


The background features a teal gradient with various geometric shapes: a large purple circle in the upper left, a large blue semi-circle on the right, an orange square outline on the left, an orange triangle outline at the top, and several teal dashed lines scattered throughout.

Volunteer Orientation

Fort Smallwood Elementary

April 28, 2022



All we can ask in our
lives is that perhaps we
can make a little
difference in someone
else's.

- Lillian Davis -

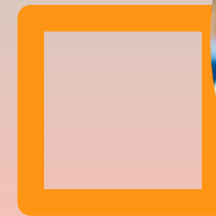
Welcome

We are so incredibly pleased and excited to be welcoming back our parent volunteers. It has been a long time coming.

Now that we have transitioned from a pandemic to an endemic, we can now safely support our volunteer program once again. However, volunteering will look slightly different.

The purpose of this presentation is to train you on the ins-and-outs of volunteering. I look forward to seeing you in the building, supporting students and staff.

WELCOME BACK!





Agenda

1. Introduction
2. Preparing to be a Volunteer
3. What will you be doing?
4. Scheduling
5. Important Reminders



Topic One

Introduction

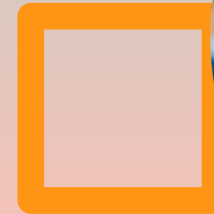
Goals for this Orientation

- Understand the philosophy behind volunteerism at AACPS
- To understand the role of the volunteer in our program
- To review the policies and procedures relevant to our volunteer program
- To review the responsibilities of any volunteer in our school



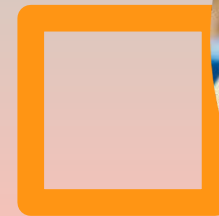
Philosophy behind Volunteerism at AACPS

- The Board of Education of Anne Arundel County Public Schools is committed to ensuring a strong home-school-community partnership, and to promoting and increasing effective and comprehensive involvement practices. We recognize a strong volunteer program is essential to improved academic success for students. We also recognize that parent, student, and community volunteer involvement in the schools increases the support of the schools by the community and adds to the total school program.
- We accept and embrace the challenge and responsibility to meet every student uniquely based on individual needs. Every member of the AACPS family must make a meaningful contribution to student growth, if we are to support our students to develop into caring, competent, and contributing citizens. We take pride in our work to build relationships with students, families, and partners - all who provide engaging and supportive fertile ground in which our students grow to reach their potential.



The Role of the Volunteer

- An appointed, non-paid staff member
- Serves under the direct supervision of a staff member
- Works as a team member with the faculty and staff
- Help to provide engaging activities to support growth





Topic Two

Preparing to be a Volunteer

Background Checks

There are two different kinds of background checks.

1. Basic Background Check -

- Complete the form on-line (see link below).
- This background check must be renewed every two years.
- It is the minimum requirement for chaperoning field trips, working with students in the classroom, copying, helping in classrooms, working Field Day, etc.

2. Comprehensive Background check

- Completed at the Board of Education. An appointment is required by calling 410-222-5045
- Fingerprinting for this background check is required.
- This background check is good until you no longer have students in the AACPS school system.
- This is a requirement for overnight field trips (Arlington Echo), drownproofing, and running an after-school club.
- There is a fee of \$58.25 for this background check.

For the purposes of volunteering in schools, the Basic Background Check should be sufficient.

Detailed information regarding Chaperoning and Volunteer can be found at <https://www.aacps.org/site/Default.aspx?PageID=1869>

Required Video

All volunteers must view the Sexual Harassment Video
<https://md02215556.schoolwires.net/Page/2460>

Upon completion, you must submit your Volunteer Video Verification form to Ms. Clendening (mclendening@aacps.org) or send in with your student.

Complete the Orientation Form

After you have reviewed the Volunteer Orientation presentation, please complete this Google Form:

<https://forms.gle/Wrn4WHLeFDd1GNqT9>



Topic Three

What will you be doing?

Possible Volunteering Tasks

- Cutting, pasting, laminating, copying
- Working with one student or a small group on any of the following:
 - Number and letter recognition
 - Handwriting support
 - Oral fluency checks
 - Sight word recognition
 - Fact Fluency
 - Creating bulletin boards
 - Help with science experiments

Training will be provided for certain tasks such as handwriting, fluency, laminating, copying, etc.



Topic Four

Scheduling

How do I sign up to volunteer?

- A spreadsheet will be posted in the “Parent” tab on the Fort Smallwood website for all volunteers to access.
<https://www.aacps.org/Page/4351>
- The spreadsheet will have tabs at the bottom by grade.
- Teachers will input their need for a volunteer.
- You can view what is needed and sign up for a slot.
 - You do not need to stick with your student’s classroom or grade level. Any and all help is welcomed.
- More information about volunteering in schools can be found on the AACPS website at <https://www.aacps.org/volunteer>

Some reminders when signing up...

- Volunteers must be scheduled and have a volunteer assignment. If you are not on the spreadsheet, you will not be able to go to a classroom.
- Please do not overwrite another volunteer's slot.
- If there is nothing available, please do not add/create a slot.



Topic Five

Important Reminders

Always remember

- Check in and check out in the office. Why?
 - Safety
 - Keeps a log of your volunteer hours
- Always bring your ID even if you are here every day.
- Professionalism - Attire
 - Your attire must adhere to the Student Dress Code.
 - Clothing with references to certain topics, including but not limited to alcohol and tobacco, are prohibited.
- Do not interrupt the teacher's instructional time.
- There is no smoking on the premises.

Confidentiality is Crucial

- As a member of the educational team, each volunteer must understand that all information regarding children, teachers, and the school is confidential and should remain in the school setting.
- Computer Data is confidential too!
- Some school system data is confidential!
- Some student work on computers can be confidential.

Always remember

- Be a Good Role Model
- Set a good example
- Be courteous, impartial, and fair
- Earn respect
- Give respect
- Do not impose your views upon students

Summary

It truly “takes a village” when it comes to our children. Thank you for graciously giving the Fort your time and supporting student growth and success.

If you have questions that were not covered, please email Mrs. Kesecker at bkesecker@aacps.org



Thank you for
your gift of
time.

