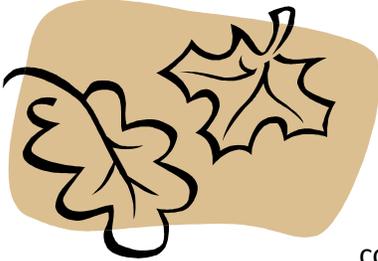


Tompkins Elementary School
1120 South Curry Street
Tehachapi, California 93561
(661) 822-2170 Fax (661) 822-2198
<http://te.teh.k12.ca.us/>



Greeting Parents and Guardian!



I love this time of year. The morning air is crisp with a touch of dampness. The afternoons are warm and fragrant. Everyone is putting their house in order in preparation for the coming winter. The same is true for Tompkins Elementary School. A large part of putting our house in order is recruiting parents to volunteer in our classrooms. High levels of parent participation are essential components of our school being successful. October is the kick-off for many events that offer parents an opportunity to participate in their children's education.

Visiting The Classroom

On occasion parents want to visit the school and observe what their children are doing in the classroom. This is an excellent way to let your children know that you support education. It is also a great strategy for correcting errant behavior for older elementary aged children. The difference between volunteering and visiting a classroom is that while visiting you are a silent partner. It is essential that learning not be interrupted by your presence. This is to ensure the safety of students and staff, prevent undue disruption to the learning environment and respect the time and effort that teachers have put into developing their lesson plans. Should you have concerns after your visit, you can make an appointment with me or the teacher during non-instructional time.

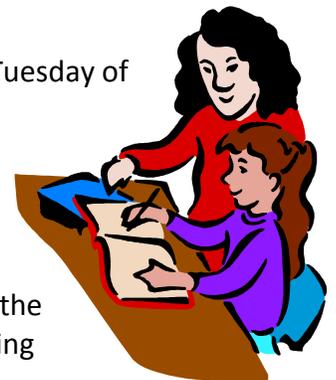
Your first step in observing the classroom is to make your request with me. It is best to do this in writing or email. Within a reasonable amount of time, I will make arrangements with the teacher and call or email you with details. Some people think this step is not necessary. My response to them is when you go to the doctor or dentist, can you just drop by for a visit? Usually the answer is no. They are professionals offering a service. The same is true for our teachers. They deserve the same respect.

Volunteering In The Classroom

Parents are encouraged to volunteer in their children's classroom. In fact, I would like to challenge all parents to donate at least one hour in their children's classroom. As a classroom volunteer, you will assist teachers in a number of important ways including working with individual or small group instruction, preparing activities and listening to students read books.

Parents interested in volunteer must go through the following training process:

1. Attend a one-time only training with me. Trainings are held on the second Tuesday of each month. Please call Mrs. Kerr at 822-2170 to make a reservation.
2. Complete a Volunteer Program Application every year.
3. Complete an Acknowledgement of Workers' Compensation every year.
4. Read the Volunteer Handbook.
5. Complete the required online training every year. The following is the web address to access the online training: <http://getsafetytrained.com>. Once on the website follow the instructions to sign up as a "New User." If you are returning



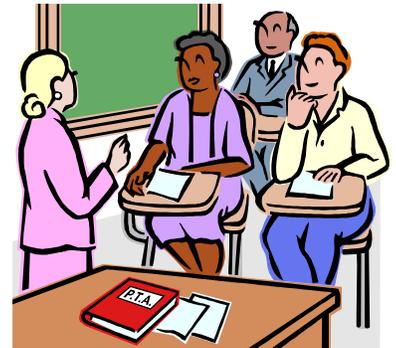
and already have a logon name and password enter it. If you cannot remember your logon information click the "Forgot Password" option. During the registration process you will be ask to "Select a Job Title/Department. You will need to select "All Volunteers/Volunteers." At the end of each module there is a quiz that will need to be completed. Once you have completed the quiz you will be able to print a certificate of completion. If you do not have computer access please contact the personnel office to schedule a time to come in and complete the training.

6. Return all paperwork to Mrs. Kerr at Tompkins Elementary School.
7. If you plan on being a chaperone, coach, or provide a service that requires you to not be under the direct supervision of certificated teacher you will need to be fingerprinted. If fingerprinting is required you will need to go to the District Office to pick up the forms and pay a fee. There is a \$47 fee (exact change) collected at the District Office that goes to DOJ and FBI for the fingerprints and a \$10 rolling fee that you will need to pay at the Sherriff's Office.

Other Volunteer Opportunities

There are several other volunteer opportunities that you might be interested in participating in at Tompkins.

- **Parent Teacher Group** – coordinates and provides support of the education activities and programs at Tompkins. They operate incentive programs for students such as Boxtops for Education, Tiger Bucks Store, PTG Student Store and dances. The PTG meets on the second Monday of each month at 3:30pm. The next meeting is October 13, 2014.
- **School Site Council** – An equal number of staff and parents meet once a month to review current concerns of the school regarding educational services to all children. Some of the more critical responsibilities include: Approving the written plan and budget for the special program monies, monitoring the implementation of the plan, helping with surveys, determining priorities and need, and planning parent education sessions and topics. The meeting place is in the Tompkins Library at 3:30 on second Thursday of each month. Our next meeting is scheduled for October 14, 2014.
- **English Language Advisory Committee** - meets regularly throughout the school year. The committee is made up of parents, community members, and staff. The purpose of both groups is to provide English Language Learners a forum to address issues and seek ways to build a bridge between school and home. Our first scheduled meeting is set for October 16, 2014 at 6:00pm in the teachers' lounge.



Your participation is an essential! I hope you will consider at least one of the opportunities listed above. If you have comments, questions or concerns, please call me at (661) 822-2170. I can also be contacted at cbelcoe@teh.k12.ca.us. I look forward to hearing from you.

Sincerely,

Cheri Belcoe
Principal