

Charleston Elementary STEAM Academy

Volunteer Handbook

Introduction

The Family Volunteer program at Charleston Elementary promotes a positive relationship with students, families, and the community. The program is designed to help enrich classroom activities by serving the teachers and staff at Charleston who request their services.

Objectives

- To provide services to the classroom teacher that enhances quality time with students
- To unite the home and school in a joint effort to enhance educational programs offered at Charleston Elementary
- To train families for volunteer services in our school
- To emphasize the value of education by being actively involved in school events

Duties

Volunteers can assist in many ways:

- Xerox, collate, staple, Etc.
- Accelerated Reading Program
- Prepare bulletin boards
- Make classroom instructional games and activities
- Tutoring
- Assist with special activities such as the Fall Festival, Auction, Field Day, Book Fair, Health Fair, Reading and Math nights
- Assistance in the volunteer room- at teacher's request
- Cut out and laminate materials

Responsibilities

- Check in at the office upon arrival. Sign in and record hours of service. Get a pass that is to be worn at all times.
- Seek assistance when using equipment if needed.
- Check the teacher boxes in the volunteer room for opportunities to serve.
- Keep student information confidential at all times.
- Be polite and courteous to all students and staff. Maintain a calm and professional tone of voice at all times.
- Be ready for an emergency, if needed. Be familiar with disaster bells and procedures
- Report any issues or problems to Parent Involvement Coordinator, Kristy Carroll.

Please Don't:

- Interrupt teachers during instruction
- Be afraid to ask for help

- Gossip in the volunteer room or discuss abilities or faults of teachers or students with anyone
- Forget to call the office if you are scheduled to assist in a classroom and cannot attend
- Hang out in the volunteer room to visit unless you are signed in as a volunteer and you are utilizing that time by helping

Summary

Please remember you are a role model when working in our school. Your courtesy, speech, punctuality, appropriate dress, and cooperative attitude shows our expectations to students.

Thank you

The gift of your time, love, and support makes a difference at Charleston Elementary and in the lives of our students, teachers, and staff. We are a better school because of you!

Any questions: Please contact Kristy Mason, volunteer coordinator

kcmason@bradleyschools.org or 423-336-2232

“Alone we can do so little, together we can do so much.” – Helen Keller