

PLEASE READ IF YOU DID NOT ATTEND A

VOLUNTEER ORIENTATION SESSION

What if you could help your child enjoy school more, get better grades, and reduce behavior problems at the same time? Reams of research has shown that regardless of parents' income and educational background, their involvement in education helps their kids do better in and out of school.

1. **VOLUNTEER OPTIONS** -For a detailed description of each please refer to the sign up sheet sent out in the Thursday folders or found on the PTA website under volunteer committee.

- Team/Grade Non-Classroom
- Team/Grade In-Classroom
- Bookroom
- Reading and Math Buddies
- Specials
- Media Center

2. **VOLUNTEER PROCEDURES**

- **Volunteering at School** - Please sign in at the computer system and take the badge that is then printed. You must sign in each time you volunteer. Badges must be worn at all times while on school property. Please remember to sign out when you leave.
 - ❖ In the classroom
 - Be on time
 - Arrive on time---allows teacher to give instructions without disrupting class
 - No siblings are allowed in the classroom with you
 - Use common sense when dealing with children
 - No cell phone use—can use volunteer room—no hallway
 - Disciplining kids/dos and don't
 - If minor you can correct using kind words
 - If major such as bullying or putting others in harm way, inform the teacher immediately
 - **When volunteering in the classroom it is important to maintain confidentiality at all times— see confidentiality section below for further details**
 - ❖ In the volunteer room (Room #105)
 - Butcher block paper for bulletin boards is located in here
 - Teachers should supply all materials for their projects
 - Various supplies are located in the cabinets (Ex: tape, glue, markers, pens, paper clips, rubber bands etc.)
 - Familiarize yourself with the emergency and drill procedures posted in the room

- **Volunteering from home** - If you work from home, please keep a log of your hours for manual entry later in the year. There are blank log pages in the pink volunteer binders in the office. You may take a blank log home and return it to the pink volunteer binder or you may track your hours separately and enter your numbers in the binder.

3. IMPORTANCE OF KEEPING TRACK OF HOURS

- **To meet state reward requirements** - One of the requirements for the school's award is to have 2 volunteer hours per each child in the school. This year we have 558 students so we need at least 1116 hours.
- **For peer recognition** -Volunteers' hours are totaled so that we can recognize those individuals with outstanding volunteer service at different levels. Certificates are awarded at the end of each year. Volunteer hours are added from year to year and carried over from school to school.
- **Insurance claims** - In the unlikely event that there is an insurance claim, we must be able to prove legally that you were in the building at the time of the incident.

4. DEALING WITH HEALTH ISSUES WHILE VOLUNTEERING

- **Be Safe – Use Caution**
 - ❖ The risk of contracting a blood borne pathogen disease such as Hepatitis B, Hepatitis C and HTV in the school setting is extremely low, but does exist. It is important to take time to protect yourself before rushing to the aid of a child who is experiencing a bloody nose or is bleeding from a cut or scratch. Resist the natural impulse to rush to a child's aid without regard to your own personal safety.
 - ❖ Allow the teacher to care for the situation if at all possible. If the teacher is not immediately available, put a barrier between yourself and the blood before touching the child. Ideally, this barrier should include latex or vinyl gloves, but several layers of tissue, paper towels or other material may be used if you do not have gloves. Be prepared by knowing where gloves, tissues and paper towels can be found.
- **Care for Exposures Immediately**
 - ❖ If you get blood or other body fluids visible contaminated with blood on broken/non-intact skin or if you are stuck by a contaminated sharp object or bitten or scratched hard enough to draw blood, you should: encourage bleeding from the injury, wash the area thoroughly with soap and water, notify the school principal and go to Corporate Occupational Health Solutions (301-698-3001) for evaluation. If the blood is only on your clothing or is on intact skin, it is not a true exposure and follow-up is not necessary.

➤ **Allergies**

- ❖ Children with life threatening allergies are present at our school. Please make sure to wash your hands thoroughly before volunteering with children. In some cases wipes are provided outside the classroom to use before entering. You will be apprised of any allergies that may be a concern in classroom where you volunteer. **As with all information obtained while volunteering, allergy information is confidential and should not be shared with others.**

5. CONFIDENTIALITY

- ❖ Please remember that parents are not to talk about what they see and hear at school with other parents. Each child has the right for their progress to remain confidential.
- ❖ Breaking confidentiality is in violation of FCPS Regulation 400-20 (Student Records)
- ❖ **By signing the volunteer contract you agree to insure that student information is treated confidentiality and understand that sharing student information from a student record may be deemed a violation of law and BOE policy**

6. CLOSING

- ❖ Remember your purpose as a volunteer:
 - To help and encourage the children
 - To aid the teacher
 - To enjoy your time here

As you volunteer, we want you to feel welcome at Twin Ridge. We want you to know that you are appreciated and you are definitely a big part of TRES success this year.

If you have any questions, please feel free to contact Michele Jaeb at mdjaeb@verizon.net. Please sign and return the attached Volunteer Contract before volunteering.

Twin Ridge Elementary School

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TRES Volunteer Contract

I understand my responsibilities as a volunteer. By my signature below, I attest that I have been apprised of my responsibility to insure that student information is treated confidentiality. I have reviewed FCPS regulation 400-20 “student records,” and understand that sharing student information from a student record may be deemed a violation of law and BOE policy.

Print Name : _____

Signature: _____

Name(s) of teacher(s) for whom you will volunteer:

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