



**CRABAPPLE CROSSING ELEMENTARY SCHOOL  
EXPECTATIONS FOR VOLUNTEERS AT SCHOOL PROGRAM  
2009-2010**

**CRABAPPLE CROSSING ENCOURAGES SUCCESS**



## FULTON COUNTY BOARD OF EDUCATION

CRABAPPLE CROSSING ELEMENTARY SCHOOL

12775 Birmingham Highway  
Alpharetta, Georgia 30004-3760

School (770) 740-7055

Fax (770) 667-2841

George Freiberger, Ed.S- Principal



Dear Parents and Guardians:

I hope you are ready for the 2009-2010 school year. We expect to have another exciting year of learning at Crabapple Crossing Elementary School (CCES). To help facilitate learning at CCE, we need the support of parent volunteers!

To help provide a safe, knowledgeable, and productive learning environment, Crabapple Crossing Elementary School produces an annually updated **Expectations for Volunteers at School Packet**. This packet outlines the responsibilities, duties, and essential information that a new and existing parent/guardian/volunteer would need to know. At Back-to-School Night, all families will receive an **Expectations for Volunteers at School Packet**. Please review and discuss this information with your spouse or any other family member that wishes to be a volunteer here at CCES. Anyone wishing to be a volunteer at CCES must first review the **Expectations for Volunteers at School Packet** and then sign and return the last page of the packet to your child's homeroom teacher. This information will be tracked and monitored by our Volunteer Orientation Task Force. Teachers will review this information with all parents (K-5) at Back-to-School Night.

Thank you in advance for taking the time to familiarize yourself with the information.

Sincerely,

George Freiberger, Ed.S  
Principal  
Crabapple Crossing Elementary School

## **Who's Who at Crabapple Crossing Elementary School**

### **Anne Branan, Front Office Secretary**

Homework Requests, Transportation Changes, Student Check-Out, Messages for Staff, General School Information, Check with her to be announced to classrooms before going down to a classroom

### **Susan Salter, Denise Weinstein, Clinic**

Medical Concerns

### **Robin Creech, Records Coordinator**

Student Records, Enrollment and Withdrawals, Attendance, Change of Student Information

### **Jane Masterson, Principal's Secretary**

Master Calendar, Bookkeeping, Purchasing, Scheduling Appointments with Mr. Freiberger

### **(To Be Determined), Curriculum Support Teacher**

Student Placement, Testing and Curriculum

### **Classroom Teacher**

All classroom concerns should be directed here first

### **Bonnie Wisdom, Jeannette Pena, Guidance Counselors**

Provides classroom guidance, Conducts Small Group and Individual Counseling, Student Support Team

### **(To Be Determined), Assistant Principal**

Student Discipline, Faculty/Staff Concerns, School Procedures and Policies, Business Partners, Student Safety, General Information about the day-to-day operation of the school

### **George Freiberger, Principal**

Instructional Program, P.T.A., L.S.A.C., Community Relations, Strategic Planning, Faculty/Staff Concerns, Student Achievement

### **Grade Level Chairs**

**Kindergarten:** Gay Middleton

**First Grade:** Anne O'Connor

**Second Grade:** Megan Holcombe

**Third Grade:** LaCheryl Elliott

**Fourth Grade:** Denise Kudla

**Fifth Grade:** Julie Wilson

## **LOCAL SCHOOL ADVISORY COUNCIL**

LSAC is the Local School Advisory Council at Crabapple Crossing. These councils were created to improve academic achievement, to solve difficult educational problems, and to share ideas for school improvement. The councils consist of parents, teachers, business partners, and the school principal, who serves as chair. Councils provide advice, recommendations, and assistance to the school administration. Minutes of all LSAC meetings are available at the sign in desk.

Meetings take place in the Media Center at 1:00 p.m. every other month.

## **CRABAPPLE CROSSING PTA**

The Crabapple Crossing Elementary Parent-Teacher Association encourages all parents, faculty, staff and community members to join our membership organization. PTA represents the parents and teachers who support better education, enhanced resources, and safer schools in the life of every child in our school. From homework to recess, from friendships to family, your child's development never stops.

The Crabapple Crossing Elementary PTA supports the mission and objectives of the National PTA organization, which include:

- To support and speak on behalf of children and youth in the schools, the community, and before governmental agencies and other organization that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To secure adequate laws for the care and protection of children and youth.
- To encourage parent and public involvement in the public schools of this nation.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

### **Parent and Community Volunteers**

Crabapple Crossing Elementary School encourages all parents and community members to volunteer their time and talent in service to our school. Through PTA membership, parents are able to share their ideas, experience, and concerns with other parents and educators in the community. Volunteer opportunities allow you to grow personally and professionally through leadership development opportunities and training. Your presence in the school will enhance every child's learning environment.

By volunteering at school, you can demonstrate to our students that you value education. You can spend time at school or assist with projects at home. Share your talent and time with a child and make a difference.

## **What is VIPS?**

The VIPS (Volunteers in Public Schools) Program is coordinated by a parent volunteer who keeps track of volunteer hours for the school. These hours include at-home volunteer hours and school volunteer hours combined. Documented volunteer hours assist the school in receiving award recognition, and assists in the eligibility for grants. A volunteer is defined as “anyone who gives his or her time exclusive of paid service.”

Fulton County Schools collect all volunteer hours monthly through the VIPS chair and use the information to determine which schools have a high volunteer participation rate. Fulton County uses these hours to assist in awarding area schools with the Golden Apple Award, which is a significant accomplishment for the school and its volunteers.

The Volunteer log is located in the front office across from the front desk. Be sure to sign in when you come to school and sign out when your volunteer assignment is complete. The Volunteer Chair will have a much easier time in computing our school hours if the information is complete. In addition, volunteers can keep at-home volunteer logs which can be completed and returned monthly to the PTA office.

### **What Counts as Volunteer Hours?**

- Meeting, planning organizing, and/or working on school projects
- Working at school to assist the faculty, students, and staff
- All hours spent attending field trips
- All hours spent at home doing volunteer work for school, such as telephoning parents, making classroom materials, baking, etc.
- Attending PTA General Meetings count only if volunteer are staffing the meeting, membership tables, or serving refreshments.
- Attending workshops or leadership training

If you have worked hours this summer on behalf of PTA, they can be counted retroactively on a future VIPS report.

Remember, your volunteer time and work are valuable to all of us and needs to be counted. Recording your hours is the equivalent of saying, “Yes, I support my child’s school and I am volunteering at school and/or at home to enhance the educational process.”

## **General Information and Procedures**

### **Volunteer Sign In and Out**

- **ALWAYS** sign in and out when you enter the front office. The Volunteer/Visitor Sign In and Out computer is located in the front office next to the front desk.
- Please record the date, your name, activity, and time in and out. It is important that you record the time your volunteer activity ends.
- **ALWAYS** wear your nametag in the building. Upon completion of the volunteer training you will be able to assist in the classrooms. A nametag is required on school property at all times.
- If you are volunteering in the building, you must check in with the front office secretaries. You will be announced to the classroom teacher, who should be expecting your arrival in the classroom for that day's activity. If the teacher is not expecting you, you will be asked to contact the teacher by telephone or by e-mail to resolve the misunderstanding. You will not be allowed to go to the classroom to resolve the problem.

### **At-Home Volunteer Hours**

- The PTA encourages volunteers to keep a written log of volunteer hours spent at home or hours accrued conducting PTA business outside of the school. The At-Home Volunteer Hours Log can be obtained from the CCES website or the PTA office. It should be completed on a monthly basis and returned to the PTA office at the end of each month.

## **IMPORTANT REMINDERS WHEN YOU ARE VOLUNTEERING**

When recruiting volunteers, be specific about volunteer duties and responsibilities, and the length of time required. Everyone wins if expectations are clear from the beginning.

### **Volunteering:**

- When volunteering in the classroom, please remember that you are there to benefit **ALL** children, not just your child.
- Please **do not** use classroom volunteer time as personal time to have a conference with the teacher; set a conference time separately. All classroom volunteers need to use this time to help the children.
- It is **not** an opportunity to critique teaching materials or question the teacher's authority or teaching style; set a conference time separately for any questions or concerns that you need to discuss.

### **Arrival Time:**

- **Please be on time!** It helps to be early so you will be able to check-in and be on-time for your classroom volunteer time.

### **Notification:**

- Please call the office or let the teacher know **ASAP** if you will not be able to volunteer. We understand that things come up. Please let us know!

### **Cell Phones:**

- **Please turn off your cell phone** while in the school. Please **do not** take personal calls while in the school.

### **Confidentiality:**

- **Confidentiality** regarding students and staff you are working with or have observed during your volunteer service is required.

## IMPORTANT REMINDERS WHEN YOU ARE VOLUNTEERING

(Continued)

### Chaperones:

- When acting as a chaperone on a field trip or school-sponsored activity, please know that you will be responsible for a group of children and have duties assigned to you. Your group may not always contain your child. Teachers will do their best to group them accordingly. Please be professional in your attitude and dress. Use soft voices when entering the classroom. Each parent may receive a K-5 Chaperone Pack to take with them on the trip. Included in this packet will be:

\*Rules for being Chaperone

\*Allergies

\*Group of student names

\*Kleenex

\*Contact numbers

\*Band Aids

### Parent/ Volunteer/ Guest Readers

- To ensure that the book being read supports our curriculum and is acceptable for classroom use all books read by visitors to the classroom will be from the Media Center and/or the classroom teacher's collection. Please **do not** bring any books from home.

### Parking:

- Please **do not** park in the clinic spaces, fire lanes or in the front car pool circle. There are additional parking spaces located across the street.

### Discipline:

- Volunteers are **not permitted** to discipline students. This policy is for your protection. Please notify a teacher for assistance.

### Siblings:

- Volunteers may **not** bring a sibling or siblings to school when performing volunteer duties in the building. This includes chaperoning field trips and working in the copy room. The only time siblings may accompany you in the building is for lunch in the cafeteria. Siblings may **not** use the school playground equipment.

### Attire:

- Please be mindful of **appropriate attire** for working in an elementary school setting. Please look professional.

## **COPY CENTER**

Please use the copiers for 50 copies or less, and the Gestetner duplicator for 50 copies or more. The teacher's copy code is located in the copy code notebook. There is no code required for the Gestetner. Always allow school personnel first access to the copiers on behalf of the classroom needs. The Copy Center days are Monday, Tuesday, Wednesday, and Friday. The hours are from 9:00 AM – 12:00 PM.

**Holly Townsend & Jeanne Stewart** are the Copy Center Coordinators for the 2009-2010 school year, and they will be conducting training sessions and establishing a volunteer schedule for the school year. Please consider volunteering in the Copy Center, or attending training to learn more about the equipment. For safety and security, no children are allowed in the Copy Center. For further clarification of rules and guidelines posted in the Copy Center.

## **MEDIA CENTER**

The Media Center is located in the center of the building. **Jessica Jackson** is the Media Specialist and the Media Center Volunteer Coordinator is **Prasadi Jayagoda**. She will be hosting a separate training and orientation for anyone interested in becoming a volunteer in the media center. There are 7 main jobs for a volunteer in the media center.

**1. Circulation Desk-** Check in or out books to children and teachers. Please document any problems or needs in the communication book. Shelve all returned books.

**2. Shelving-** When the Circulation Desk permits, check the book shelves around the media center to ensure that the books are filed in the appropriate call number area.

**3. Materials File-** Pull any "Kids News" from the newspaper and cut out any pictures that are reference worthy for the materials file.

**4. Process Any New Materials-** Books need clear covers and spine reference codes. Paperbacks need to be foil wrapped and spine reference codes. All books need to be stamped or get a sticker with the Crabapple Crossing Elementary School name.

**5. Writing Orders From Forms**

**6. Assisting Children in Locating Materials in the Media Center**

**7. Odd Jobs To Assist The Media Center Personnel**

There are many jobs and duties that need to be completed in order for our media center to run smoothly. Please think about becoming a volunteer in the media center. On the next page, we have attached a layout of the media center in order for you to become familiar with this area of our school.

Media Center Map link:

<http://www.fultonschools.org/school/crabapplecrossing/Maps/2009/MediaCenterMap.pdf>

## **SCHOOL SAFETY INFORMATION**

What to do in the event of an emergency?

**Fire Drill-** Use the attached map labeled Fire Drill Exits to find the closest exit and get outside. Once outside find a member of the administrative team or a staff member with a walkie-talkie.

<http://www.fultonschools.org/school/crabapplecrossing/Maps/2009/ccesfiredrill09-10.pdf>

**Intruder Drill-** “CODE RED” Go to the closest classroom and follow staff members orders.

**Missing Student-** “CODE ORANGE” Go to the closest classroom and follow staff members orders.

**CODE “99”-** This is an **Automated External Defibrillator** or **AED** emergency. Go to the closest classroom and follow staff members’ orders.

**Tornado Drill-** Use the attached map labeled Tornado Drill to find the closest shaded area to your location. (Go to a room with no windows or follow the closest staff members lead)

<http://www.fultonschools.org/school/crabapplecrossing/Maps/2009/ccestornadodrill09-10.pdf>

**Building Evacuation Drill-** Use the attached map labeled Building Evacuation Dismissal Form to find on Northwestern’s Track the location of each grade level. Once on the track find a member of the administrative team or a staff member with a walkie-talkie.

<http://www.fultonschools.org/school/crabapplecrossing/Maps/2009/ccesbuildingevacuation09-10.pdf>

### **Building location determines where you go....**

K-1 Wing

2-3 Wing

4-5 Wing

Cafeteria

Gym

Media Center

Computer Labs

Modular Classrooms

Outside of the Building

Please read and know the three attached maps. In the event of any of the above mentioned drills or actual events, please know where to go and what to do.

**Crabapple Crossing Elementary School  
12775 Birmingham Highway  
Milton, GA 30004  
(770) 740-7055  
Volunteer Orientation Program**

**Parent / Guardian / Volunteer Response Form**

*Please complete this response form and return it to your student's homeroom teacher within three days.*

I took the Expectations for Volunteers at School Program and received the Volunteer Orientation Packet. I understand that when I am volunteering in the classroom, I am there to benefit all children, not just my child. I know and understand all of the information included in this program. I agree to follow all of the rules and I am happy to be a part of such a great program.

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent / Guardian / Volunteer's Name

\_\_\_\_\_  
Parent / Guardian / Volunteer's Signature

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Homeroom Teacher

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Student's Name

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Parent / Guardian / Volunteer's Name

\_\_\_\_\_  
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