

# Round Top-Carmine Elementary

## Volunteer Handbook



**2016-2017**

**"To the world you may be one person,  
but to one person you may be the world."**

**-Anonymous**

Kate Schoen, RT-C Elementary School Principal  
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Dear RT-C Elementary Volunteer:

Welcome to the Round Top-Carmine Independent School District! We applaud your decision to serve our students and staff as a school volunteer. We recognize that your time is valuable. Please know that we will do our very best to make your experiences in our schools both enjoyable and rewarding.

It is our hope that through your examples of service and commitment, our students will be inspired to follow your lead as they progress through the formative years of their young lives. Volunteers play an integral role in the development of the whole child in our community.

On behalf of our students and staff, thank you for choosing to volunteer your time and talents in our school. We wish you all the best throughout the coming school year.

Sincerely,

Kate Schoen, Principal  
Round Top-Carmine Elementary



# 2016 - 2017 RT-C ISD

## Volunteer Program

### Program Goals:

The administration and staff of Round Top-Carmine Elementary are committed to helping every student achieve academic success. With the help of dedicated volunteers, this goal can be achieved. Volunteers make important contributions to the lives and education of the students of RTCE.

### *Volunteer programs will:*

- ★ Enrich the curriculum.
- ★ Enhance children's learning opportunities.
- ★ Provide help for individual children.
- ★ Increase students' self-esteem and motivation to learn.
- ★ Provide satisfying opportunities for adults to make a lasting contribution to children and schools.

### Program Description:

- ★ Volunteers are needed throughout various areas of RT-C Elementary from helping with shelving books to working with students in art class.
- ★ Before volunteering, you must agree to a complete criminal background check to be conducted by the Texas Department of Public Safety.
- ★ Volunteers will be required to sign in each time they visit.
- ★ Volunteers will be required to sign a Confidentiality Pledge each school year.
- ★ Volunteer opportunities are available as soon as the campus is ready to receive assistance.

# WHY VOLUNTEER?

Your willingness to become involved benefits many!

## **For Students...**

- Enriches learning
- Opportunities for exploration
- Additional individualized and personalized attention
- Increased motivation and improved self-concept
- Positive adult role models

## **For Schools...**

- Improved student achievement, attitude and behavior
- Community support
- Parental understanding and cooperation
- Positive community attitudes

## **For the Community...**

- Better quality education
- A more responsive school system
- Added pride and confidence in the educational system
- Well-educated students

## **For Volunteers...**

- Sharing knowledge and talents
- Providing active support for quality education
- Becoming more involved in the school and community

A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. We cannot buy what volunteers give our school!

## WHO ARE VOLUNTEERS?

Everyone who cares about children and education is a potential volunteer. School volunteers are all ages with unique personal and professional experiences. Volunteers improve the academic achievement of students through academic instruction and personal support. Round Top-Carmine Elementary values volunteers' time, energy, and expertise. Volunteering involves learning new skills and learning about the students. Volunteers are rewarded with the feeling of helping students and gaining knowledge.

### Volunteers should be:

- \* Friendly and caring.
- \* Reliable and flexible.
- \* Understanding and appreciative of the work of the school staff and the volunteer program.

### Volunteers should have:

- \* A professional attitude and an ability to work cooperatively with school staff.
- \* Interest in working with young people.
- \* Good moral character.
- \* Time and willingness to serve.
- \* An understanding of the important role that education plays in the lives of children and our community.

### Our volunteers include:

- ✓ Parents
- ✓ Business Partners
- ✓ Retirees
- ✓ Other caring, concerned adults who want to make a difference in their community

Each volunteer has a different set of talents and skills to share. Some volunteers work directly with students, while others perform necessary support services. Many volunteers make a regular commitment to share an hour or more per week. Some volunteers are on call, while others perform one-time tasks during a semester or school year.

## **Becoming a Volunteer**

To begin volunteering with the school district, you must complete the following qualifications.

- \* Complete a Confidentiality Pledge and Application.
- \* Complete and sign a Criminal History Record - Information form authorizing the school to obtain criminal history information from any applicable law enforcement or criminal justice agency.
- \* Show a valid driver's license or state identification card.
- \* Attend orientation and training conducted by the school staff or Region 13.
- \* Uphold the Guidelines and Procedures set forth by RT-C Elementary.

### ***Tutor***

A tutor may work one-on-one with a student, or with small groups of students, who need to reinforce basic skills in an academic subject on a regular basis.

### ***Classroom Assistant***

Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students.

### ***Curriculum Enrichment***

A curriculum volunteer may have a skill or talent that they would like to share with a class or classes. This volunteer may also like to share experiences from their lives. Also, they may have specific subject knowledge that would benefit students.

### ***Clerical/Non Academic Support***

Volunteers can help shelve books in the library, perform playground supervision during testing, help in a variety of clerical needs, or become a lunchroom buddy to children that need some quality time with a caring person.

### ***ESOL - Teaching English for Speakers of Other Languages***

Tutors help non-English-speaking students increase their skills in understanding, speaking, reading and writing English. Volunteers do not need to speak the student's native language.

# **VOLUNTEER/MENTOR GUIDELINES AND RESPONSIBILITIES**

## **DEPENDABILITY...**

Make a professional commitment. Be a positive role model by acting professionally and dressing appropriately. Teachers and students are counting on you, so be dependable. Please notify the school office if you are unable to come at your committed time.

## **COMMUNICATION...**

If you have questions involving your volunteer work, please ask the appropriate person - the Teacher, the front office, or the Principal. Suggestions regarding the Volunteer Program are welcome.

## **CONFIDENTIALITY...**

A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers sometimes have access to information about students and their abilities, successes and struggles as well as information from teachers. As a volunteer, your responsibility is to maintain confidentiality at all times. You will be required to sign a confidentiality pledge.

## **ACCOUNTABILITY...**

Each volunteer shall sign in at the designated area in the school office or library - depending on location of volunteer work. Volunteers must wear a visitor badge at all times and return them upon departure.

## Tips for Volunteers

1. 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.
2. Encourage students to do their own thinking - give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
3. Be consistent with teacher's rules for classroom behavior, schedule and atmosphere.
4. If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher or the school.
5. Respect a child's privacy - if a child or teacher reveals personal information, regard it as a confidence.
6. Maintain a sense of humor. Enjoy yourself - your enthusiasm will be conveyed to the students who are eager to learn.
7. If you don't know an answer or are unsure of what to do, admit it to the student(s) and work it out together - feel free to ask the teacher questions.
8. Encourage children with positive comments - seek something worthy of a compliment, especially when children are having difficulties.
9. Get down on their level!
10. If you know you will be gone, tell the students in advance.

# For Your Safety

## **Safe Touch Areas:**

Shoulders

Upper Back

Arms

Hands

## **Emergency Guidelines:**

Volunteers should be familiar with emergency procedures. If the fire alarm sounds, everyone must vacate the building, even if it is known to be a drill. Fire routes are posted in all classrooms and all exits are clearly marked. Remain calm! Walk your student(s) in a quiet and orderly manner outside the building, and if possible, walk the student back to his/her teacher. If not, keep the student(s) with you at all times until the "all clear" signal is given. In cases of severe weather, students are taken to the library. If the school is under lockdown, all doors will be locked. No one will be permitted to enter or to be dismissed until "all clear" is given.

## **Termination:**

Volunteers can be asked to leave or end their services at any time by the teacher or at the direction of the administration as they see fit.

# Become a



# Volunteer today!

**RT-C Elementary**

**VOLUNTEER PROGRAM**

**Confidentiality and Commitment Guidelines**

**Please return this form to the elementary office each school year.**

Thank you for working with our students and staff. You are providing a very valuable service to our school district.

It is important to understand the following guidelines when working with students and school information:

**Confidentiality:** A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers sometimes have access to information about students and their abilities, successes and struggles as well as information from teachers. As a volunteer, your responsibility is to maintain confidentiality at all times.

**Commitment:** Please make a professional commitment. Be consistent and dependable. Please notify the school office if you are unable to come at your committed time.

**Sign In and Out:** Remember to sign in at the front office. You must wear your visitor badge at all times, and return it to the office upon departure.

If you have questions involving your volunteer work, please ask the teacher, the front office, or the principal.

### **Confidentiality Pledge**

**I have read the guidelines above and understand their importance. All information regarding students and district staff is considered confidential, and I will maintain confidentiality.**

Volunteer's Printed Name: \_\_\_\_\_

\_\_\_\_\_

Volunteer's Signature

\_\_\_\_\_

Date