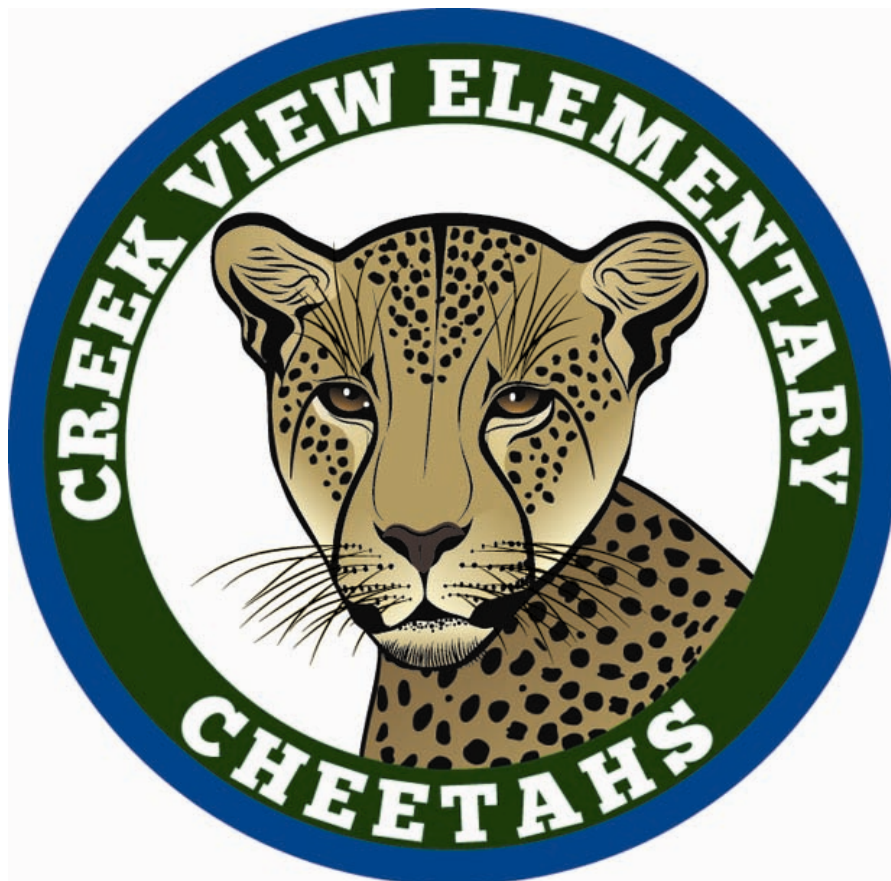


VOLUNTEER ORIENTATION AND TRAINING PROGRAM



**PLEASE READ ENTIRE PACKET
SIGN BACK PAGE ALONG WITH THE VOLUNTEER
REGISTRATION FORM AND RETURN TO FRONT OFFICE.
THIS WILL TAKE THE PLACE OF FACE TO FACE VOLUNTEER
TRAINING AND ALLOW YOU TO HELP IN OUR SCHOOL.**

Who's Who at Creek View Elementary School

Fran Gerlich and Erika Murphy, Front Office Secretaries

Homework Requests, Transportation Changes, Student Check-out, Messages for Staff, General School Information, announcing classroom volunteers visitors before they walk to the classroom.

Heidi Osthoff, Clinic

Medical concerns

Kim Foresman, Records Coordinator

Student Records, Enrollment and Withdrawals, Attendance, Change of Student Information

Cathy Aielli, Principal's Secretary

Master Calendar, Bookkeeping, Purchasing, Scheduling Appointments with Mr. Rogers

Josette Perez, Curriculum Support Teacher

Student Placement, Testing and Curriculum

Classroom Teacher

Addresses all classroom concerns first.

Chris Emerson, Guidance Counselor

Provides classroom guidance, Conducts Small-Group and Individual Counseling, Student Support Team

Betty Swanson, Assistant Principal

Student Discipline, Faculty/Staff Concerns, School Procedures and Policies, General Information about the day-to-day operation of the school, business partners, strategic planning, and student safety

Matt Rogers, Principal

Instructional Program, P.T.A., L.S.A.C., Community Relations, Strategic Planning, Student Safety, Faculty/Staff Concerns, Student Achievement

Grade Level Chairs

Kindergarten: Jan Leicht

First Grade: Alison Johnson

Second Grade: Tiffany Vorick

Third Grade: Tracy Schrantz

Fourth Grade: Pam Mouchaham

Fifth Grade: Alison Snow

General Information and Procedures

Volunteer Sign-In

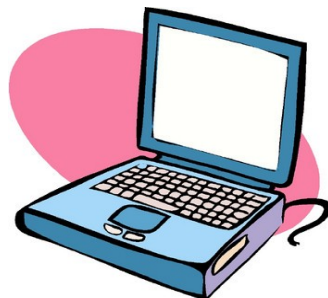
ALWAYS sign in when you enter the front office. The sign in book is located on the floor podium in the front office opposite the front desk. Use this to sign in each time you are in the building.

After signing in, please complete a yellow visitor badge and wear it during your time in the building. ALWAYS wear your nametag in the building. Upon completion of volunteer training, Creek View volunteers will receive volunteer buttons to wear when working in the school.

If you are volunteering in the building, you must stop and check in with the front office secretaries, Fran Gerlich or Erika Murphy. You will be announced to the classroom teacher, who should be expecting your arrival in the classroom for that day's activity. If the teacher is not expecting you, you will be asked to contact the teacher by email to resolve the misunderstanding. You will not be allowed to go to the classroom to resolve the problem. Only those who have completed the training may volunteer in the classroom. Volunteer training is non-transferable. This means that if Mom completed the training, she may not send Dad in as a replacement for her if he has not completed the training.

VIPS

The VIPS (Volunteers in Public Schools) Program is coordinated by a parent volunteer who keeps track of volunteer hours for the school. These hours include at-home volunteer hours and school volunteer hours combined. Documented volunteer hours assist the school in receiving award recognition, and assists in the eligibility for grants. A volunteer is defined as "anyone who gives his or her time exclusive of paid service."



WHAT COUNTS AS VOLUNTEER HOURS?

The PTA encourages volunteers to keep a written log of volunteer hours spent at home or hours accrued conducting PTA business outside of the school. The At-Home Volunteer Hours Log is printed on yellow paper, and should be completed on a monthly basis and returned to the PTA office at the end of each month. Additionally, the VIPS Coordinator will email Committee Chairs and Executive Board officers monthly to request at-home volunteer hours.

Here's What Counts:

- ◆ Meeting, planning, organizing, and/or working on school projects
- ◆ Working at school to assist the faculty, students and staff
- ◆ All hours spent attending field trips
- ◆ All hours spend at home doing volunteer work for school, such as telephoning parents, making classroom materials, baking, etc.
- ◆ Attending PTA General Meetings count only if volunteers are staffing the meeting, membership tables, or serving refreshments.
- ◆ Attending workshops or leadership training

If you have worked hours this summer on behalf of PTA, they can be counted retroactively on a future VIPS report.

Remember, your volunteer time and work are valuable to all of us and needs to be counted. Recording your hours is the equivalent of saying, "Yes, I support my child's school and I am volunteering at school and/or at home to enhance the educational process."



IMPORTANT REMINDERS WHEN YOU ARE VOLUNTEERING

When recruiting volunteers, be specific about volunteer duties and responsibilities, and the length of time required. Everyone wins if expectations are clear from the beginning.

When volunteering in the classroom, please remember that you are there to benefit ALL children, not just your child. Do not use classroom volunteer time as personal time to have a conference with the teacher; set a conference time separately. Do not use classroom volunteer time as an opportunity to critique teaching materials or question the teacher's authority or teaching style; set a conference time separately.

Please your turn cell phone to silent/vibrate mode while working in the classroom. Do not take personal calls while in the classroom, as this is disruptive to the learning process.

Confidentiality regarding students you are working with or have observed during your volunteer services is required.

When acting as a chaperone on a field trip or school-sponsored activity, please know that you will be responsible for a group of children and have duties assigned, accordingly.

Please do not park in the fire lanes or in the front car pool circle.

Volunteers are not permitted to discipline students. This policy is for your protection. Please notify a teacher for assistance.

Volunteers may not bring a sibling to school when performing volunteer duties in the building. This includes chaperoning field trips and working in the copy-room. The only time siblings may accompany you to the building is for lunch in the cafeteria, class reading, and class parties. Siblings may not use the school playground equipment. This is especially important when working in the classroom.

Please be mindful of appropriate attire for working in an elementary school setting. Tennis skirts or dresses, and short shorts are not appropriate.

PARENT AND COMMUNITY VOLUNTEERS

Creek View Elementary School encourages all parents and community members to volunteer their time and talent in service to our school. Volunteer opportunities allow you to grow personally and professionally through leadership development opportunities and training. Your presence in the school will enhance every child's learning environment.

By volunteering at school you can demonstrate to our students that you value education. You can spend time at school, or assist with projects at home. Share your talent and time with a child, and make a difference.

COPYING

The P.A.T. (Parents Assisting Teachers) Room should meet your copying needs. Please do all committee copying at school, if possible. Please use the copiers for 50 copies or less, and the Gestetner duplicator for 50 copies or more. The teacher's copy code is located on the teacher's copy request form. There is no code required for the Gestetner. Always allow school personnel and PAT Room volunteers first access to the copiers on behalf of the classroom needs. The front office copier may not be used for PAT purposes.

Our PAT Room Coordinator, Kelly Kittle, conducts training sessions and establishes a volunteer schedule for the school year. Consider volunteering for the PAT program, or attending training to learn more about the equipment. For safety and security, no children are allowed in the PAT room. Feel free to contact Ms. Kittle at (770) 330-4623.



Q&A

The following information is provided to help school administrators, faculty, staff and parents understand changes in the policies affecting school volunteers and field trips. These policy revisions were made to address parent and community concerns regarding student safety during and after the school day.

What is a school volunteer?

Any individual not employed by the school system who performs services for the school without pay is a volunteer. Volunteers may be parents, business partners, community members or college students. The revisions to the School Volunteer policy specifically relate to volunteers working directly with students on school property or during a school-sponsored activity.

Are volunteers screened, and if so, how?

All volunteers who will be working directly with students of the school must complete a Volunteer Registration Form each year. School personnel then check the information on the form against the List of Registered Sex Offenders provided by the state of Georgia. System policy does not require a volunteer to undergo a background check unless they will be staying overnight with students as a field trip chaperone. In addition, at their own discretion the principal may require any volunteer to undergo a background check.

How frequently must the List of Registered Sex Offenders be checked?

The registry should be checked annually for each volunteer, ideally at the beginning of the year or as soon as they submit a Volunteer Registration Form. The form includes a check box to indicate that the List of Registered Sex Offenders is clear for the volunteer.

How can Volunteer Registration Forms be obtained?

All parents should be provided a Volunteer Registration Form at the start of each school year. Forms for Creek View Elementary School are online.

Are there limitations on volunteers working directly with students?

Volunteers may work with small groups of students or an individual student in a tutoring or mentoring capacity or assist in other ways at the principal's discretion. A volunteer may be alone with a group of students. A volunteer may work with an individual student only in an open area such as a hallway or media center, or in an area where they are observed by another volunteer or staff member. At no time should a volunteer be left alone and unobserved with an individual student in a private or secluded area such as an office or classroom. However, persons operating in an official capacity such as a court-appointed advocate, who provide proper identification and have parental or guardian permission, may meet privately with students without being observed.

When volunteers serve as mentors, they strive to build individual relationships with children. How does the Volunteer Policy address this?

Mentors may meet with students in media centers or other open areas where school personnel are nearby. They may also use a quiet corner of the classroom so the teacher can supervise while still giving the mentor and mentee some privacy. Mentors must be either in an open area or be observed by another volunteer or school employee at all times.

May volunteers serve as substitute teachers?

No. Only individuals who have been trained by the school system and are on the approved substitute list may do this.

May volunteers help out with after school programs or activities?

Volunteers may assist students beyond the school day. The school volunteer policy applies beyond the regular school day during extra-curricular and school-sponsored activities. During such activities, volunteers should not be alone with a student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.

May volunteers help out on field trips?

Only parents of currently enrolled students may be approved to serve as chaperones by the principal. For day trips, the Volunteer Registration Form is sufficient to complete. However, any chaperone who will be participating in an overnight field trip must undergo a background check.

How does a volunteer chaperone obtain a background check?

The school principal will provide instructions to parents on how to obtain the background check once it is determined they will be used as an overnight field trip chaperone. Background checks will be arranged through the school system's office of School Police (contact person for scheduling is Felecia Goodwin as of August 2010) and must be completed by the volunteer chaperone no less than five days prior to the trip. This ensures results will be reported to the principal before the trip occurs.

Must parent chaperones pay the cost of the background check?

No. Costs for background checks should be incorporated into the field trip budget and covered through student fees and fund raising. (The cost as of August 2010 is \$40, which is the cost charged to the school system by the Georgia Bureau of Investigation)

Can parents drive students to field trips?

For field trips occurring during the school day or coordinated by school personnel, parents may drive students other than their own ONLY if they complete a Parent Driver Waiver form and provide a copy of a valid drivers license and automobile insurance. The Waiver Form states that the school system is not liable in the event of an automobile accident. Parents whose children will be transported by a parent driver must also sign a Parent Driver Waiver Statement indicating they acknowledge the school system has no liability in the event of an accident in a car driven by a parent.

Are parent field trip chaperones authorized to supervise individual students?

Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.



Volunteer Registration Form

The Fulton County School System requires the following information on an annual basis for all volunteers who will be working with students:

School Name: **CREEK VIEW ELEMENTARY SCHOOL**

Date: _____

Volunteer Legal Name _____

Address of Primary Residence:

City _____ State _____ Zip _____

Home Phone _____ Mobile or Work Phone _____

Emergency Contact Name _____ Phone _____

For School Use Only

Registry has been checked

Registry is clear

Volunteer Sign Off Sheet

_____ I have thoroughly read through the volunteer packet and agree to abide by all rules and policies when volunteering at Creek View.

_____ I have signed the volunteer registration form and will turn it into the front office along with this sheet.

_____ I agree that if I fail to follow volunteer policies, I will not be allowed to volunteer at Creek View.

Name (Print) _____

Signature _____

Students at Creek View and teacher/grade
