

## **Greenwood Elementary School School Policies and Procedures**

### **School Information**

Greenwood Elementary School  
3336 Gold Mine Road  
Brookeville, MD 20833  
301-924-3145  
School Website:  
[www.mcps.k12.md.us/schools/greenwoodes](http://www.mcps.k12.md.us/schools/greenwoodes)

Greenwood PTA Website:  
[www.greenwood-pta.org](http://www.greenwood-pta.org)

Principal: Ms. Cheryl Bunyan, Principal Intern: Ms. Jennifer Lane

Hours: 8:50 a.m.–3:05 p.m. Grades K-5  
Lunch and Recess:  
11:20 a.m. –12:20 p.m. – 1<sup>st</sup> Grade  
11:30 a.m. –12:30 p.m. – Kindergarten  
12:00 p.m. -1:00 p.m. – 2<sup>nd</sup> and 3<sup>rd</sup> Grades  
12:30 p.m.-1:30 p.m. – 4<sup>th</sup> and 5<sup>th</sup> Grades

**School Newsletter:** - *The CommuniGator* is published monthly and is available on the school's website at <http://www.greenwood-pta.org/communigator> and also via a link at our Greenwood PTA Yahoo group at: <http://groups.yahoo.com/group/greenwoodpta/>.

### **School Facilities**

**Parking** – You may park in either of the school parking lots. You may park in the lot located in front of the building between 9:00 a.m. and 2:45 p.m. only. When parking in the front lot, you are asked to park with your car facing Gold Mine Road and not in the front row of spots directly in front of the school. (We try to keep the front spots free for parents doing quick drop-offs or pick-ups.) If no spaces are available then you must park on the street. Please note that the front lot must be clear of all cars by 2:45 p.m. to allow room for the buses.

**Phone** – Please use the phone located in the hallway in front of the office. Local calls only.

**Bathrooms** – Do not use student bathrooms. Please use staff bathrooms which are located in the following places: The hallway leading to the Kindergarten and first grade rooms, the 4<sup>th</sup> & 5<sup>th</sup> grade hallway and the hallway located near the music/art rooms.

**Copier Room** – PTA supplies are located in the 4 drawer file cabinet in the copier room. Remember to use yellow-colored paper for all PTA flyers. If we're low on PTA yellow

paper, notify the front office so they can order more yellow paper. When making copies of anything PTA related, be sure that you make at least 25 extras for the front office. All PTA flyers must be approved by the PTA President first and then the Principal.

## **Etiquette**

**Use of names:** always introduce yourself as Mrs. \_\_\_\_\_ or Mr. \_\_\_\_\_.

**Notification of absence:** If you are scheduled to volunteer for an activity and can't make it, please try to call at least 24 hours in advance. Please leave a message with the school secretary with the name of the teacher you were scheduled to help and the time you were expected. It would be helpful to send the teacher/staff member an email as well.

## **Signing In and Out and Tracking your Volunteer Hours - THIS IS VERY IMPORTANT**

When you come to school, please remember to always sign in. The school needs to know who is in the building at all times. Volunteers are considered agents of the local Board of Education for the limited purpose of comprehensive liability insurance and workmen's compensation coverage while on school property.

Greenwood now has two ways of signing in at the front office. The first option to sign in is the "Visitor's Log" which is a notebook on the bookshelf in the front office. While you're signing in there, be sure to affix a "Greenwood Volunteer" sticker to your shirt. This method you will need to sign out in the "Visitor's Log" before you leave. The second option is a computer system. A Greenwood staff member will sign you in using your driver's license. This method, a sticker will print out automatically for you. When you leave Greenwood, please return your sticker to the front office. A staff member will sign you out. Regardless of the sign in method, please plan on bringing your driver's license with you every time.

Greenwood also has a "Volunteer Log." This is where you record your hours spent doing volunteer work. This log is currently located in the front office on the side table next to the love seat. Please remember to log in and out of this book too. There is lots of information on this table and you may need to move stuff out of your way to get to the Volunteer Log.

We know that you also do a lot of volunteer work from your home. Please keep track of your hours spent at home and either record them in the volunteer log at school or fill out the volunteer hours log on the back of the Communicator newsletter and send that form in to Valerie Carlson and she'll record your hours for you. If you'd like to track your hours in an Excel spreadsheet, simply record the date, the hours worked and a brief description and email that to Valerie Carlson at [valerie\\_carlson@yahoo.com](mailto:valerie_carlson@yahoo.com)

Why is it important to keep track of your hours? After you've tracked your hours

spent volunteering, a report is generated and this information is then provided to the School Superintendent's office. Our school can be recognized by the State of Maryland for outstanding volunteerism if we track our hours accurately. So please remember, it makes a huge difference to Greenwood and the PTA when you accurately track your hours.

### **Supplies, Materials, Copying, etc.**

If you are doing volunteer work for a teacher, the teacher should supply you with everything you need from paper to paper clips.

When you are doing volunteer work for the PTA, please use the supplies in the PTA file cabinet.

If you need to use AV Equipment, you must check out all equipment through the Media Center.

### **Copier Protocol**

If you spend any time in the copier room, you'll quickly notice that the copier is in high demand! Greenwood staff members have priority over PTA for copier usage.

If you're copying for a teacher then you are treated with the same priority as if you are the teacher.

Remember to use good manners when you're using the copier... if you use up all the paper in the copier, please replace it. If the toner runs out on you, be sure to tell the front office so they can refill it. If you've used all the paper from the shelves, be sure to tell the front office so they can stock up with more paper. If you're unlucky enough to have a paper jam (it happens to the best of us!), be sure to ask for help in clearing the machine if you're unable to clear it by yourself. Don't walk away leaving it jammed for the next unsuspecting user. And finally, if you're doing copying after school and you run into any of these problems, please write a note for the front office so they are aware when they come in the next day.

## **PTA Flyers**

All PTA flyers must be approved by both PTA President, Helma Irving and Mrs. Bunyan before they are distributed. Please allow ample time for Mrs. Bunyan to approve your flyer. It's best to plan ahead and have your flyer approved a few days before you need to send it out. After approval, PTA flyers should always be copied on yellow-colored paper. You can distribute your PTA Flyers into the staff boxes on any day of the week, but as a rule, PTA flyers are usually sent home by the teachers only on Fridays. (Some teachers choose to send them home sooner, however.) Special exceptions to this rule may be granted with the approval of Mrs. Bunyan.

Always make 25 extra copies of your yellow PTA Flyer to be kept in the rack in the front office. Give the office an original flyer on white paper so they can copy more if they need to.

## **Safety and Security**

**Fire Drill Procedure:** If you are with a student outside of the classroom when a Fire Drill happens, proceed directly outside and then look for the student's class. Do NOT go back to the student's classroom.

**Code Red/Code Blue Procedure:** In the event of a Code Red or Code Blue Drill, proceed to the closest classroom and adhere to the directions from the classroom teacher. In the event that you are with students, please make sure that you accompany them to the closest classroom – NOT to the student's classroom.

## **Space Rental Guidelines**

All requests for space at Greenwood and other public facilities/schools must be made through and approved by the Community Use of Public Facilities Office (CUPF) of the Montgomery County Government. Requests for space rentals are on a first come first serve basis including space in our school.

ALL REQUESTS FOR SPACE RENTALS MUST BE MADE THROUGH THE PTA BOARD REPRESENTATIVE WHO SERVES AS LIASON BETWEEN GREENWOOD PTA AND CUPF. ADHERENCE TO THIS PROCESS IS MANDATED BY THE CUPF. REQUESTS MADE DIRECTLY TO THE CUPF BY ANYONE OTHER THAN THE DESIGNATED PTA BOARD REP WILL NOT BE ACCEPTED.

The 2012-2013 school year representative is: Jacqui Cannady  
Contact information: H-301-774-8162, C-240-688-8876, email-cannadyj1@yahoo.com

Please give careful consideration to your space needs. PTA funds are used to pay for rentals and there are extra costs associated with changing dates, adding custodial personnel, weekend and evening hours, etc. Refunds are not given for

rental cancellations. If you have any questions, please contact the PTA rep for assistance.

FIRST PRIORITY FOR SPACE RENTALS WILL BE GIVEN FOR REQUESTS MADE BY AUGUST 15, otherwise please submit requests as soon as possible. Please complete the space rental request form and return via email to [cannadyj1@yahoo.com](mailto:cannadyj1@yahoo.com) (June-August only) or leave it in the PTA mail box in the school office (September-May only).

Once your space rental is confirmed by the PTA rep, you will receive written confirmation and emergency contact information should you have any problems the day of your event.

## SPACE RENTAL REQUEST FORM

Coordinator: \_\_\_\_\_

(You must be present for the entire event)

Phone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Email: \_\_\_\_\_

Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

School Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Specific room and/or space needed: \_\_\_ media center \_\_\_ APR/cafeteria \_\_\_ parking lot  
\_\_\_ field

\_\_\_ gym \_\_\_ kitchen \_\_\_ auditorium \_\_\_ classroom Other: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Will food be served: \_\_\_\_\_

Estimated # of youths participating \_\_\_ adults \_\_\_

Special Requests:

\_\_\_ table set up # of tables: \_\_\_\_\_ \_\_\_ podium \_\_\_ mic \_\_\_ chair set up # of chairs: \_\_\_\_\_

\_\_\_ more than 1 custodian \_\_\_ trash/recycling cans \_\_\_ set up cafeteria tables

Other instructions: \_\_\_\_\_

PTA use:

Permit# \_\_\_\_\_

Cost: \_\_\_\_\_

## **Tips For Being A Great Volunteer\***

The volunteer is an important member of the school team. Whether you're working as a volunteer on behalf of the PTA or working under the supervision of a school staff member, you can make a significant contribution to Greenwood. As with other school personnel, you must meet certain qualifications and accept certain responsibilities when you volunteer.

### **Qualifications:**

#### **The volunteer should have:**

- A genuine interest in students.
- Time to give on a regular basis.
- A warm and friendly attitude.
- Ability to work with others in the school.
- Acceptance of individual differences in students.
- An appreciation for all racial and ethnic groups.
- A commitment to confidentiality and discretion

### **Responsibilities:**

#### **The Volunteer should:**

- Always sign the Visitors log and in the Volunteer Hours log book.
- Attend volunteer orientation and/or review the hand-outs if unable to attend.
- Participate in volunteer training programs when offered.
- Discuss program plans, successes and problems with staff.
- Be aware of specific school goals and assist the staff in accomplishing them.
- Know whom to notify if unable to keep a commitment.
- Be dependable – arrive promptly as scheduled.
- Be discrete: keep school information and student information confidential.
- Know the chain of command.

### **Teamwork**

Volunteers become important members of the school team. When working directly with students, volunteers need to observe the same rules of conduct that teachers do. These include:

#### **Respecting Individuality**

Volunteers should be aware of the variation in teaching styles and choice of activities that teachers use to get across certain concepts to students. Students also have individual learning styles that should be taken into account when working with them.

#### **Working cooperatively**

The teacher and the volunteer should work as a team to assure positive outcomes when working with students.

## **Tips For Being A Great Volunteer\* (cont'd)**

\* This information has been excerpted from the Montgomery County School Volunteer Program Handbook for Volunteers

**Being Dependable**

Being dependable means carrying through on the commitment to be a volunteer. This dependability can be shown in the following:

- Attending training when needed.
- Being on time.
- Arriving prepared.
- Providing accurate feedback to the teacher.

**Maintaining Confidentiality**

When you are in the class room and/or when you discuss students' needs with teachers, you may learn personal information which can only be shared with a responsible staff member. Such information is confidential and must not be talked about outside the school. Gossip about students, their work or behavior in school, their homes, or the school could cause harm to the student, the family, and the school team. Under no circumstances should you ever discuss anything about a student with anyone other than school personnel.

### **Guidelines for Volunteers\***

- Be 100% dependable. Come when you say you will come; give plenty of notice if you find you cannot.
- Understand and accept the students in terms of their own backgrounds, values, manners, vocabulary, and aspirations. They may be different from yours.
- Respect the confidentiality of your relationship to the school. Your knowledge of its students is a privileged communication to be shared only with responsible staff members and staff.
- Leave your own concerns and pressures at home. Don't share information about your personal or family life with staff or students.
- Your words and actions should always agree in dealing with students. Never promise what you are not sure you can follow through on.
- Walk and speak quietly. Be calm, unhurried and attentive.
- Learn to be comfortable with silences. Be a good listener.
- Don't be afraid to use your head and your good judgment: but if you're not sure what to do, ask.
- Be well informed about the resources to you can turn to for help and advice. Learn the approved system of referrals and lines of communication.
- Abide by the rules of the school; work cooperatively with the staff. They are responsible for the school policy.
- Make any criticisms of the school, staff, or procedures only to the principal.

## **Tips for Tutors and Volunteers\***

The following suggestions may help you in working with students in activities which reinforce instruction:

- Meet the students in a relaxed, friendly manner.
- Learn students' names and how to pronounce them.
- Keep your schedule. If you cannot meet with the students at the regular time, be sure to let them know.
- Give the students your full attention. Listen to what they have to say.
- See the students' teachers regularly for instructions on the lessons to be taught.
- Let the students know you are human, too. Don't be afraid to make mistakes.
- Set an example for the students by being courteous and respectful.
- Be prepared: have all material ready. The student may think you're not interested if you're not prepared.
- Keep the lessons moving. When you notice the students losing interest, change activities.
- Build the students' self-confidence. Let them know you expect them to do well.
- If students don't know the answer, make sure they have time to think but help with answers before they feel uncomfortable.
- Make all tasks appear challenging. Do not tell students, "This is easy," or they will feel defeated if they fail in the task.
- Ask for help when you have a problem you are not sure how to handle.
- Be patient. Progress may seem slow. After a few months, you'll notice some gains.
- Remember that your interest and enthusiasm may be the single most important part of success in learning.
- And finally, remember that your interactions with the school children and school staff members are confidential and should only be discussed with appropriate school personnel.

## **Tips for Tutors and Volunteers\* *cont'd.***

Praise and encouragement are important ingredients in helping students learn. Some phrases for complimenting specific behaviors are listed below. Keep these in mind as you work with your students. They may help you to think of your own ways to say to your student: "You are special!"

- I like the way you explained that.
- That's just great!

\* This information has been excerpted from the Montgomery County School Volunteer Program Handbook for Volunteers

- I like the way you behaved.
- You are really improving.
- This is nicely done.
- Let's put this special work on the bulletin board.
- I like the way you accept responsibility.
- Congratulations!
- Show this to your parents.
- I like the way you are working.
- That's quite an improvement.
- Much better.
- You really outdid yourself today.
- This kind of work pleases me.
- Terrific!
- I'm proud of the way you worked (are working) today.
- That's clever.
- Very creative.
- Good thinking.
- Super!
- That's a good observation.
- That certainly is one way of looking at it.
- That's an interesting point of view
- Thank you for raising your hand Charles, What is it?
- That's coming along nicely.
- I appreciate your help.
- Very good, why don't you show the class?
- Thank you for (settling down, being quiet, etc.)
- Marvelous.