\*Please note this does not apply to charter schools. An OASIS volunteer working at a charter school should check with that school regarding their worker's compensation procedures.*

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## **OASIS Staff Here To Assist You**

These dedicated individuals on staff in the OASIS School Volunteer Department are ready and willing to assist you:

**Robin Davis – School Volunteer Liaison Specialist**  
Phone: 407-870-4080 E-mail: davisr@osceola.k12.fl.us

**Judy Alexander – Partners in Education Specialist**  
Phone: 407-870-4014 E-mail: alexandej@osceola.k12.fl.us

In addition, every school has an OASIS School Volunteer Coordinator and a Business Partner Coordinator to assist volunteers.



[www.osceolaschools.net/OASIS](http://www.osceolaschools.net/OASIS)

