



**PARENT EDUCATOR HANDBOOK
2026-2027 SCHOOL YEAR**

Directions: Please read this handbook then sign and return the last page to the Parent Educator Director before your first day of volunteering.

ABOUT THIS HANDBOOK

The following pages contain information regarding many of the policies and procedures of The Create School (hereby referred to as "TCS"). This is not an employment contract and is not intended to create contractual obligations of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of TCS and TCS reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made. TCS values the many talents and abilities of its volunteers and seeks to foster an open, cooperative, and dynamic environment where volunteers and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Governing Board.

MISSION AND VISION STATEMENTS

MISSION STATEMENT

Our mission is to make quality education accessible.

VISION STATEMENT

TCS strives to provide an accessible quality educational experience to families by keeping tuition costs low and allowing room for academic growth through creative outlets, character education, and community involvement.

BELIEF STATEMENTS

REGARDING OUR STUDENTS AND LEARNING ENVIRONMENT, WE BELIEVE:

- Every student has the potential to be successful academically when provided the appropriate avenues
- Each student has talents, skills, and abilities that can be tapped into and cultivated at any age
- Each student should be held accountable for their actions and taught character development through well-developed social and emotional curriculum at all ages
- Every student should have access to a fun-filled, engaging academic environment that promotes creativity

REGARDING OUR TEACHERS AND INSTRUCTION, WE BELIEVE:

- Each teacher should have access to financial resources in order to appropriately equip them to teach at the highest level of achievement
- Every teacher should have access to instructional support by staff members and other professionals both in and out of the school building
- Every teacher should have access to a fun-filled, engaging academic environment that promotes creativity

REGARDING OUR COMMUNITY, WE BELIEVE:

- It takes commitments from families to help navigate students through their academic career
- It takes partnerships from businesses and organizations outside of the school to provide authentic learning experiences for students

SECTION 1: STANDARD PRACTICES FOR VOLUNTEERS

CRIMINAL CONVICTIONS AND BACKGROUND CHECK

All persons considered for the Parent Educator Program must pass a background check provided by the school through the designated provider (Checkr) at the start of every year or prior to the volunteer start date whichever comes first. This is to ensure that the information we have on file is current. This also helps to ensure we are in compliance and our school remains a safe place for students.

STANDARDS OF CONDUCT

TCS expects that all parent educators conduct themselves in a professional and ethical manner. Parent educators should not conduct business that is unethical in any way, nor should parent educators influence other employees, parent educators, or volunteers to act unethically. Further, parent educators should report any dishonest activities, or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's, parent educator's, and/or volunteer's behavior or actions which you believe, are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the TCS work environment, you should discuss such behavior or actions with the Head of School.

All reasonable concerns will be promptly, thoroughly, and confidentially investigated by TCS and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other TCS employees. Your discussing such matters with other employees, parent educators, or volunteers may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined.

PERSONNEL FILE

TCS keeps personnel files on each of its parent educators. These files are confidential in nature and are managed by the Head of School or designee. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All parent educators may view his or her personnel file by contacting the Head of School during normal business hours. No parent educator may alter or remove any document in his or her personnel file.

MINIMUM AGE REQUIREMENT FOR ALL VOLUNTEERS

All parent educators and volunteers with direct responsibility for supervision and instruction of TCS students must be at least eighteen (18) years of age.

SECTION 2: GENERAL POLICIES AND PROCEDURES

ORIENTATION

In preparation for the upcoming school year, the following items need to be completed before the start of the school year:

- Complete your background check
- Read, sign, and return the Parent Educator and Volunteer Handbook
- Complete the Parent Educator Orientation

HOURS OF WORK

TCS's standard workweek is Monday - Thursday. All parent educators who sign up for the discounted tuition enrollment are required to complete 2 hours of volunteer work each week. Sign ups are sent out on a monthly basis. It is recommended that you sign up as early as possible to ensure you secure your volunteer hours each week. Failure to complete your required hours will result in additional fees added to your student's account balance.

SIGNING UP FOR VOLUNTEER HOURS

Each month, we will send out a Signup Genius for parents to select slots for volunteer hours. This will help ensure you are serving the required volunteer hours per the enrollment contract in order to receive the discounted tuition rates. The signups will be made available on our Class Dojo school story no later than the 15th of each month. Please check your Class Dojo account regularly so you don't miss updates. Tip: the sooner you sign up, the more options will you have regarding ways to serve.

PARKING, SIGNING IN/OUT, ID BADGES

When you arrive on campus to serve your volunteer hours, please park in either the gravel lot in front of the gymnasium or the lower church parking lot located at the back of the sanctuary building. Please come to the front office to sign in. There will be a designated notebook for you to sign in and out each day. While in the building you will be required to wear a TCS ID badge. This will be provided to you when you arrive. Please remember to sign out before you leave and turn in your ID badge to the front office. IDs can be replaced if lost for a \$10.00 renewal fee.

ATTENDANCE

Punctuality and regular attendance are important to the smooth operation of TCS. If you are consistently late or excessively absent, TCS's ability to perform work is affected and an unfair burden is placed on other TCS leaders. If you feel sick or know you cannot fulfill your commitment, it is your responsibility to call the school as soon as possible so we can plan accordingly. Any volunteer who fails to complete their volunteer hours will be subject to a \$100 fee added to their child's school account balance.

WORKPLACE ATTIRE

TCS has a relaxed, casual dress environment. Parent educators are expected to use good judgment and taste, and to show courtesy to their co-workers, students and parents by dressing in a fashion that is presentable and appropriate. Any attire that reveals the midriff or undergarments is strictly prohibited. For example, employees should avoid spaghetti strap tops, low-cut tops, crop tops, short shorts, or other revealing attire. Pants with holes are allowed with the exception that the holes don't reveal any undergarments.

PROHIBITED SUBSTANCES/ALCOHOL AND ILLEGAL DRUGS/NO SMOKING

Parent educators shall not be under the influence of or consume alcohol, marijuana or other controlled substances on the school premises during the hours of operation or any other time or place where there are children present for whom the school staff and volunteers are responsible. Parent educators shall not smoke or use tobacco within the school premises, on the school playgrounds or in any vehicle being used to transport children during the hours that the school is in operation, on an approved field trip, and/or at a school sponsored event. TCS will not tolerate the use or possession of alcohol or illegal drugs on the job or on school property.

Parent educators using or possessing alcohol or illegal drugs on school property or while at work and/or who report to work under the influence of alcohol or illegal drugs will be asked to leave and will be removed from the TCS volunteer list.

VIOLENCE & WEAPONS

TCS takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, parent educator, parent, volunteer, student or visitor is strictly prohibited. This policy applies to all parent educators, whether on or off school property. Any use or possession of weapons, whether illegal or not, is prohibited on school property, or while on school hours. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any parent educator caught possessing a weapon will be asked to leave and will be removed from the TCS volunteer list.

SMOKING

Smoking is not allowed in or on TCS premises by anyone. Staff, parent educators, chaperones, and all other persons shall not smoke and/or use tobacco products on the school premises during the hours of operation and/or any other time and/or place where there are children present for whom the school staff and parent volunteers are responsible.

Staff, parent educators, chaperones, and all other persons, shall not smoke or use tobacco within the school premises, on the school playgrounds, or in any vehicle being used to transport children during the hours that the school is in operation, on an approved field trip, and/or at a school sponsored event.

VISITORS

Only authorized visitors are permitted on TCS premises. All visitors must enter through the reception area and receive a name badge. Any staff, parent educator, or volunteer that notices an unauthorized visitor should notify the office immediately.

CELL PHONE USE

As part of our safety plan, all parent educators are required to carry their cell phones with them during school hours. During an emergency, parent educators may be notified through their cell phones. Cell phones should not be used for personal reasons during volunteer hours. If the parent educator is in charge of monitoring students, the students should have their full, undivided attention. This is to ensure our students remain safe while on school campus and/or at school related functions.

USE OF SCHOOL PROPERTY

All school workspace, including all filing cabinets, furniture, equipment, technology, supplies, and anything owned by TCS, must be available to administration at all times. The use of personal locks on any school property is strictly forbidden. No school property may be used to house personal files or items. No school equipment, including computers, photocopiers or printers may be used for personal business.

MONITORING & SEARCHES

All school property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

TCS retains the right to conduct searches at any time. Any parent educator that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including being removed from the approved volunteer list.

MOVIE PERMISSIONS

Content related movies and documentaries may be shown in the classroom to enrich curriculum when the following requirements are met:

- The film's subject is related to the content being taught in the classroom
- Content is rated "G" or "PG". No other content rating is permitted for use at TCS without prior written approval from Administration and parental guardians.

SOCIAL NETWORKS

Pictures including students may only be posted to the chosen network platform (Class Dojo) after TCS receives written permission from the parental guardian stating their student may be photographed. Do not post images that include students on any network platform outside of the one(s) chosen and used by TCS administration. Such actions will be subject to disciplinary action, up to and including being removed from the TCS volunteer list.

SUSPECTED CHILD ABUSE

Administrators, teachers, parent educators, volunteers, chaperones, substitutes, and all school personnel are mandated by law to report any known or suspected child abuse or neglect. Abuse/Neglect Reporting Forms can be obtained at any time from the office.

SECTION 3: APPENDIX

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of this Parent Educator & Volunteer Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a school official. I agree to abide by the policies set forth in this handbook, and understand that compliance with TCS's rules and regulations is necessary for continued volunteering. My signature below certifies my knowledge, acceptance and adherence to the TCS's policies, rules, and regulations. I acknowledge that TCS reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this TCS and its volunteers.

Name (Printed) _____

Signature _____ Date _____

Directions: Please return this last page to the Parent Educator Director on or before your first day of volunteering.