



## PINE TREE ISD VOLUNTEER HANDBOOK

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**T**hank you in advance for the best investment given, the gift of time. Whether it's a little time or a lot of time, we need you! The diversity of our community and the experiences you share with our students are valuable to us. We could not do it without each of you, together we grow.

With appreciation,

Donna Pruitt  
Volunteer Coordinator  
(903) 295-5136  
community@ptisd.org

## PINE TREE ISD VOLUNTEER PROGRAM

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**T**he goal of the Pine Tree ISD Volunteer Program is to provide an opportunity for parents and community members to supplement and enrich the work of staff members as they provide the best possible educational experience for students. Volunteering is an excellent way to interact and join our educational team to experience the partnerships between our schools and community.

This information is an example of our commitment to high ethical standards. We recognize that Pine Tree ISD is defined by the people who work and volunteer for it and that board members,

staff and volunteers demonstrate ongoing commitment to the core values of integrity, honesty, openness, respect and responsibility.

## MISSION STATEMENT

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**T**he Pine Tree family champions the relentless pursuit of excellence through a compassionate and safe learning environment empowering all students to develop their unique passions and to make a positive impact in a global society.

## CORE VALUES

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### ***We believe in:***

- *Lifelong Learning*
  - *We are a learning organization, where students are engaged and leaders grow.*
- *Innovation Through Collaboration*
  - *We foster a culture of innovation: working together, adapting to change.*
- *Trust & Safety*
  - *We provide a trusting and safe environment-accountable to the highest standards and most effective tools.*
- *Respect*
  - *We respect each other, embracing diversity and global awareness.*

### ***District Goals***

- *All students will reach their full potential.*
- *All students will thrive in a global society.*
- *All students will discover and pursue their unique passions.*

### ***District Strategies***

- *We will create a customized learning environment that ensures a culture of innovation.*
- *We will maximize learning through the use of advanced resources and digital literacy.*
- *We will boldly support the social and emotional needs of all students.*
- *We will ensure student leadership is an integral part of our learning culture.*
- *We will recruit, develop, support, and retain the highest quality staff.*

## WHAT IS SCHOOL VOLUNTEERING?

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- *Giving your time to a good cause*

- *The chance to use your talents and learn new skills*
- *The opportunity to meet new people*
- *The desire to serve students and make a difference in our community*
- *Experiencing the pleasure that comes from making a difference*

## PRIMARY GOALS

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**O**ur primary goal is to offer support to Pine Tree ISD in providing the best education possible for our students. This goal may be accomplished by:

- *Assisting teachers and staff in motivating students to learn*
- *Supporting staff with specific instructional strategies to help individualize learning*
- *Expanding interests and instruction with individual talents, hobbies, skills and experiences*
- *Provide opportunities for positive connections between students and volunteers which may contribute to improved learning and self esteem*
- *Strengthening community knowledge and greater understanding for school programs while improving school and community relationships*

## BENEFITS OF A VOLUNTEER PROGRAM

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- **Student Benefits**
  - *Provide more academic help to each student*
  - *Positive adult role models*
  - *Enriched learning experiences*
  - *Reinforced learning*
  - *Increased motivation and improved self confidence*
  - *Student sees more adults wanting them to succeed*
- **Volunteer Benefits**
  - *Involves volunteers in our school and community*
  - *Helps provide active support for quality education*
  - *Helps students achieve goals*
  - *Allows volunteers to share talents, skills and knowledge*
- **Benefits for the Teacher**
  - *Helps the teacher provide more individualized instruction*
  - *Adds to classroom environment for extra help for overall student achievement*

- *Creates partnerships and team building efforts with volunteers*
- **School Benefits**
  - *Better parental understanding, support and cooperation*
  - *Positive public relations and community ties to the educational system*
- **Community Benefits**
  - *Get to know our students and make connections*
  - *Increases knowledge of educational system*
  - *Results in a positive school climate which benefits our community*

## SCHOOL VOLUNTEER GUIDELINES

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**A** Pine Tree ISD volunteer is someone offering their resources of energy, talents, time, and skill set to benefit students. Your personal commitment affords our students with a role model of responsible citizenship. Volunteers enrich school programs making available the resources of our community resulting in more active support of public education.

### ***The following guidelines are shared to help you as a volunteer:***

- *Please complete the online application which includes a background check and attend an orientation. There will be volunteer orientation to help familiarize you with school protocol and any questions you might have. Please visit this link to complete the volunteer application form: <http://ptisd.org/page/Community.volunteer>*
- *Be reliable and punctual once you begin to volunteer. If you have arranged to volunteer for a teacher, please contact the teacher when you cannot be there. You DO make a difference and our Pirates look forward to seeing you.*
- *Please be discreet and confidential. We want to protect any sensitive information pertaining to our students. If you have a concern or question, please discuss it with the teacher.*
- *You will sign in and out at the campus office each time you volunteer. There are many reasons why this is necessary, as campus staff need to know who is on school property at all times. This is for the safety of our students as well as your safety.*
- *Remember to wear your name badge that will be printed when you sign in at the campus office. This identifies you as a volunteer; that you are expected and are welcomed in our school.*
- *Refer any disciplinary problems or concerns to the teacher.*

## OPPORTUNITIES TO VOLUNTEER

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**T**hank you for partnering with our school. Volunteer participation may occur in the school building, in a classroom during the school day, or outside the school setting being part of an extracurricular activity or special event. Whether you volunteer in school, from home or work, you are appreciated and needed.

- *After School Clubs*
- *Book Fairs*
- *Car Duty*
- *Contribute to Backpack Food Program*
- *Donate School Supplies*
- *Genius Hour*
- *Guest speaker*
- *Judge student projects*
- *Library helper*
- *Math or reading tutor*
- *Mock UIL Practice*
- *Music/Art Performances*
- *PTA/PTO (PK – Jr. High)*
- *Special projects – Robotics, Engineering*
- *Staff Appreciation Committee*
- *Vision/ Hearing Screening*
- *Watch D.O.G.*

## SUGGESTED WAYS TO WORK WITH STUDENTS

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- *You are very important as a listener and someone to trust. Introduce yourself, why you are there and learn the student's name. Show interest in what they are learning and sharing with you.*
- *When working with students, encourage their thinking. Give them time to answer as silence can mean they are thinking and organizing what to say or write.*
- *If you are unsure of an answer, admit it to the student and work it out together. This is a great example to show it is ok not to know all the answers. Feel free to seek the teacher's input when needed.*
- *Encourage students and use positive comments, especially as they have difficulties. Meeting each student where they are builds connections and confidence that grows.*
- *At times, a student might be upset or distracted so recognize this time to listen and encourage. It might take some time from the lesson, but their feelings are important.*
- *Keep your commitment to our students, they truly look forward to your visit. If you know in advance you will be out/absent, tell them.*
- *In sharing your role with friends or parents, discuss your activities instead of specific student information. Invite them to become a volunteer - you are our best advocate.*

## CONTACT INFORMATION

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### **PRIMARY SCHOOL | PK - K**

*Executive Principal: Derrick Conley*  
Principal: Ruthie Walker  
Assistant Principal: Kerry Van Cleave  
Address: 1808 Silver Falls Road  
P: (903) 295-5095 Fax: (903) 295-5098

### **BIRCH ELEMENTARY | 1<sup>ST</sup> – 4<sup>TH</sup>**

*Executive Principal: Derrick Conley*  
Principal: Daniel Stuard  
Assistant Principal: Amy Clugston  
Address: 815 Birch Drive  
P: (903) 295-5120 Fax: (903) 295-5126

### **PARKWAY ELEMENTARY | 1<sup>ST</sup> – 4<sup>TH</sup>**

Principal: Melanie Keoun  
Assistant Principal: Donald Patrick  
Address: 601 PT Parkway  
P: (903) 295-5151 Fax: (903) 295-5155

### **MIDDLE SCHOOL | 5<sup>TH</sup> & 6<sup>TH</sup>**

Principal: Mickey White  
Assistant Principals: Sarah Sage & Kenneth Morris  
Address: 600 P.T. Parkway  
P: (903) 295-5160 Fax: (903) 295-5162

### **JUNIOR HIGH SCHOOL | 7<sup>TH</sup> & 8<sup>TH</sup>**

Principal: Lisa Sawyer  
Assistant Principal: Doug Childs  
Address: 2100 W Loop 281  
P: (903) 295-5081 Fax: (903) 295-5082

### **HIGH SCHOOL | 9<sup>TH</sup> – 12<sup>TH</sup>**

Principal: Cleo Wadley  
Assistant Principals: Beeper Kraus, Melanie Bridges,  
Justin Linnstaedter, Caci Brinkley  
Address: 900 Northwest Drive  
P: (903) 295-5031 Fax: (903) 295-5029

### **EXCEL HIGH SCHOOL**

Principal: Caci Brinkley  
Address: 900 Northwest Drive  
P: (903) 295-6753 Fax: (903) 295-6754

### **P.A.C.E. ALTERNATIVE**

Principal: Shalonda W. Adams  
Address: 1701 Pine Tree Road  
P: (903) 295-5130 Fax: (903) 295-5145

## 2021 – 2022 SCHOOL CALENDAR

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*Please contact the campus where you plan to volunteer for state testing dates.*

### **FIRST DAY OF SCHOOL**

- August 18

### **SCHOOL HOLIDAYS**

- Labor Day: September 6
- Staff Development: October 8
- Holiday: October 11
- Thanksgiving: November 22 - 26
- Christmas Break: December 20 - 31 (*Early Release, Dec 17*)
- Staff Development: January 3
- MLK Day: January 17
- Holiday: February 18 & 21
- Spring Break: March 14 -18
- Holiday: April 1
- Good Friday Holidays: April 15 & 18

### **LAST DAY OF SCHOOL**

- May 25 (Early Release)

Adoption or Last Amended Date

This policy was last adopted or amended on August 19, 2021