

# LEBANON ELEMENTARY SCHOOL



## VOLUNTEER PARTNERS HANDBOOK 2018-2019

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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](https://twitter.com/LES_ROCKS)

Tabitha Long, Principal

Carolyn Townes, Assistant Principal

John Verderosa, Guidance Counselor

Elizabeth Perkins, Secretary

Judy Meadows, Bookkeeper

## **2<sup>nd</sup> Grade Teachers**

Ashley Barrett

Heather McGlothlin

Ashley Collins

Crystal Fields

Angie Mitchell

Sue Snead

## **3<sup>rd</sup> Grade Teachers**

Judy Johnson

Heidi Snead

Jennifer Owens

Heather Bostic

Jan Fuller

Lori Stoots

## **4<sup>th</sup> Grade Teachers**

Angie Mullins

Lisa Castle

Misty Lambert

Joyce Honaker

## **Resource**

Beth Baker, Speech

Debbie Bollinger, RTI & Tech Lab

Kimberly Deel, Librarian

Marla White, PALS

Alisha Powers, Special Education

Sarah Barrett, School Nurse

Kristy Sparks, PE

Tonya Barton, PE

Kristi Clark, Title I & Tech Lab

Patricia Ascue, Special Education

???, Special Education

John Rasnick, Special Education

Elizabeth Rush, Special Education

Nakeesha Jackson/Kelly Campbell, Music

### **Special Education Paraprofessionals**

Wendy Boothe

Tonya Kinder

Krissy Coleman

Teena Stevens

Carolyn Brown

Betty Gilmer

Lisa Statzer

### **Parental Advisory Committee**

Farrah Lampkin

Tonya Barton

Keith Hovis

Mary Pannell

Jennifer Bryant

Keith Hovis

Robbin Hovis

*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**

**V**aluable is the work you do.

**O**utstanding is how you always come through.

**L**oyal, sincere, and full of good cheer,

**U**ntiring in your efforts throughout the year.

**N**otable are the contributions you make.

**T**rustworthy in every project you take.

**E**ager to reach your every goal.

**E**ffective in the way you fulfill your role.

**R**eady with a smile like a shining star,

**S**pecial 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 your 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

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, 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 and beach-style flip-flops are not permitted to be worn. Tennis shoes/athletic shoes that are clean and in good condition may be worn.
4. Women may wear dress, casual, and/or Capri pants. Women's skirts/dresses may be no shorter than the top of the knee.
5. No shorts/skorts are allowed to be worn.
6. See-through clothing, bare midriffs, halters, tube tops, sundresses, spaghetti strap tops, tank tops and exposed undergarments by male and female, and/or low-cut tops will not be permitted. All tops must be fitted around the armpits.
7. 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 – Meeting with Superintendent
4. Fourth Violation – Appear Before School Board