

September 2015

Welcome to the 2015-2016 school year! Thank you for your commitment to the character education of our students. We gratefully acknowledge the time and talent you have committed to devote to your class and school.

The following practices will keep you, the school and the program aligned for the year.

- Please visit the school office to sign-in and put CCKC not your teacher's name in the box "Who you are Visiting". Make certain to print out and wear the name tag. This is for school security reasons and also to keep count of volunteer hours. CCKC uses this information to write grants.
- Letter to parents – Please make copies for each student, sign each copy individually and leave with your teacher to send home with the students.
- Pizza Hut Coupons – Please use them to reward students who demonstrate good character during your visits. On average, you could give out one each week. Pizza Hut requires that either you or your teacher fill out the **I Got Caught because Character Counts** card with a short description of the action demonstrated by the recipient.
- The strength of the program is dependent on the relationship you build with your teacher and students during your weekly visits. Please make every effort to visit your classroom weekly on your established schedule. If you have to miss a lesson, please make sure your teacher and I are contacted. If there is a snow or fog delay there will be no lessons that day and you do not need to make up the lesson. I will e-mail you to let you know of closings or delays.

- The Topic Schedule is a suggested schedule centered on the Pillars of character. Feel free to choose an alternate topic from the Alternate Lessons presented in the Topics Schedule.
- Be sure that your material is age appropriate and that you engage the students in discussion and activities.
- Keep religion, political opinions, and controversial matters out of your lessons. According to the National Association of State Boards of Education, school employees may not express ideas or opinions in school to students that favor or encourage the religious, political or controversial practices of any sort. This extends to volunteers in the school as well.
- Confidentiality is a must. It is inappropriate to discuss students' behavior and classwork outside of the classroom.
- You may provide occasional snacks to your classes as long as you have gotten approval from your teacher. Remember the county has a no homemade treat policy and that all schools encourage healthy snacking.
- Any material you wish to send home via the students should be approved by the school's teacher/principal or CCKC.
- Be a positive role model in all interactions with school personnel and children.

Do not hesitate to contact me with any questions or concerns you may have. Again, I greatly appreciate your commitment to our program. Have fun guiding our youth to grow in good character!

Thank You.

Sincerely,

Deeann Jones
Executive Director