



Family & Community Relations

Volunteers

Business Partners

Family

Community

Adopt-a-Class

Why Volunteer?

- Research has shown that student success is directly linked to parental involvement, both at home and school. Grades rise, self esteem grows, and schools improve. If you show how important school is by getting involved, then your student will also feel it is important.
- During a typical school year our Cypress Woods volunteers log a total of over **10K** hours... Thank you for your support!

How to Reach Me, Kim Shipley

- My hours are 10 AM to 2 PM most weekdays
- **Best** way to reach me is via Email
shipleyk@pcsb.org
- Phone: 727-538-7325
Extension 2045



Stay Connected!

- CWE Messaging Alerts through Remind, to 81010 text the following*:

• PRE K 4	@b49fk3
• PRE K 3	@7hc23hb
• KINDERGARTEN	@24b47f
• 1 ST GRADE	@cf6c38
• 2 ND GRADE	@9f7edc
• 3 RD GRADE	@cwethi
• 4 TH GRADE	@2ce39k7
• 5 TH GRADE	@e26kb9



**You only need to sign up for one class under your youngest child. The messages will be the same for all grade levels and we can now move you up each year until eventually you'll be removed after your student leaves 5th grade.*

- To Opt-in for text messages from the school district, go to www.pcsb.org/textmessages

Stay Connected Continued...

➤ Websites:

<https://pcsb.org/cypress-es>
www.cypresswoodspta.com

➤ Facebook

www.facebook.com/CypressWoodsES/
www.facebook.com/cypresswoodspta

➤ PTA memberships, emails and alerts:

<https://cypresswoods.memberhub.com>

➤ Make sure your email and phone are correct in the parent portal in order to receive school announcements/messages

➤ Watch for emails from me regarding volunteer opportunities and information

➤ Download the PCS App on your smart phone

Signing in and Logging Hours

- Always sign in/out at the front desk with your Driver's License. *If you are not a Level 2 volunteer, you will need to be escorted to/from your destination, so please be patient.*
- Always wear your volunteer nametag/sticker or level 2 badge visible on your upper body while on campus.
- Remember to Log your volunteer Hours, please use google Chrome (***The system does not work well with Internet Explorer, tablets or smart phones***)

STEP 1- Login into: <https://focus.pcsb.org/volunteer>

STEP 2- Sign into the Volunteer System using your v.account

- Username: (v. last name first initial – not case sensitive)
Username: Example: v.smithd –*Common names may be different*
- Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.

Password: Example: Smith1975

- *Click Submit*

STEP 3- Click on Here to enter Volunteer Hours (left side of screen)

Registration & Reactivation

- All NEW volunteers must follow this link on a PC using Google Chrome as your browser to register www.pcsb.org/volunteerregistration. This is for a free Level 1 background check and approval may take 2-3 weeks. You will receive an email once you have been approved.
- EXISTING volunteers (previously registered) DO NOT need to re-register, but they do need to reactivate. Simply log into the volunteer system www.focus.pcsb.org/volunteer using a PC and Google Chrome as your browser, then answer the questions presented. ***Using a phone, tablet or skipping any questions may place you on hold***

Re-active volunteer quest

To activate your volunteer status please answer the following questions.

Have you had any of the following issues in the past YEAR? Please check all that apply:

- | | | |
|---------------------------|--------------------------|---|
| <input type="radio"/> Yes | <input type="radio"/> No | Altercations with a Law Enforcement Agency, not including traffic tickets |
| <input type="radio"/> Yes | <input type="radio"/> No | Been arrested or ISSUED a Notice to Appear, |
| <input type="radio"/> Yes | <input type="radio"/> No | Had a criminal charge brought against you, |
| <input type="radio"/> Yes | <input type="radio"/> No | Charges dropped or dismissed, |
| <input type="radio"/> Yes | <input type="radio"/> No | Pled no Contest, |
| <input type="radio"/> Yes | <input type="radio"/> No | Entered into a Pre-Trial Intervention Program, or |
| <input type="radio"/> Yes | <input type="radio"/> No | Had adjudication withheld in a criminal offense other than a minor traffic violation, |
| <input type="radio"/> Yes | <input type="radio"/> No | Been convicted. |

Do you AGREE to the following terms of volunteering?
Truthfulness in completing the registration process.
Confidentiality of student information must be maintained.


STEP 4 Logging Mentor/Tutor Hours

- This field is only for volunteers who are mentoring or tutoring.

2015-2016 Instructional: Mentor/Tutor Hours Entry

Export:  

Filters: OFF

	Date ▲▼	Hours ▲▼	Description ▲▼	Student / School ▲▼	Today we... ▲▼	Topic ▲▼	It was positive ▲▼	Comments ▲▼
	05/09/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	05/09/2016	1.0 hr	Mentor - Lunch Pals		Did an activity	Career	Yes	comment test

- Date:** Date of volunteer activity
- Hours:** Amount of time spent.
- Select appropriate student:** from drop down menu or skip if tutoring a random groups
- Description:** Lists mentor or tutor program. (Scroll down for all options).
- Today we....:** *Required if a Mentor description is chosen.*
- Topic:** *Required.* Select the topic covered.
- It was positive:** *Required.* Documents whether the activity was positive or not.
- Comments:** Allows for any comment.
- Important to Save Hours** - Once you have all the hours' information filled out, press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press **SAVE**, red box in top right corner.

STEP 5 Support Services

- To submit support services hours, input your hours in the logging field (as shown below)

2015-2016 Support Services Hours Entry

Export:  

Filters: OFF

Date ▲	Hours ▲	Description ▲	School ▲	Comments ▲
05/09/2016	2 ▼	Field Trip Chaperone ▼	1081 - Dunedin High School ▼	comment test

- Date:** Date of volunteer activity.
- Hours:** Amount of time spent volunteering.
- Description:** Description of activity completed (scroll for all options).
- School:** Select the school.
- Comments:** Allows for any comment. (New Field – ignore)
- Important to Save Hours** - Press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press **SAVE**, red box in top right corner.

Please note: The hours are more important than the dates and you are welcome to enter hours in chunks rather than one date at a time...but please REMEMBER to enter them and often 😊

To Update Your Profile Information:

After Logging into the Volunteer System:

1. Locate the link on the lower left of your home screen


A screenshot of a button labeled "Volunteer My Information" with a right-pointing triangle icon. Below the button, the text "Click Here to view or update your information." is displayed in a blue, underlined font.

Volunteer My Information
[Click Here to view or update your information.](#)

This will open a new page.

2. Click on “Personal” tab on the left- allows you to view and change/add some of your personal information. You can edit fields (some are restricted) and change information such as: contact information, address change, email, volunteer activity, dates available etc.

- a. To edit/change a field on your profile, simply click within the field and make the desired change. The field that you made edits to will highlight blue (as shown)

Two side-by-side form fields for a phone number. The left field is unselected, showing the number "727-777-7777" and the label "* Home Phone" below it. The right field is selected, showing the number "727-777-4444" and the label "* Home Phone" below it, with a blue highlight behind the label.

727-777-7777	727-777-4444
* Home Phone	* Home Phone

- b. Once you have made a change, click out of the field (press Tab) and you will notice the Save button turns red. Press **Save**, red box in top right corner to ensure all of your changes are saved before moving to another page.

Volunteer Responsibilities

- **Dress Code when on Campus:** You should dress comfortably, but remember that you are a role model for our students. (no short-shorts, revealing tops or spaghetti straps)
- **Parking** is available anywhere in the main lot unless otherwise designated.
- **Restrooms** are available in the front office, lobby or in the classrooms.
- **No Siblings** allowed while volunteering due to insurance / liability reasons
- **Confidentiality** school board policy dictates that you must keep information you learn about a student to yourself. A misplaced comment can be devastating to a student, family, and the school volunteer program. If you have questions or concerns, contact volunteer coordinator or front desk. Volunteers who consistently breach confidentiality will be dismissed.

- **Volunteer with a Purpose-** All volunteering should be coordinated ahead of time through a teacher, staff member or the volunteer coordinator.
- **Reliability-** is expected because teachers and staff plan for volunteer assistance. We do understand that extenuating circumstances arise, and you may not be able to make it. In such case, please call the school as soon as possible and/or email the staff member/teacher. Please do not volunteer if you are ill.
- **Student discipline** – As with employees, volunteers should not touch students in an aggressive or disciplinary nature. It is the teacher's responsibility to discipline the students.
- **Reporting Abuse** – Any volunteer who suspects or has reason to believe that a child has been abused or maltreated must report it to a school official and report it to 1-800-96Abuse.

Safety Protocols for Volunteers

In the event there is a Fire, Tornado/Severe Weather, or Threat (known or unknown), there will be an announcement/alarm. In most cases it will be a drill and the announcement will advise you as such. Do not panic! Stay calm and do the following:

- If you are in a Classroom Volunteering- Follow the teacher's instructions
- If you are in the Media Center Volunteering – Follow the media specialist or any nearby staff member's instructions.
- If you are in the Cafeteria, Picnic Tables or Lobby where Lunch Pals meet – Follow the cafeteria staff's instructions OR the front office staff
- If you are at the PE Field – Follow the PE staff's instructions
- If you are in between locations in our courtyard, go to the front office if you can safely do so. If not, go to the nearest classroom or in the event it's a fire, follow the teachers as they evacuate.

Volunteers & Level 2



- All volunteers must be *supervised* by a staff member while on campus and working with a student(s) unless they have received a Level 2 Status. *Level 1 volunteers must be accompanied by a staff member or a Level 2 volunteer to/from locations where they will be volunteering.*
- Teachers, Substitute Teachers, Law Enforcement, and/or Military personnel who have gone through the national FBI fingerprint screening process to become Level 2 may be eligible to receive a badge provided they were processed within the last 5 years.
- For information on vendor locations, hours and how to send documentation of Level 2 obtained through your employer, please go to:

<https://www.pcsb.org/Page/12334>
- A Level 2 is required if the volunteer will be unsupervised (ex. Field trips, tutoring or mentoring in privacy, Etc.)

On-Site Fingerprinting at Cypress Woods Elementary

Wednesday, September 13th

9:30 AM – 1:30 PM

Front Office Lobby



- Must be Registered Level 1 Volunteer
- Must have reactivated for the new school year
- Bring photo I.D. & know your Social Security Number
- Bring \$50 cash (exact change) or check payable to Postal Annex
- Sign up:

<https://www.signupgenius.com/go/20FoF48ABA62BA31-level1>

Community & Business Partnerships

How can you support our school? 3M's

- Money (Adopt-A-Class, Event Sponsors, Department Sponsors)
- Manpower (guest speakers, volunteers, lunch pals)
- Materials (copying services, donations of supplies, donation of gifts/giveaways to be used for fundraising &/or appreciation events, Rewards for honor Roll & Principal's List students)

Volunteer Opportunities

- **In Classrooms-** Room Representatives are the Liaison between PTA/Teacher & Classroom Families (*all communication goes through the teacher*), assist with things such as: Reading Groups, Field Trips, classroom bulletin boards and activities.
- **Lunch Pals** – Mentors meet with students one on one during their lunch for 30 minutes once per week. They serve as role models, listening friends, and caring companions. Mentors provide encouragement and support to assist students in building their self-esteem and learning to make their own decisions. To be a mentor there is a mandatory class that must be taken. Sign up here: <https://www.pcsb.org/mentor>
- **(NEW) Family Lunch Monitors** – Level 2 volunteers needed to oversee family lunch day, the 1st Friday of each month. Lunch hours are 10:20 AM – 1:50 PM (10/6; 11/3; 12/1; 2/2; 3/1; 4/5; 5/3)
- **Tutor** – Assist students on an individual basis or in small groups to reinforce basic skills in various academic subjects.
- **Media Center/Library** - Day to day duties, shelving books and/or Book Fairs (Book Fair Dates: 10/20-10/27 & Spring TBA)



Mentor Link

- **The Great American Teach-In** – Wednesday, November 15th -we're offering the option of virtual or face to face presentations.
- **Picture Days** – As needed (9/14 Fall Pictures).
- **Field Days** – Usually the week prior to the Winter Break
- **Office/Clerical**- filing, organizing, etc.
- **Pack –A-Sack** – Preparing/distributing nonperishable snack packs for families in need

PTA & PTA Events
Visit: cypresswoodspta.com

- \$10 Single Membership/\$18 Family Membership
- Fundraising - Apex Fun Run in October, Poinsettias and a Spring Silent Auction
- Clubs- Eagle Dads, Run Club, Gardening, Spanish, and Lego (Looking for Volunteers for all!)
- Programs- Giving Tree, Adopt a PTA, Parent/Child Events, Eagle Fest
- Programs Needing Leadership- Afterschool Club Chairperson, Spring Auction Chairperson, Parent Child Event Chairperson

Volunteer Café



- Teachers will send over various projects to be completed by volunteers such as: Cutting, Stapling Packets, Gluing, Filing/organizing, tearing out workbook pages, etc.
- Volunteers are invited to the Media Center to work on these projects on the following dates between 9 AM and Noon (any amount of time is welcome):

Mostly second Fridays:

October 13th, November 10th (Following the Veteran's Day Celebration), December 8th, January 12th, February 9th, February 29th (Thursday), & April 12th.

- Breakfast items and coffee will be provided
- The completed projects will be returned to the teachers ☺



The Great American Teach-In – 11/15/23



This is a special day for you to spend with us whether you have 30 minutes or the whole day to share things such as careers, hobbies, sports, crafts, telling a story about an exciting trip or even reading an interesting book with our students. This year, in addition to face-to-face, we will be offering Zoom for live presentations or virtual field trips as well as any prerecorded presentations you'd like to share. If you or someone you know would like to be a presenter, please have them follow the link below to **Sign up NOW!**

<https://forms.office.com/r/nL1hMHfV1C>

Do you enjoy event planning? Do you have ideas and contacts for recruiting presenters? Are you super organized and familiar with Zoom, Excel &/or google Docs? PLEASE CONTACT ME, I CAN USE YOUR HELP!

Questions?



or email shipleyk@pcsb.org