

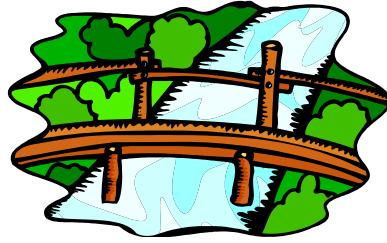
Mason Creek Elementary School Volunteer Handbook

2009-2010

Home of the Wolf Cubs!



3400 Johnston Road
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Welcome to Mason Creek Elementary!!!!

Dear Parent Volunteers,

Greetings and welcome to Mason Creek Elementary School! Thank you for your gift of time that you are so cheerfully willing to give to our students and faculty.

We have much work to accomplish to make this the greatest school year possible! We have many opportunities for you to help us at Mason Creek Elementary. It truly takes a village to raise children.

We have very high expectations for achievement. But the safety of our students is our number one priority! This is a huge building and we need those loving eyes, ears and hands to help out and make our first year of getting to know each other a great success!

Again, welcome to our school family and let us know how we can better serve our community!

Kathleen French

Principal

Dawn Taylor

Assistant Principal

The ABC's of Volunteering

Classroom

It is very important to understand that the instructional day is demanding for children. With a daily schedule of reading, writing, mathematics, social studies, science, physical education, art, music, recess and lunch to be accomplished in 405 minutes, the school day is hectic and packed with learning and socialization opportunities. There is much to be done for and with students to maximize their learning experiences.

Add to this that we have very high expectations for our children at Mason Creek Elementary. We are committed to providing students with a quality education in a safe and supportive environment. As you already know, children thrive in an environment of consistency and routines. Each classroom has a specific schedule and we follow routines and procedures set forth for their grade level. Students' time on task is very important to their learning – most important to those students who are easily distracted. In our building, we try to minimize interruptions into the classroom from the office or others in the building. This is why we have hallways as silent zones. We impress upon our students to respect the learning of others.

Parents who wish to volunteer in the classroom should contact their child's teacher and express your willingness to become part of the instructional day. Your teacher will decide what, if any, activities would be appropriate for you to help with in the classroom. It is totally up to the teacher in the classroom to decide whether they want a parent volunteer in the instructional environment to assist with instructional activities.

If a teacher should invite a parent to be part of the instruction, the teacher will write a specific lesson plan for our parent volunteer to follow. Teachers are held fully accountable for the learning of every child in their classroom. Therefore, they are often times reluctant to turn over many, if any, instructional activities to eager parent volunteers. Please understand our dedicated teachers and their commitment to their duties as your child's teacher. If you have any questions or concerns about instruction in the classroom, see your child's teacher first and then Mrs. French or Mrs. Taylor.

Grade Level

Although our classroom sizes are very manageable, a teacher works very hard to make sure she is able to meet the needs of all their children. Since our teachers are facilitators of learning, the many tasks to prepare the learning materials are often time consuming and labor intensive. This is a major avenue for parents to volunteer to assist their teacher in a very meaningful way. We have three workrooms in the building.

- Kindergarten work room is also the teacher lounge
- 1st Grade – 2nd Grade Workroom is in the media center
- 3rd Grade – 5th Grade workroom is in the 300 hallway

Teachers will have tubs or boxes with their names in them with directions of what they need for parent volunteers to accomplish. We invite you to help any teacher who has work in the workroom that needs to be completed.

Media Center

Mrs. Tuenge, our media specialist at Mason Creek Elementary, would love to have some very creative parent volunteers to help with designing, drawing, cutting and pasting our building markers for our reading initiative –

Reading Is Magic!

Ms. Tuenge has already taken many student photos to put them on their grade level specific design to mark their accomplishments in reading in our school hallways. The kickoff for our reading initiative begins after Labor Day! Please call Ms. Tuenge to express your interest in helping her with this huge job!

Office

Since we are very protective of the safety of our children in this huge building, we need parent volunteers in the office on many levels. Our greatest need is parents to go to the classroom to walk with a child to the office, clinic or restroom (in case of an emergency). It is a long walk for our little friends from the second floor or the back of the first floor up to the front office. This is a new facility for them and we do not want them to lose their way. So we have adults walk with them when they are not with their teacher or classmates.

We also have many office duties, such as receptionist, clerical, phone calls, copying, filing, etc. to take care of in the office. We are happy to have your help.

Room Moms

Every home room needs a room mom! Please send an email to your teacher to lend support as the go between for your child's classroom teacher and the other parents in the class. We will have a room moms meeting soon! If you have a yearning to be head room mom, please email Jody Jones – office manager at jody_jones@douglas.k12.ga.us.

Volunteer Sign In

We have an electronic means of signing in for volunteers at our front counter. You will make a volunteer sticker badge with your picture on it to wear while you are in our building. If you should see a person without an identification badge on – please alert the office. No one should be in an unauthorized area. This is for the protection and safety of all our students.

Thank You

We understand your time is precious. We thank you for choosing to spend some of your time making school experiences positive and uplifting. Thank you for reading the volunteer handbook. Please contact your child's teacher or the school's office at 770 651-4900 to offer your time and services. Together we are ensuring Mason Creek Elementary School has a successful first year!

