

LEBANON ELEMENTARY SCHOOL



VOLUNTEER PARTNERS
HANDBOOK
2015-2016

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Our vision at Lebanon Elementary School is to provide opportunities for students to develop their full potential so they may become responsible members of a changing, global society. We provide a safe, caring, and positive environment in which optimum learning may take place. We strive to provide an environment that enhances the self-worth of each individual.

AVAILABLE RESOURCES

Volunteers are encouraged to share their insights with volunteer coordinators and/or with the school staff. Shared ideas and experiences help improve volunteer opportunities. Available contacts are listed below.

Lebanon Elementary School Contacts:

Lebanon Elementary School

P.O. Box 668

Lebanon, VA 24266

276-889-6531 (Phone)

276-889-2008 (Fax)

<http://les.russell.k12.va.us/>

Like us on Facebook: <https://www.facebook.com/LESROCKSIT>

Follow us on Twitter: https://twitter.com/LES_ROCKS

Tabitha Long, Principal

Jennifer Eaton, Assistant Principal

Dana Stafford, Guidance Counselor

Elizabeth Perkins, Secretary

Judy Meadows, Bookkeeper

2nd Grade Teachers

Ashley Barrett

Crystal Fields

Heather McGlothlin

Angie Mitchell

Heidi Snead

Sue Snead

3rd Grade Teachers

Tammy Adams

Sherry Bailey

Lora Chafin

Jan Fuller

Jennifer Owens

Lori Stoots

4th Grade Teachers

Becky Carter

Angie Mullins

Lisa Castle

Joyce Honaker

Misty Lambert

Resource

Beth Baker, Speech

Tonya Barton, PE

Debbie Bollinger, RTI & Tech Lab

Kristi Clark, Title I & Tech Lab

Kimberly Deel, Librarian

Jane Horton, Special Education

Jackie Wallace, PALS

Kim Mullins, Special Education

Alisha Powers, Special Education

John Rasnake, Special Education

Sarah Wiseman, School Nurse

Elizabeth Rush, Special Education

Kristy Sparks, PE

Nicholas Dennis, Music

Special Education Parapros

Wendy Boothe

Ashley Collins

Trish Naff

Lisa Statzer

Carolyn Brown

Betty Gilmer

Greg Vance

Teena Stevens

Parental Advisory Committee

Sarah Bundy

Amy Hamilton

Keith Hovis

Heather Musick

Stacy Crabtree

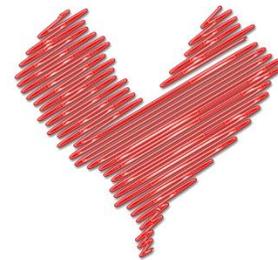
Tracy Hertig

Robbin Hovis

Mary Pannell

*We make a living by what we get,
but we make a life by what we give.*

-Winston Churchill



***Thank you for your time and your energy in helping make
Lebanon Elementary School a great place to learn!***

WHY VOLUNTEER

Volunteers play an integral role in school systems. Research has proven that parent and community involvement improves student achievement. Students need parents and the community to take an active role in their education to reach their potential. Great schools are created with parent and community involvement (National Education Association).

As a volunteer, you are assisting that staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. A volunteer is many things: an extra pair of hands, a valuable special resource for classroom enrichment, an extra measure of personal warmth, and a bridge between our school program and the community. Parents or others concerned about the health, education, and well-being of youth are strongly encouraged to get involved. Your willingness to be involved is truly an asset to our school system. Thank you for your contribution.

TO OUR VOLUNTEERS

Valuable is the work you do.

Outstanding is how you always come through.

Loyal, sincere, and full of good cheer,

Untiring in your efforts throughout the year.

Notable are the contributions you make.

Trustworthy in every project you take.

Eager to reach your every goal.

Effective in the way you fulfill your role.

Ready with a smile like a shining star,

Special and wonderful-that's what you are.

-Unknown

CONFIDENTIALITY

To respect privacy, volunteers must be careful to honor confidentiality. These include the following examples:

1. What happens in the classroom must stay in the classroom. Stories about students must not be repeated. A student's personal story must not be revealed even if you know the child and their family. Volunteers with appropriate concerns about something seen or heard should talk to the classroom teacher or principal. Teachers or administrative staff are in the best position to appropriately deal with issues.
2. Parents with concerns about their children should be encouraged to talk to the classroom teacher. Volunteers should not be put into the awkward position of discussing students' classroom behavior.

Please remember that breaching confidentiality can be hurtful to children, their families, and the staff. Breaching confidentiality will also result in you name being removed from the volunteer list.

Safety Procedures

1. The following is the correct fire safety procedures that must be followed:
 - No talking during fire drills.
 - When in a classroom, follow the teacher out of the building and stay with the class.
 - When not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.
2. Check with the classroom teacher when bringing food into a classroom. Some foods may be inappropriate for children with food allergies.
3. Cleaning up after finishing a school activity is important. For safety reasons, please do not leave things out like scissors, glue guns, etc.

INITIAL STEPS

Under the direction and guidance of school personnel, the following steps are provided to improve your effectiveness and understanding of your role.

1. Feel free to wear comfortable clothes; however, the elementary school does require appropriate attire. Safety, health and good taste determines the county policy on school dress. The Russell County Employee Dress Code is included in this handbook.
2. Honor your commitments and be on time. The staff counts on you, and students look forward to seeing you. If you happen to get sick or an emergency arises, please let the secretary know by calling 276-889-6531.
3. Observe all parking rules by using the appropriate visitors' parking lot on the south side of the building. Please do not park in the fire lanes. Only park in the school's front lot when not in bus use.
4. For safety purposes, please sign in and out at the administration office indicating your destination. For security reasons and in case of emergency, it is important for the principal to know who is in the school and the reason.
5. Always wear the "visitor's badge" that is obtained in the administration office. By wearing a name badge, you will be immediately recognized as a person whose specific purpose is helping staff and students. Your name badge will enable staff to recognize you as a registered volunteer and an important part of our school's educational team.
6. Please turn off cell phones while in the school building as a courtesy to others.
7. Space is not available for storing personal belongings. Please keep these items with you while volunteering in the school.

GENERAL GUIDELINES

1. Volunteers should not bring young children to school when volunteering. Students not enrolled in the elementary school can be distracting to the rest of the class.
2. Be positive and professional.
3. When working with children, always strive to give each child your best.
4. Respect each child, fellow volunteers and all school employees.
5. Wait for an appropriate moment to talk with a teacher. Try to be positive and make any criticism constructive.
6. Our school's professional staff is responsible for everything that goes on in our building including student instruction, safety, and discipline. Volunteers support and supplement the program, but may not:
 - diagnose student needs
 - discipline students
 - counsel students
 - evaluate achievement
 - have access to materials in students' permanent record files
7. The school copier may be used for only school projects that are approved by the teacher or administrator for which you are volunteering. You may not use the copier or school supplies for personal projects.
8. Volunteers are welcome to eat lunch in the school cafeteria. The cost for an adult lunch is \$3.10.

VOLUNTEER OPPORTUNITIES

If you are not satisfied with your volunteer assignment, please let a teacher or the staff know. We are more than happy to find a future volunteer opportunity you will enjoy. All Volunteering is to be done at the request of the teachers or the administration. We do not allow volunteers to just drop in rooms or hang out in the hallway whenever they choose.

1. Clerical Duties (for teachers)
 - Engage in office work such as typing, filing, etc...
2. Arts/Crafts
 - Perform a whole host of activities with one's own hands and skill
3. Tutoring
 - Instruct a specific educational subject or skill to an individual student
 - Tutors are used for remedial students or others needing special attention; others provide more advanced material for exceptionally capable and highly motivated students
4. Copying Papers
 - Reproduce work for administrative staff or teachers
5. Selling Snack
 - Offer for sale items
6. Bulletin Boards
 - Post subject matter for teachers or administrative staff
7. Paired reading with students
 - Recite written text to students
8. Hallway Display Cases
 - Prepare information to be stored and displayed for the public
9. Class Plays and Programs
 - Assist with performance
10. End of Year Picnic
 - Assist with this outdoor social gathering
11. Displaying students' work in the hallways
 - Work with teachers to create a visual representation of students' projects
12. Landscaping
 - Improve the natural beauty of the school's land by planting or altering the contours of the ground
13. Book Fair
 - Assist in selling books in order to raise funds for a worthy cause for the school
14. Art Competition
 - Help to display students' creative works
15. Gifted Program
 - Assist students who have significantly higher than normal levels of one or more forms of intelligence

- 16. Picture Day
 - Help the photographer with designated tasks
- 17. After School Programs
 - Activities that occur after school hours
- 18. Summer School
 - Aid teachers in activities occurring from the end of June to mid-July
- 19. Orientation
 - Staff the volunteer table to give directions and sell merchandise
- 20. Field Day
 - Annual outdoor event held at the end of the school year. Includes athletic competitions and snacks.
- 21. Classroom Activities
 - Assist teachers with designated assignments

DRESS CODE FOR EMPLOYEES OF THE RUSSELL COUNTY SCHOOL SYSTEM

1. Employees should wear clothing that is neat, clean, and appropriate for his/her teaching/work assignment. Check with your immediate supervisor to determine the appropriate dress for your assigned responsibilities. Employees should not wear clothing that is tight, revealing, sheer, torn, short, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, jogging suits/wind suits, overalls, leggings, camouflage, or jeans of any color may not be worn; however, jeans may be worn on Fridays or any other special days as determined by the principal (i.e. field day, etc....)
2. Jewelry/accessories that could cause a safety hazard may not be worn. Facial jewelry is permitted to be worn only on the ears. No tongue rings may be worn.
3. Appropriate footwear/shoes must be worn at all times. House shoes, flip-flops, crocs, and/or men's sandals are not permitted to be worn. Tennis shoes/athletic shoes that are clean and in good condition may be worn.
4. Women may wear dresses, casual, and/or Capri pants. Women's skirts/dresses may be no shorter than knee-length. No shorts/skorts are allowed to be worn. All tops must cover the area from the neck to the top of the shoulder and must be fitted around the arm pits.
5. Men's and women's hair should be well-groomed

If you have to think about whether attire is appropriate for the workplace, you probably shouldn't wear it.

Consequences:

1. First Violation – Warning
2. Second Violation – Letter of Reprimand
3. Third Violation – Talk with Superintendent
4. Fourth Violation – Appear Before School Board