



# **Volunteer Handbook**



## **Important Update**

Although we currently do not require a Social Security Number to become a volunteer, we ask that volunteers provide the most accurate information possible to help ensure safety for all students, staff and community.

All individuals interested in volunteering within ACPS departments/schools, will need to complete and submit the online ACPS volunteer application and sign the code of conduct. Every application will also involve a criminal and sex offender background check.

If you have any questions, please contact the ACPS Office of Community Partnerships and Engagement at 703-619-8055.

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## Who is a Volunteer?

A volunteer is an unsalaried person authorized by ACPS to perform volunteer services for the school division. This includes anyone providing services to or interacting with ACPS students on an ongoing basis. For more information, please see ACPS School Board Policy regarding School Volunteers at: <https://www.acps.k12.va.us/policies-l>.

## Becoming a Volunteer

1. In order to perform volunteer work within ACPS departments/schools, you must first complete and submit the online ACPS volunteer application through Raptor Technologies: <https://www.acps.k12.va.us/Page/575>.
2. A criminal and sex offender background check will be performed. Potential volunteers, including parents/guardians, who are registered sex offenders, should consult the ACPS Sex Offender Registry Notification Policy (File: KN) and the ACPS Registered Sex Offenders on School Property Policy (File: KNA).
3. The volunteer process usually takes about 7-10 business days from start to completion (Please note that approval time may be impacted by volume of applications and ACPS holidays and closures).
4. When you become an official volunteer, please bring a valid photo identification for the verification process.
5. Always ensure to sign in and out as a volunteer at designated kiosks located at each school to receive your badge for the day.

## ACPS VOLUNTEER CODE OF CONDUCT AND EXPECTATIONS

This document defines expectations for Alexandria City Public Schools volunteers and is designed to help ensure the safety of the volunteers and students served.

**As an ACPS volunteer, I agree to abide by the following code of volunteer conduct and expectations:**

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station and I will sign out when I have completed my volunteer assignment.
2. I will wear my ACPS volunteer identification badge at all times when volunteering.
3. I will be prompt and consistent in my attendance. I will notify the ACPS volunteer coordinator or designated contact as soon as possible if I must be late or absent.
4. I will establish and maintain good and frequent communication with the volunteer coordinator and coworkers.
5. I will maintain a positive attitude. I will direct any concerns or complaints with the appropriate school staff or administration.
6. I will maintain student confidentiality at all times. I will not discuss any student with anyone except ACPS teachers, counselors and/or school administrators who have a legitimate educational interest in the information.
7. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I will notify the school administrator if a child confides in me about an abusive situation and/or if I see signs or indications of abuse. I understand staff will do reporting and follow up.
9. I will observe all regulations and procedures in the assigned school/department (i.e. fire drills, accident reporting, lunch privileges, inclement weather procedures, etc.).
10. I will use only adult bathroom facilities.
11. When at all possible, I will not be alone with an individual student.
12. I will not use physical discipline. I will ask the teacher or school staff for assistance with problematic behavior.
13. I will not contact students outside of school hours without permission from the students' parent/guardian.
14. I will not disclose, use or disseminate student photographs or personal information about students or others.
15. I will read and abide by the ACPS Responsible Computer System Use policy (File: IIBEA/GAB).
16. I will read and abide by the ACPS Social Media Regulations (File: GAC-R) and understand I may be held accountable for the social media content I publish online.
17. I will never be under the influence of drugs or alcohol or smoke on school grounds.
18. I will notify the school principal or appropriate department head if I am arrested for any misdemeanor or felony sex, drug or weapon related offense.
19. I will respect students' personal values and backgrounds.
20. I will only do what is in the best personal and educational interest of every child with whom I come into contact.
21. I will read and abide by the ACPS Sexual Harassment policy (File: GBA/JFHA).

**I agree to follow the ACPS Volunteer Code of Conduct at all times or I will cease volunteering immediately.**

# **Policies and Procedures Volunteers Should Know**

## **SEXUAL HARASSMENT**

ACPS is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation. Therefore, the Alexandria City School Board prohibits sexual harassment and harassment based on race, national origin, disability, religion, gender, gender identity, gender expression or sexual orientation of any student or school personnel at school or any school sponsored activity. For more information, please see [www.acps.k12.va.us/policies-GBA](http://www.acps.k12.va.us/policies-GBA).

## **RESPONSIBLE COMPUTER USE**

ACPS and its employees are committed to using technology consistently, responsibly and effectively for teaching and learning, communications and productivity. Access to the computer system should not be abused in the amount of time used, type of use or content. Any individual who uses the ACPS computer system has no expectation of privacy regarding that use. For more information, please see [www.acps.k12.va.us/policies-GAB](http://www.acps.k12.va.us/policies-GAB).

## **USE OF SOCIAL MEDIA**

ACPS recognizes and supports the use of online social media to enhance instruction and research, support the learning environment and improve communication. However, ACPS recognizes its obligation to teach and ensure responsible and safe use of these technologies. As a volunteer, you may be held accountable for the social media content you publish online. For more information, please see [www.acps.k12.va.us/policies-GAC](http://www.acps.k12.va.us/policies-GAC).

## **LIABILITY INSURANCE**

Volunteers are covered by the ACPS Liability Insurance plan. If a volunteer is injured as a result of a “job related activity” he or she may qualify for insurance benefits. In the event of an “industrial injury,” an injury or illness which occurs while you are performing your volunteer work, you must adhere to the following:

- Report your injury to the school or department administration office immediately, no matter how small your injury may seem.
- If medical attention is needed, the school or department administrator will contact Facilities, Health, Safety, and Risk Management at 703-619-8295.

ACPS must pre-authorize your visit to a medical facility or your designated physician.

## **VOLUNTEER RELATIONS WITH STUDENTS AND THEIR FAMILIES**

The success of ACPS’ volunteer program depends upon the quality of the relationship between the ACPS volunteers, teachers, students and parents/guardians, and the general public. Regardless if you are a volunteer or a paid staff member, you are an ambassador for ACPS.

## **DRESS CODE**

Volunteers are expected to dress in accordance with accepted social and business standards. If you are unsure as to the appropriateness of particular attire, please consult with the Volunteer Coordinator or school/department administrator.

## **SIBLINGS**

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Pre-schoolers and younger siblings can be a distraction to students, staff and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for preschoolers (laminating machines, paper cutters, scissors, staplers, copy machines, etc.).

## **OFFICE MACHINES**

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. ACPS equipment is only to be used for educational/school purposes and are not for personal use.

## **PARKING LOT**

When driving near schools and or in school parking lots, great care must be taken and drivers must watch closely for students and others at all times. Please check with the school office for information on where you should park.

## **THEFT**

No item purchased or supplied by ACPS should ever be removed from school sites without the express authorization of your Volunteer Coordinator or school/department administrator. Volunteers should not bring excessive amounts of money or valuable items onto campus.

## **RESIGNATION/DISMISSAL**

If for any reason you decide not to continue volunteering with ACPS, please inform the Volunteer Coordinator and those you work with directly.

***ACPS reserves the right to discontinue the volunteer relationship with any individual.  
A suspension of volunteer services will be provided in writing.***

## **Tips for Volunteers**

1. Be patient when working with students. Give yourself time to find your niche.
2. Names are important. Make sure you say the student's name the way the student wants it to be said. Learn to spell it correctly. Make sure the student knows your name and can pronounce it correctly.
3. Treat individuals with respect and courtesy and expect the same in return.
4. Show that you are interested in the student as a person by listening carefully to what they say and showing you care by words and actions.
5. Encourage and support student successes. Build self-confidence by praising them honestly and frequently. Remember attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
6. Avoid making comparisons between students, between teachers and between schools.
7. Always remember to be fair and consistent.
8. Students make mistakes. Let them know that making mistakes is part of learning. Don't be afraid of making mistakes yourself.
9. Be trustworthy and honest in your approach and attitude. Students will trust and respect you when you are "real."
10. If you must be absent, call the school and let them know. The students will be disappointed you can't come, but will be reassured that you care enough to call.

## **Working with Students from Different Cultures**

Because of the many different ethnic groups represented in ACPS, children speak many different languages and have many different beliefs and customs. Cultural differences may affect a student's background knowledge, learning style, behavior and social skills. Specifically, you may experience cultural differences with regards to:

- Varying learning styles
- Eye contact
- Sense of time
- Effective discipline
- Student motivation
- Personal space and appropriate touch

Understanding the students' cultures and helping them to understand the school culture will increase your ability to help them learn.



## **Volunteer Information/Procedure Checklist**

When you first meet with your volunteer coordinator, parent liaison, teacher and/or supervisor, plan to discuss the following:

- Scheduled days and times available to volunteer.
- Procedures for ongoing communication between volunteer and volunteer coordinator/designated staff person (regular conferences, telephone conversations, notes, informal meetings).
- Alternate plans for days when the teacher/supervisor is absent.
- School/department policies, procedures and rules (such as volunteer management system, emergency procedures, where volunteer leaves personal belongings, etc.).
- Protocol for informing school/department about volunteer absence/tardiness.

## **Volunteer Staff Directory**

The volunteer coordinator, parent liaison or designated staff contact at each ACPS school/department can assist you with any questions, concerns or problems that you might have with your placement.

<b>Assigned School</b>	
<b>School Telephone</b>	
<b>School Address</b>	
<b>Principal</b>	
<b>School Secretary</b>	
<b>Volunteer Coordinator/Parent Liaison</b>	
<b>Teacher(s)</b>	
<b>Other Contact(s)</b>	

In the event you are unable to find resolution for an issue involving a student, you may contact the school principal or the Family and Community Engagement Center:

**Family and Community Engagement (FACE) Center**

**<https://www.acps.k12.va.us/volunteer>**

**(703) 619-8055**



### **ELEMENTARY AND PREK-8 SCHOOLS**

John Adams Elementary School (Grades K-5)  
5651 Rayburn Avenue, Alexandria, VA 22311  
Tel: 703-824-6970

Charles Barrett Elementary School (Grades PreK-5)  
1115 Martha Custis Drive, Alexandria, VA 22302  
Tel: 703-824-6960

Early Childhood Center (PreK)  
5651 Rayburn Avenue, Alexandria, VA 22311  
Tel: 703-578-6822

Ferdinand Day Elementary School (Grades K-5)  
1705 N. Beauregard Street, Alexandria, VA 22311  
Tel: 703-619-8430

Patrick Henry Elementary School (Grades PreK-8)  
4643 Taney Avenue, Alexandria, VA 22304  
Tel: 703-461-4170

Jefferson-Houston School (Grades PreK-8)  
1501 Cameron Street, Alexandria, VA 22314  
Tel: 703-706-4400

Cora Kelly School for Math, Science and Technology  
(Grades PreK-5)  
3600 Commonwealth Avenue, Alexandria, VA 22305  
Tel: 703-706-4420

Lyles-Crouch Traditional Academy (Grades K-5)  
530 S. St. Asaph Street, Alexandria, VA 22314  
Tel: 703-706-4430

Douglas MacArthur Elementary School (Grades K-5)  
1101 Janneys Lane, Alexandria, VA 22302  
Tel: 703-461-4190

George Mason Elementary School (Grades K-5)  
2601 Cameron Mills Road, Alexandria, VA 22302  
Tel: 703-706-4470

Matthew Maury Elementary School (Grades K-5)  
600 Russell Road, Alexandria, VA 22301  
Tel: 703-706-4440

Mount Vernon Community School (Grades K-5)  
2601 Commonwealth Avenue, Alexandria, VA 22305  
Tel: 703-706-4460

James K. Polk Elementary School (Grades K-5)  
5000 Polk Avenue, Alexandria, VA 22304  
Tel: 703-461-4180

William Ramsay Elementary School (Grades PreK-5)  
5700 Sanger Avenue, Alexandria, VA 22311  
Tel: 703-824-6950

Samuel W. Tucker Elementary School (Grades K-5)  
435 Ferdinand Day Drive, Alexandria, VA 22304  
Tel: 703-933-6300

### **MIDDLE AND HIGH SCHOOLS**

Francis C. Hammond Middle School (Grades 6-8)  
4646 Seminary Road, Alexandria, VA 22304  
Tel: 703-461-4100

George Washington Middle School (Grades 6-8)  
1005 Mount Vernon Avenue, Alexandria, VA 22301  
Tel: 703-706-4500

T.C. Williams Minnie Howard Campus (Grade 9)  
3801 W. Braddock Road, Alexandria, VA 22302  
Tel: 703-824-6750

T.C. Williams High School (Grades 10-12)  
3330 King Street, Alexandria, VA 22302  
Tel: 703-824-6800

Chance for Change Academy (Grades 6-12)  
216 South Peyton Street, Alexandria, VA 22314  
Tel: 703-888-1204

Northern Virginia Juvenile Detention Center School  
(Grades 6-12)  
200 South Whiting Street, Alexandria, VA 22304  
Tel: 703-461-4086

### **FAMILY AND COMMUNITY**

#### **ENGAGEMENT CENTER**

Tel: 703-619-8055  
[www.acps.k12.va.us/face](http://www.acps.k12.va.us/face)





**(703) 619-8055**

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