



**FREEDOM 7 ELEMENTARY  
SCHOOL OF INTERNATIONAL STUDIES**

**2023-2024  
VOLUNTEER HANDBOOK**

Kathryn Lott, Principal  
Lisa Megown, Assistant Principal



# FREEDOM 7 ELEMENTARY VISION STATEMENT

Freedom 7 Elementary School of International Studies, an International Baccalaureate Primary Years Programme School, provides a quality public education with a rigorous and relevant transdisciplinary curriculum. Students are encouraged to become critical and open-minded thinkers, lifelong learners and compassionate world citizens who respect cultural diversity and take action to better our world.

## FREEDOM 7 ELEMENTARY MISSION STATEMENT

To continue the International Baccalaureate Primary Years Programme, a concept based curriculum that empowers students to become inquirers who are responsible, globally-minded citizens and reflective lifelong learners.



### YOU ARE A V.I.P. AT OUR CAMPUS

Freedom 7 Elementary's parent-teacher organization (APT), volunteer coordinator, principals, teachers and staff are committed to our volunteer program. Feel free to talk to them regarding any questions you might have about your role as a volunteer. The purpose of this handbook is to provide our school volunteers with general information about volunteering and information regarding policies and procedures.

Thank you for sharing your valuable time with our students. You truly are a **V.I.P.** to us!

### V.I.P. VOLUNTEERS

In support of Freedom 7 Elementary's mission we support and encourage community partnership through volunteerism at our school. Volunteers strengthen the quality of education by sharing time and knowledge. Each year, our parents volunteer their time to support their children and enhance their educational experience.

### CONTACT INFORMATION

Freedom 7 Elementary School of International Studies: (321) 868-6610

Freedom 7 APT (Parent-Teacher Organization) Contact Email: [freedom7apt@gmail.com](mailto:freedom7apt@gmail.com)



## Freedom 7 Elementary School

400 South 4<sup>th</sup> Street  
Cocoa Beach, FL 32931

[www.brevardschools.org/Freedom7ES](http://www.brevardschools.org/Freedom7ES)



Dear Freedom 7 Families,

Since opening in 2000, Freedom 7 has encouraged parents to volunteer at our school and in support of our programs. We have established a 20-hour commitment for each family to fulfill annually. Our volunteer program centers around providing our families with a wide-variety of opportunities where they may contribute their time and support our wonderful school.

Just as we expect our students to engage in service projects at school and the communities in which they live, we also expect our families to show their commitment to their child's educational success by helping/volunteering. This is possible by working inside the classrooms, tutoring students under the classroom teacher's supervision, attending APT meetings at school, participating in family events, and offering support to our school administration where permissible.

Without your support, many of our programs would be impossible and our day to day operations would suffer. Our volunteers are truly the lifeblood of our school. We thank you for your continued commitment to Freedom 7 Elementary!

If you have any questions regarding the information presented in this handbook or our Freedom 7 volunteer program in general, please contact the school front office or schedule a visit with our school administration.

Sincerely,

Kathy Lott, Principal

**Freedom 7 Elementary School of International Studies**



## Freedom 7 Elementary School

400 South 4<sup>th</sup> Street  
Cocoa Beach, FL 32931

[www.brevardschools.org/Freedom7ES](http://www.brevardschools.org/Freedom7ES)



Dear Parents/Guardians,

As you know, at Freedom 7 Elementary we value the participation and involvement of our parents in their students' education. As such, we always welcome our parents to spend time volunteering at the school. Florida law requires all volunteers in public schools or during school activities to be fingerprinted. The Office of District and School Security conducts Level II background screenings as mandated by Florida State Statute 1012.32, to include the electronic fingerprinting and processing.

To become a Registered Volunteer with Brevard Public Schools (BPS), please visit the Office of District and School Security website listed below and complete the Volunteer Application. Registered Volunteers, after completing their online application, will proceed to BPS/Educational Services Facility – Office of District and School Security for Fingerprinting.

<https://www.brevardschools.org/Page/11104>

Once a volunteer is notified their registered status is active, they may volunteer in our school or on school field trips when available. For assistance with the volunteer application process, please contact our Volunteer Coordinator, Carol Palmer, in our front office at (321) 868-6610.

We encourage parents to continue to be engaged in their child's education. If you have any additional questions, please contact us. We thank you for your patience and cooperation.

Sincerely,

Kathy Lott, Principal

**Freedom 7 Elementary School of International Studies**

# Volunteer Program Responsibilities

## **SCHOOL VOLUNTEER COORDINATOR IS RESPONSIBLE FOR:**

- Verifying registered status is current for all on-campus volunteers
- Recording parent volunteer hours
- Answering questions regarding Brevard District Security and volunteer policies

## **TEACHER IS RESPONSIBLE FOR:**

- Getting to know the volunteer
- Planning for the volunteer by providing meaningful tasks
- Communicating with the volunteer

## **VOLUNTEER IS RESPONSIBLE FOR:**

- Following any given directions
- Asking questions when needed for clarification
- Following confidentiality rules and guidelines
- Being prompt and dependable
- Complying with school policies and guidelines

In addition to the roles and responsibilities above, the executive board of our parent-teacher organization (Freedom 7 APT) plays a crucial role in our Volunteer Program.

## **FREEDOM 7 APT LEADERSHIP IS RESPONSIBLE FOR:**

- Identifying a variety of ways to volunteer around the school
- Communicating volunteer opportunities to the broader parent community
- Organizing and executing various programs and events throughout the school year
- Helping volunteers find needed information

If you have any questions regarding volunteer opportunities or would like to speak with Freedom 7 APT leadership directly, you may email [freedom7apt@gmail.com](mailto:freedom7apt@gmail.com) any time. They'd love to hear from you!

## **WAYS VOLUNTEERS CAN HELP**

1. Provide individual help.
2. Listen to children read.
3. Set up and assist in learning centers.
4. Reproduce materials.
5. Tell stories to children.
6. Work in the library.
7. Supervise lunch and recess.
8. Assist with vision and hearing screening.
9. Help with book fairs.
10. Chaperone field trips.
11. Gather resource materials.
12. Help classes with arts and crafts.
13. Help with classroom parties.
14. Set up science experiments.
15. Discuss/present information on careers and hobbies.
16. Help with science fair.
17. Help with APT activities and/or committees.

## **EFFECTIVE WAYS TO WORK WITH CHILDREN**

- Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are very important as a listener.
- Encourage them to do their own thinking. Give them plenty of time to answer; silence often means that they are thinking and organizing what they want to say or write.
- If they don't know an answer or are unsure of what to do, admit it to the children and work it out together.
- Encourage children. Find something worthy of a compliment, especially when children are having difficulties.
- Accept each child as he/she is. Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Respect a child's privacy. If a child or a teacher reveals personal information, regard it as a confidence. **VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY** concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- Maintain a sense of humor.

- Be consistent with teacher’s rules for classroom behavior, schedule, and atmosphere.
- Keep your commitment. If you know you will be gone, let the teacher know in advance.
- Share experiences that might be of interest. Tell students something about yourself and your family.

#### **ROUTINE PROCEDURES TO FOLLOW**

- Sign in and out upon arrival and departure using the computer located in the front office. This is a security measure and district rule. All volunteers must Sign In and Out through our volunteer management system during and after school hours.
- Wear the yellow ‘Volunteer’ nametag at all times. This nametag is approved by the Office of District and School Security and is a requirement of all Volunteers and Visitors.
- Greet the students; address them by name if you know them. Friendly smiles go a long way toward creating happy cooperative students.
- Have a positive attitude; “Please walk” is much more effective than “Don’t run”.
- Please leave non-school aged children at home.
- Be prompt. In the event you must be absent, please call the office at the front desk and leave a message for the teacher or email the teacher directly.
- Volunteers may not hold informal parent/teacher conferences. Volunteer discussions with teachers should not interrupt class time.
- You are acting as a role model for our students; Volunteers should set a good example by their manner, appearance and behavior.
- Treat all information about a student in a confidential manner including students’ grades, records and abilities.
- Follow all rules and policies set by the school. Volunteers DO NOT discipline/confront students in any manner. Please report discipline problems/concerns to the teacher or administration.
- Have fun and enjoy your volunteer time!

#### **Parent Chaperone Expectations**

In order to make field trips educational, fun, and safe learning experiences, we have outlined a list of chaperone expectations. Our policy requires that we have a certain number of adults supervising children on a field trip.

#### **PROMPTNESS:**

1. Please arrive by the time designated by the classroom teacher.

2. Check in with the front office to receive a volunteer's badge using our Raptor software program.

You are a SUPERVISOR:

1. You will be responsible for supervising a group of children on the field trip.
2. Make child care arrangements for non-school aged children. They will not be allowed to attend.
3. Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip.
4. Stay with your group at all times. Make sure you are always within 10 feet of your assigned students.
5. Share in being responsible for all students. Offer your support to other chaperones when necessary.
6. Be supportive of the teacher/docent/instructor by focusing your attention on them. Help the students do the same.
7. Avoid and discourage separate conversations at inappropriate times. Do not chat with other chaperones during instructions or presentations.
8. Be helpful. Guide students to discover and experience for themselves. Do not monopolize discussions with the teacher/docent/instructor.
9. Follow all policies, procedures, and laws for the safety of all students.

CELL PHONE USAGE:

We ask that you do not use your cell phone during the field trip, unless it is an extreme emergency, you are to maintain supervision at all times.

Unfortunately, there have been times when chaperones chose to not follow these guidelines and we have had to ask them to not participate in this capacity in the future. Therefore, we thank you in advance for your cooperation. Failure to follow any of the above guidelines may result in the chaperone being removed from attending future field trips.

**VOLUNTEER CODE OF ETHICS**

In order to promote volunteerism in our school it is essential for all volunteers to adhere to a professional code of ethics. We ask that volunteers agree to the following:

- **ATTITUDE:** Please come to school with a good attitude – one that will say to the teacher, “I am glad you asked me to help.” And one that will say to the student, “You are so special, I am glad that I have an opportunity to work with you.”
- **DEPENDABILITY:** Please be dependable. The teacher is planning activities for you and the students. If you are not able to volunteer as scheduled, be sure to call the school and get a message to the teacher.
- **COMMUNICATION:** If you have any questions about policies or procedures, please ask the appropriate person – the teacher, the principal, the office manager or the volunteer coordinator.



- **CONFIDENTIALITY:** You may have access to student records and other confidential information. You will know the children who are struggling. Please remember that any information pertaining to a child must be left in the classroom. As school volunteers, you do not want to be responsible for sharing any information that might be detrimental to a child.
- **SUPPORT:** As a school volunteer you are always in a support position. You support the classroom teacher and administration, as they are responsible for the education of the students at school.
- Our district policy does not allow younger or older siblings into the classroom with you as you are volunteering. Please make arrangements for your other children while you are volunteering in the classroom.

As a school volunteer following the professional code of ethics, you are part of the Freedom 7 family, whose goal is to provide opportunities for all children to learn. You are a professional school volunteer. We appreciate you!

On behalf of the administration, staff and students at Freedom 7 Elementary...

THANK YOU FOR ALL YOU DO!