

Judy Rucker Elementary Volunteer Handbook



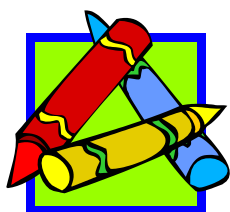


WE NEED YOU!

The start of a new school year is such an exciting time!!! We hope you are ready for a fabulous year at Rucker Elementary!

Volunteers play a vital role in the success of a school and the achievement of its students. We are fortunate at Rucker to have a dedicated group of parents who are willing to devote their time and energy to our school.

We recognize that involved parents help provide a rewarding learning environment for our children. We are looking forward to a fantastic year working together! Please know that you are always welcome to contact us if we can be of any service!



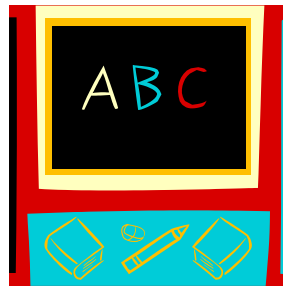
HOW CAN I VOLUNTEER?

Opportunities are available in the classroom, school-wide, and for special events and fundraisers. There are also opportunities to volunteer to help from home. This works well for our parents who work or have little ones at home. Just contact your child's homeroom teacher, specials teachers, and coaches to volunteer. You need no special skills to volunteer, but rather a willingness to contribute a small amount of your time.



FOR ALL THE CHILDREN...

It is always wonderful to have the opportunity to see your child at school, and your child loves seeing you! As a volunteer, it can also present a bit of a challenge. Please be sure to visit with your child in advance to help him/her understand your role as a 'volunteer.' While you are at school volunteering, you are here to help our teachers and all of our students to make Rucker a fantastic place for everybody!



GETTING STARTED AS A VOLUNTEER

Volunteers are always welcome! However, for the safety and security of our children and our community, Prosper I.S.D. requires a criminal background check for all volunteers. Volunteering includes but is not limited to: chaperoning for a field trip, volunteering in a classroom, and class parties as well as volunteering for various campus events.

Criminal background checks must be renewed each academic year. For your convenience, the back ground check is completed online. You'll find the link on our Prosper ISD website under the "Parents" tab.

There are many opportunities to volunteer at Rucker. You may choose to serve on a committee, or perhaps serve as a chairperson. We have several wonderful events throughout the year sponsored by our Parent Teacher Organization and we encourage you to visit our P.T.O. website. Our P.T.O. Board is ready and willing to answer any questions you may have!

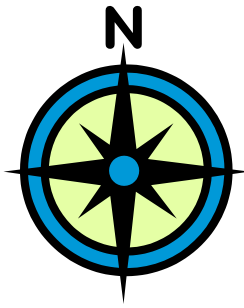


HELPING OUR TEACHERS FROM HOME!

There is always a wonderful opportunity to help our teachers by assisting in preparing materials for upcoming class activities, bulletin boards, special occasions, or to showcase our students' work. Many items can be completed at home, which is great if you work during the day or have younger children at home. If you want to volunteer but need to do so from home, don't hesitate to call or email your teacher!

VOLUNTEERING AT SCHOOL

Again, there are many ways you can volunteer your time and support at school. Attending field trips, helping plan parties, decorating bulletin boards, preparing material for class or assisting teachers with special activities are just a few of the ways you can volunteer during the school day. To volunteer during the school day or to participate in a school activity there are specific requirements which must be adhered to at all times. These requirements are in place first and foremost for the safety and protection of our students and for you.



VOLUNTEER EXPECTATIONS AND REQUIREMENTS

ENTERING THE BUILDING:

When entering Rucker Elementary, please make sure to first sign-in and get a "Visitor" badge. This is to ensure the safety and well-being of all of our students. Please indicate on the sign in sheet where you are going to be volunteering: workroom, cafeteria, classroom, etc.

- All volunteers must enter through the front door of the school and sign in at the school office.
- Volunteers will be asked to show photo identification by the office staff or administration.
- All volunteers must wear their identification appropriately and in plain view at all times.
- Volunteers will be asked to return to the office if they do not have their volunteer/visitor badge on.

Please appreciate that the safety of our students is our primary concern as we enforce this policy.

WORKROOM

All volunteers must first be trained on the equipment and tools available in the workroom before being permitted to use them. Please plan to attend the "Volunteer Training" so you can be appropriately trained on the equipment. This training protects volunteers from possible injury, reduces frustration, and projects can be completed more quickly!

FIELD TRIPS

The role of a field trip volunteer is extremely important. As a field trip volunteer you are responsible for the supervision and safety of the

students assigned to you by the teacher. It can be very difficult to provide the necessary supervision as a field trip volunteer if you are also caring for a younger sibling. ***If you plan to volunteer for a field trip, please plan in advance to make arrangements for younger siblings to be cared for.*** Chaperones are not allowed to bring younger siblings on field trips.

BULLETIN BOARDS

What a great way to share your creativity and help your child's teacher!

Much of the work in preparing a bulletin board can be done at home or in the work room. If you are helping to create the display on a hallway bulletin board or a bulletin board in the classroom, please schedule a time with your child's teacher so he or she may assist you while the students are participating in specials or P.E. Working in the classroom should be scheduled during a time when the students are not in class receiving instruction.

ROOM VOLUNTEERS FOR CLASS ACTIVITIES

Volunteering in an individual classroom is limited to one hour per visit and shall be permitted only with the teacher's prior approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. At all times it is the volunteer's responsibility to respect the privacy of each child's learning experience. It is unacceptable to communicate observations you may have made while volunteering at school regarding another child with anyone, including the child's teacher. If a volunteer compromises confidentiality, volunteer privileges will be suspended indefinitely. It can be very difficult to provide the necessary supervision and attention as a classroom volunteer if you are also caring for a younger sibling. ***If you plan to volunteer for class activities, please plan in advance to make arrangements for younger siblings to be cared for.***

PARTY PARENTS

Class Party Parent Volunteers will work with the classroom teacher and the PTO Volunteer Coordinator to organize the two parties during the school year: Winter Break and the End of Year Party.

Thank you for your help to ensure these parties are fun for all!



Once again, we wish to welcome you to Rucker Elementary and thank you for your interest in volunteering at our campus. We recognize that volunteering is a big commitment and we appreciate the time and service you provide our campus, our teachers, and our students!

WORKING TOGETHER TO MAKE A DIFFERENCE!



Rucker Elementary Volunteer Agreement

As a volunteer, we hope you will take pride in working with the students and staff at Rucker.

As a volunteer, we ask you to be sensitive to the needs of our students.

As a volunteer, we expect you to protect any confidential information regarding our students that you may become aware of through volunteering.

As a volunteer, we ask you to refrain from using students' names in emails or other forms of communication.

As a volunteer, we ask you to respect our school's guidelines and expectations.

As a volunteer, we ask you to respect the confidence of our teachers, of our support staff, and of our students.

As a volunteer, we ask that you dress appropriately to be on an elementary campus and conduct yourself as a positive role model for all children on our campus.

My signature confirms that I have received the Rucker Volunteer Handbook and understand the requirements for participating as a volunteer.

I understand that the requirements are to provide a safe and secure learning environment while maximizing the learning opportunity for all children, including my own.

I understand that if I do not honor the requirements for volunteering I may lose the privilege of volunteering.

Date: _____

Volunteer's Printed Name

Volunteer's Signature

Email address: _____

