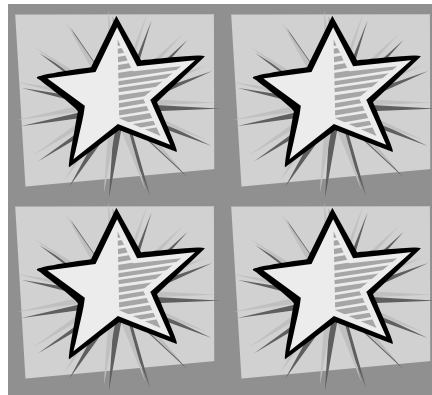




Stewart Creek Elementary

Volunteer Handbook
2008-2009



“Our Volunteers are Shining Stars”

WELCOME TO STEWART CREEK ELEMENTARY

We want you to feel welcomed and appreciated at Stewart Creek Elementary. You are a huge part of the success of this school and our students. We are excited about the opportunity to work with you. The education of our students is our primary concern and your contributions make a world of difference.

WHO ARE STEWART CREEK VOLUNTEERS

Stewart Creek Volunteers are people who are willing to give their time, talents and gifts for the benefit of our students. Volunteers may be parents, grandparents, community members, business owners, anyone who is interested in a positive contribution to our school and our students.

MISSION STATEMENT FOR STEWART CREEK VOLUNTEERS

- To relieve teachers of non-professional chores so they are free to teach.
- To encourage communication among schools, parents, teachers, and the community in general to improve the quality of education for our students.
- To assist administrators in fostering the best atmosphere for all teachers, students and all who are involved in the education process of our children.
- To enhance the education of our students by supplying them with additional outlets for learning during the school day and in additional outside activities.

VOLUNTEER PLACEMENT

The primary goal of our volunteer program is to benefit the children of Stewart Creek Elementary. Every effort will be made to match your interests and skills with the needs of the programs available. Please use the information form to indicate where you would most like to be placed.

GENERAL INFORMATION

SIGN-IN / SIGN-OUT

You will sign in at the front office. You will be asked to present a government issued photo identification. At that time you will be given a visitor's pass that must be worn while volunteering. Please let the front office personnel know you are there to volunteer when you sign. We track these hours for grant and other district purposes. Please sign out in the front office before you leave.

ABSENCE

If you cannot come for an assigned activity, please let your committee chair or appropriate staff member know. We do come to rely on you as you are an important part of the working of the school; however, we realize that things happen. With proper notice we can make other arrangements.

DRESS

Please dress appropriately when coming to school to volunteer. Children look up to adults as mentors; therefore, we want to be excellent role models for them.

COFFEE, COLD DRINKS AND SMOKING

Coffee and cold drinks are available in the teacher's lounge. Please do not attempt to drink or eat when working directly with students. Tobacco in any form is not allowed on campus.

LUNCH

One of the ways we can show our appreciation for our volunteers is to provide you with a free lunch for every 1/2 day (4 hours) of work. To receive your free lunch, pick up a lunch pass from the front office within the same day. We ask that you use these passes within a week. We are blessed with great cooks at Stewart Creek so enjoy this special perk!

GUIDELINES FOR WORKING AS A VOLUNTEER

CLASSROOM GUIDELINES

A positive, friendly approach with the children will help create a feeling of trust. Try to learn their names as quickly as possible and get acquainted. Let them know you are interested in them and what they are doing. Patience is a virtue and is a necessary quality for a volunteer. Everyone needs encouragement, especially children. Go out of your way to praise and encourage their efforts. Let them know you are their friend. A warm smile can say a lot and work miracles.

GENERAL GUIDELINES

Parent volunteers may be placed in areas other than their child's classroom. Please understand that your presence here is to benefit all students.

Please remember that under school age children are not to be in classrooms or the library during instructional time. Our volunteer room makes a great place to do "busy work" if you need to bring a younger child with you. We have some activities that can keep the younger ones occupied within our volunteer room.

Be dependable. Arrive a little early to get assignments. Things change daily so remember flexibility is important.

As a volunteer, you will be contributing to the image of the school in the eyes of the students, their parents, and the community. Part of your responsibility will be to maintain a positive image for the school.

All volunteers are to respect and support the regulations of Stewart Creek Elementary and Montgomery ISD.

Confidentiality is required and is absolute.

MONTGOMERY INDEPENDENT SCHOOL DISTRICT VOLUNTEER AGREEMENT

I, _____, have read the
volunteer handbook and understand the following:

- School Volunteers are protected by the Volunteer Protection Act, which provides immunity for good Samaritans, so long as their conduct is not criminal or does not constitute "gross negligence".
- If it should occur that a volunteer is injured, the school district will not be liable for any injuries.
- Confidentiality of records, students, and teachers must be a top priority for our volunteers. Any concerns a volunteer may have should be discussed directly with the principal.

You are an important part of our program and we value your professionalism and dedication to our school district.

Signature of Volunteer

Date