

**Emmorton
Elementary School**



**VOLUNTEER
HANDBOOK**

2019 - 2020

Our Mission Statement

Making a difference with:

- Open Minds
- Open Hands
- Open Hearts



Our Vision Statement

Emmorton is an irresistible learning community that S.O.A.R.s!
(See Our Achievements Rise)

Our Volunteer Program Goals



The goal of the school's Volunteer Program is to enable dedicated family members and members of the community to assist administrators, teachers, and other school personnel in helping children fully develop their skills and potential as individuals. The ultimate goal is to partner with us to help students become productive members of our society.

Trained, supervised volunteers assist school personnel by:

- Providing individual educational assistance to students.
- Improving student self-worth by increasing the opportunity for educational achievement.
- Relieving the teacher of many non-instructional tasks and duties.
- Stimulating business and community interest, concern, and support for our school.
- Enhancing all aspects of the educational process.
- Encouraging the students of Emmorton Elementary to make a difference with **Open Minds**, **Open Hearts**, and **Open Hands**.

Definition of a Volunteer:

A volunteer is a person who contributes services to the school under staff supervision without financial remuneration for services provided. It is a privilege to contribute to the school community through volunteering.

Roles and Responsibilities of a School Volunteer

1. Attends a volunteer orientation session
2. Follows directions given by the teacher and asks for clarification when necessary
3. Knows who to notify if unable to keep a commitment
4. Is dependable and arrives promptly
5. Respects the learning environment by not interrupting instruction
6. Never discusses classroom observations outside the classroom
7. Familiarizes self with emergency procedures and fire exits
8. Uses equipment safely and responsibly

Examples of Volunteer Opportunities

Opportunities may vary depending on the needs of individual classrooms



School-wide:

- ❖ Cafeteria Helper
 - Breakfast
 - Lunch
- ❖ Adult “quizzer” (i.e. math facts, sight words, Patriot program)
- ❖ Clerical helper
- ❖ Guest reader
- ❖ Assist with hands-on projects/stations
- ❖ Chaperone field trips
- ❖ Greeters
- ❖ Organize schoolwide programs
- ❖ Check out library books or find reference materials in the Media Center

PTA:

- ❖ Adopt a road
- ❖ Basket Bingo
- ❖ Book Fair
- ❖ Family movie night
- ❖ Fitness club
- ❖ Hess/Scholarship awards
- ❖ Holiday shop
- ❖ Hospitality/Teacher Appreciation
- ❖ Chess club/Lego
- ❖ Muffins w/Moms; Donuts w/Dads
- ❖ Reflections
- ❖ Spirit wear
- ❖ Talent show
- ❖ Turkey Trot
- ❖ Yearbook

Volunteer Sign-In Procedures



HCPS operates under a strict security policy. We are required to provide picture identification for all school volunteers. Each time a volunteer enters the building s/he must sign in, wear a name tag, and sign out when leaving the school. This is necessary for the following reasons:

- To safeguard our students and maintain school security.
- To facilitate contact of a volunteer in case of an emergency.

Each day that you volunteer at EMES, report to the main office to sign in.

- Sign into the visitor management computer and print out a volunteer badge. Wear the badge at all times.
- Report directly to your work area/classroom teacher to receive your work assignment.
- When work is complete or your available time is up, sign out through the computer in the Main Office. (This is important, especially during emergencies. Signing out indicates that you are not here if there is an emergency.)

Volunteer Program Guidelines

Commitment

- If you cannot fulfill your assignment due to unforeseen circumstances, please notify the teacher and/or office staff as soon as possible @ 410-638-3920.

Respect

- Respect the role of the teacher/staff member as the one responsible for the classroom, student behavior and the curriculum. Any concerns can be discussed with the teacher privately by setting up a time to speak with the teacher or an administrator.
- Respect all rules, decisions and plans set by the teacher or staff member.
- Refer to yourself by your proper title (Mr., Mrs., Ms.) in front of students.

Discipline

- Volunteers are to bring discipline problems to the attention of the teacher/staff member rather than handling it him/herself. If the behavior poses a threat of harm to a student, please immediately notify the teacher or an administrator.

General

- Individual concerns about your child cannot be discussed during volunteer time. Please request a meeting with the teacher at a scheduled time if a need arises.
- If your child experiences difficulty with you in the classroom, you or the teacher may request another volunteering opportunities for you.
- Younger siblings are not permitted to accompany volunteers due to HCPS liability concerns.

- If your role requires you to report to a post prior to 8:30 a.m., accompanying children must remain with you until the bell rings. Also, please be respectful of staff members preparing last minute items for the day.
- If your task requires you to work one-on-one with a student, you must remain in an area where other staff members are present.

Professionalism

It is important that everyone working at EMES recognizes the impact they can have on children.

Volunteers, just like school personnel, should:

- Be discreet and tactful at all times. The operation of the school, its staff, their work, and/or students should not be discussed with friends, family or neighbors.
- Dress may be casual and comfortable but should be appropriate for the school setting.
- Only the classroom teacher may discuss a student's progress with the parent. In keeping with HCPS policy, please refer parents who approach you about their own children to the classroom teacher.
- Support the importance of good public relations between our school and our community.

Support Our Students' Learning

Please remember that classes are in session and children are learning while you are working. Please work as quietly and discreetly as possible, remembering that we have implemented Silent Learning Zones. Avoid interrupting instructional time or a teacher's planning/ lunch time. Any questions about work or materials may be directed to the office staff.

First Aid Precautions & Procedures



1. Do not touch blood or body fluids. Notify the teacher if someone is hurt or sick. Send another student to find the teacher or school nurse if you feel you must stay with the affected student.
2. Tell students to stay away from blood/body fluid spills. Please notify the office when blood/body fluid spills occur. They will be cleaned up by the custodians.
3. In an emergency, know where the white classroom phone is located in the room in which you are working. Dial 611 to reach the main office in an emergency.
4. Bring any concerns or questions you have about procedures to the attention of the teacher or school nurse.

Evacuation Drills



Evacuation and emergency drills are scheduled throughout the school year. If you are in the building during a drill or true emergency, follow the directions of the staff. Your attendance is recorded in the Visitor Management System, and school personnel will make sure you are accounted for. If there is an evacuation drill, exit the building in one of the following ways:

- Exit with the class with which you are working.
- Exit through the back doors when working in the main office.
- Exit through the nearest exit and notify a teacher so your presence can be recorded.
- Remain with the classes until the “all clear” is given to return to the building.

Field Trip Chaperones

Field Trip Chaperones have a very important job as you assume responsibility for a group of students to ensure their safety and their learning. In order to accomplish this, we ask that you adhere to the following guidelines:

- Supervise your assigned group of students at all times; you are responsible for their welfare.
- Help students make connections to the curriculum they are learning by asking questions and taking time to read information/complete activities.
- Support the teacher’s expectations that are set at the beginning of the trip (i.e., purchasing food/gifts, locations to explore, ending time, etc.). If you are unsure, ask the teacher prior to separating from the group.
- Remind students of appropriate behavior. If student behavior becomes a disciplinary situation or a cause for concern, immediately report this to the teacher.
- Never situate yourself alone with a child, other than your own, at any time.
- If you take photos, limit them to photos of your child only. Please do not post any photos of other children to social media or other shared venues.
- Keep your cell phone available in case of an emergency.
- If you have questions or are unsure at any time, seek clarification from the classroom teacher.

