Albemarle County Public Schools

Volunteer Handbook

Albemarle County Public Schools
Office of Community Partnerships

Revised **July 9, 2026**

Version **2026 Edition**



401 McIntire Road Charlottesville, VA 22902

Welcome



Thank you for your interest in volunteering in Albemarle County Public Schools! Every day, students and teachers across our school division benefit from the generosity of volunteers who take the time to share their talents with our children. The countless tasks volunteers perform are vital to the continued operation and success of our schools. Sharing your life experiences, memories, technical know-how, or friendship with a young person can greatly impact a student's life and achievement.

Meet the Volunteer Program Staff:

Tanisha Thompson, Office Manager (Central Office)
434.296.5820 | tthompson2@k12albemarle.org

Karen Waters, Director of Community Partnerships
434.260.4562 | kwaters@k12albemarle.org

Community & Volunteer Engagement Coordinators

ACEL Academy - Lambs Lane Campus
Cindy Fairchild
cfairchild@k12albemarle.org
434-972-1610

ACES Academy - Seminole Place Campus
Lena Campbell
lcampbell@k12albemarle.org
434-244-8900

Agnor Elementary School
Kelley Baca
kbaca@k12albemarle.org
434-973-5211

Albemarle High School
Lizbeth Quintanilla-Flores
lquintanillaflores@k12albemarle.org
434-975-9300

Baker-Butler Elementary School
Lisa Beauchamp & Meghan Ritter
lbeauchamp@k12albemarle.org
mritter@k12albemarle.org
434-975-9300

Broadus Wood Elementary School
Beth Bunts
bbunts@k12albemarle.org
434-973-3865

Brownsville Elementary School
Carrie Gumm
cgumm@k12albemarle.org
434-823-4658

Burley Middle School
Brenda Hernandez Garcia
bhgarcia@k12albemarle.org
434-295-5101

Center for Learning & Growth
Kevin Kirst
kkirst@k12albemarle.org
434-833-5970

Community Lab School
Rachel O'Neil & Lucy Akers-Allen
roneill@k12albemarle.org
lallen2@k12albemarle.org
434-296-3090

Crozet Elementary School
Jillian Tucker
jtucker2@k12albemarle.org
434-823-4800

Division Services
Tanisha Thompson & Jessica Brown
tthompson2@k12albemarle.org
jbrown25@k12albemarle.org
434-296-5820

Greer Elementary School
Leslie Hearns
lhearns@k12albemarle.org
434-973-8371

Henley Middle School
Angie Cordoba
acordova@k12albemarle.org
434-823-4393

Hollymead Elementary School
Ola Ann Perry
operry@k12albemarle.org
434-973-8301

Ivy Elementary School
Katie Bailey
kbailey@k12albemarle.org
434-293-9304

Journey Middle School
Chastity Clements
cclements@k12albemarle.org
434-975-9320

Lakeside Middle School
Cara Costello
ccostello@k12albemarle.org
434-975-0599

Monticello High School
Renee Leake & Kayondra Ragland
rleake@k12albemarle.org
kragland@k12albemarle.org
434-244-3100

Mountain View Primary School
Maria Baza
mbaza@k12albemarle.org
434-293-7455

Mountain View Upper Elementary School
Pam Gardner & Crystal Estrada
pgardner@k12albemarle.org
cestrada@k12albemarle.org
434-972-1630

Murray Elementary School
Carla Dodson
cdodson@k12albemarle.org
434-977-4599

Red Hill Elementary School
Colleen Wilson
cwilson@k12albemarle.org
434-293-5332

Scottsville Elementary School
Janet Lilly
jlilly@k12albemarle.org
434-286-2441

Specialized Academic Center (SAC) & Post High
Rebecca Tichner & Anthony Fernandez
rtichner@k12albemarle.org
afernandez@k12albemarle.org
434-977-4610

Stone-Robinson Elementary School
Lisa Spradlin
lspradlin@k12albemarle.org
434-296-3754

Stony Point Elementary School
Kristi Thomas
kthomas@k12albemarle.org
434-973-6405

Walton Middle School
Myra Brown & Karen Collier
mbrown6@k12albemarle.org
kcollier@k12albemarle.org
434-977-5615

Western Albemarle High School
Alissa Layne
alayne@k12albemarle.org
434-823-8700

Woodbrook Elementary School
Cecilia Leiva
cleiva@k12albemarle.org
434-973-6600

Albemarle County Public Schools

Table of Contents

Welcome & Meet the Volunteer Program Staff	02
Table of Contents	03
Mission, Vision, & Values	04
Goals	05
Policies, Procedures & Guidlines	06-07
Scheduling & Recording Volunteer Hours	07
Code of Conduct, Workplace Culture & Guidelines	08-10
Community Partner & Volunteer Expectations	11
Responding, Reporting, & Acknowledging	12
Professional Boundaries & Student Safety	14
Recognize, Respond, and Report	15-16
Guidance for Engaging with Students & Staff	17-18
Getting Others Involved	19
Confidentiality Agreement	20

Albemarle County Public Schools

Albemarle County Public Schools

Volunteers Contribute to Our Vision, Mission & Values

Learning for All

VISION:
Our learners are engaged in authentic, challenging, and relevant learning experiences, becoming lifelong contributors and leaders in our dynamic and divers society.

MISSION:
By working together as a team, we will end the predictive value of race, class, gender, and special capacities for our children's success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds. We will know every student.

VALUES:



EQUITY

We will provide every student with the level of support necessary to thrive.



EXCELLENCE

We will mitigate barriers and provide opportunites for every student to be academincally successful.



FAMILY & COMMUNITY

We will engage with and share the responsibility for student success with families and community partners.



WELLNESS

We will support the physical and emotional health of our students and staff.

Volunteers Are Expected To Enhance Our Goals

GOAL 1

THRIVING STUDENTS

ACPS will facilitate learning experiences grounded in high expectations, networks of care, and student curiosity to ensure academic and social-emotional development for all students while eliminating opportunity, access, and achievement gaps.

AFFIRMING & EMPOWERING COMMUNITIES

ACPS commits to developing a culturally-responsive environment that will respect and champion the diversity of life experiences of all stakeholders and support the physical and mental health of our students, staff, and families so they are actively empowered to engage in our school community.

GOAL 2

GOAL 3

EQUITABLE, TRANSFORMATIVE RESOURCES

ACPS will attract, develop, and retain the highest-quality staff; develop sustainable and modern facilities, infrastructure, and equipment; and distribute all resources in an equitable manner to transform learning experiences and opportunities.

Volunteers Must Know Our Policies, Procedures, & Guidelines

Getting Started:

What is my role as a volunteer?

"Volunteer" means a non-Division employee volunteering at a school or school-sponsored activity who has direct access to students, such as a classroom volunteer, field trip chaperone, or extracurricular club sponsor. "Volunteer" does not include individuals serving at one-time, large-scale school events such as, for example, dances, proms, graduation parties, and science fairs.

What training is provided for volunteers?

As a school volunteer, it is crucial that the lines of communication stay open and transparent. If you are unsure about what's expected of you or how to use specific equipment, please seek guidance from the staff. If you are volunteering in a classroom or school, make sure you and the teacher/administration are clear on your responsibilities and that you about both comfortable with your duties.

- All volunteers must complete the "Professional Boundaries and Preventing Sexual Misconduct in Schools" course and read the ACPS Professional Boundaries and Prevention of Sexual Misconduct and Abuse policy before their first volunteer shift.
- All volunteers must watch the "VDOE Recognizing/Reporting Child Abuse & Neglect (for Educators) video and read the ACPS Child Abuse and Neglect Reporting policy before their first volunteer shift.
- All volunteers must review the "Acceptable Use of Technology" policy before working in our schools.
- All volunteers perform under the direct supervision of school personnel. Therefore, volunteers should know and follow school policies and rules, including maintaining the confidentiality of student and school information.

What is the policy on confidentiality?

The undersigned acknowledges that federal and state laws govern the disclosure of student records and prohibit School Board employees, including student teachers, interns, or volunteers, from improperly disclosing any student information or records. As a student teacher, intern, or volunteer, you are prohibited from disclosing any records, information from the records, or any other information relating to a student or students. The undersigned acknowledges that any improper disclosure of student records or additional student information will lead to the immediate loss of your position as a student teacher, intern, or volunteer with Albemarle County Public Schools.

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco, and snuff, is prohibited anywhere on school property, including school parking lots, athletic fields, etc., and in vehicles owned, rented, or leased by the Albemarle County Public Schools. This prohibition shall apply at all times, day and night, and to all students, employees, visitors, volunteers, or other persons. Please review the Tobacco Products and Nicotine Vapor Products policy.

Your school's Community & Volunteer Engagement Coordinator may provide additional orientation for more specific details on expectations and duties. There may be a formal session or an informal conversation with your school contact.

Volunteers Must Know Our Policies, Procedures, & Guidelines (con't.)

- Classroom volunteers are encouraged to be familiar with the following:
  - The building layout and parking facilities
  - Classroom policies
  - What to expect of you as a volunteer
  - What to do if you are absent
  - Fire drills and safety rules

Scheduling

Will I have a set schedule for volunteering?
All volunteers will work with the school's Community & Volunteer Engagement Coordinators to determine the schedule and volunteer expectations.

What if I can't come for my scheduled volunteer shift?
If you cannot make it to school when you are expected, please call the school volunteer coordinator and leave a message with them to deliver to the classroom teacher you are scheduled to work with.

Is ACPS ever closed?
During the school year, we will observe various holidays and in-service days. Obtain a copy of the current school year calendar on our website at www.k12albemarle.org.

What happens if there is inclement weather?
Volunteers can learn the division's school schedule status during inclement weather in several ways:

- Receive an alert from the Electronic School Notifications System.
- Call the school schedule hotline at 434-296-5886 to listen to a pre-recorded message about school operations for the day. Para español, llame al 434-975-9332.
- Visit the Albemarle County Public Schools website.
- Tune in to local media outlets.

Recording Volunteer Hours

Sign-In
Whether you are regularly volunteering or participating in a one-time project or event, arrive a little early so there is enough time for communication. On the first visit, volunteers will be asked to complete the Rapto registration process and provide a picture I.D. Afterwards, volunteers must sign in at the office with a state-issued driver's license or another approved photo I.D and receive a volunteer or visitor badge. Signing in each time you volunteer also allows school personnel to locate you immediately in case of an emergency, as well as track volunteer hours.

How should I record my volunteer hours?
All in-person volunteers must always check in and out with our school office staff. If you are a virtual volunteer, please log in your hours and share your experience by opening this link or by going to the following link to submit your hours:

https://docs.google.com/forms/d/e/1FAIpQLSeQQL8dgfEt8DysXINFODD5wVpFLmPFXnekJuLqEEO-gD9Ng/viewform

Why do I need to track my volunteer hours?
It is critical that all volunteers log all of their volunteer hours. Without your support in logging your hours, we can't describe the program's success and impact made possible by our volunteers or accurately report in-kind support.



Workplace Culture & Guidelines

Workplace Culture & Guidelines

Code of Culture

As an Albemarle County Public Schools volunteer, it is understood that you will abide by the following code of conduct:

- I will sign in at the school's main office immediately upon arrival.
- I will wear or show volunteer identification whenever I am volunteering in a school.
- I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
- I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students and will conduct myself accordingly.
- I agree to maintain professional boundaries and understand that any interactions with students must be professional, transparent, and focused on education, health, or student well-being.
- I understand that Albemarle County Public Schools has a strong commitment to diversity and inclusion of all students. I will not share my personal or political views with students while volunteering. If I have any questions about this, i will ask the teacher or principal.
- I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
- I will use only adult bathroom facilities.
- I will not transport students.
- I will not possess weapons of any type while on school property or during school events off premises.
- I will not possess or use tobacco or any nicotine-related products, and I will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off premises.
- I understand that while volunteering, I may learn private or sensitive information about students, families, or staff. I agree to maintain confidentiality outside of school. i will not share information that I learn about students or staff with anyone except to carry out my volunteer duties and as outlined in this code of conduct.

Workplace Culture & Guidelines (con't.)

- I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose.
- I agree to take reasonable and appropriate action to prevent the commission of an illegal or immoral act.
- I agree not to engage in sexual harassment of students, other volunteers, or school employees. i will avoid having inappropriate contact with any student, whether or not on school property, which includes dating, making sexual advances, seeking romantic or sexual relationships, having conversations of a sexual nature not related to the adult's professional responsibilities, unwanted touching, grooming behavior, and sexual contact of any kind. I will refrain from touching or hugging students, even if the student instigates physical contact.
- It is my duty to refrain from using school information technology equipment, hardware, and software or internet access for other than a school-related purpose.
- I agree to only do what is in every child's best personal and educational interest with whom I come into contact.

What if I have concerns about a student's behavior?

If you notice a student acting inapproprately or you have specific concerns about a student, it is your responsibility to call such matters to the teacher's attention or other supervising school personnel. Never take corrective measures into your hands.

COMMUNITY PARTNER & VOLUNTEER EXPECTATIONS

Creating a Safe, Welcoming, and Supportive School Environment

School: _____ Activity/Opportunity: _____

Date(s): _____ Supervising ACPS Staff Member: _____

Location (if other than School): _____

Our Shared Commitment

Thank you for volunteering with Albemarle County Public Schools (ACPS)! We are committed to providing every student with a safe, welcoming, supportive, and inclusive environment. Community partners and volunteers help bring the commitment to life. These expectations apply to one-time and occasional opportunities (including school events, field trips, classroom or library support, lunch with students, school projects, and similar activities) conducted under the supervision of and ACPS staff member.

Your Role

While participating, you are expected to maintain appropriate professional boundaries, follow ACPS staff direction, model respectful behavior, and promptly report concerns that may affect student safety or well-being.

- Remain within the assigned activity, location, schedule, and responsibilities.
- Follow the directions of the supervising ACPS staff member and all school procedures.
- Wear the visitor/volunteer badge or other identification provided by the school.
- Support students in ways that are age-appropriate, inclusive, and connected to the approved activity.

PLEASE DO	PLEASE DO NOT
• **Interact with students in open, observable, and appropriate spaces.** • **Keep conversations positive, respectful, age-appropriate, and related to the approved activity.** • **Respect students' personal space, dignity, identities, and boundaries.** • **Redirect behavior respectfully and seek assistance from ACPS staff when needed.** • **Direct students needing help (including medical restroom, emotional, or safety support) to an ACPS staff member.** • **Immediately report concerns involving student safety, health, well-being, abuse, neglect, misconduct, or professional boundaries.**	• **Be alone with a student in a private, closed, or secluded location.** • **Take a student or group away from the assigned area unless specifically directed by ACPS staff.** • **Exchange personal phone numbers, personal email addresses, social media information, or private electronic messages with students.** • **Photograph, record, post, or share student images or information unless specifically authorized by ACPS.** • **Give an individual student gifts, money, or special favors outside of the approved activity.** • **Use unwelcomed, aggressive, sexual, or otherwise inappropriate touching, comments, jokes, gestures, or conversations.** • **Ask a student to keep a secret or promise confidentiality about safety or well-being.**

When in doubt, pause the interaction and ask the supervising ACPS staff member for guidance.

Albemarle County Public Schools

Responding, Reporting, & Acknowledging

Emergency Procedures

If there is an immediate emergency involving the health or safety of a student or participant:

- Call 911 if emergency services are needed.
- As soon as it is safe, notify the supervising ACPS staff member or School Administrator.
- follow alldirections from ACPS staff and emergency responders, including evacuation shelter, lockdown, reunification, or other school procedures.

Do not investigate concerns, confront another person, or delay reporting while trying to determine what happened. Promptly share the face you've observed or were told with APCS staff.

When a Student or Other Participant Needs Help

If a student or adult appears upset, lost, injured, ill, frightened, or shares concerning information:

- Remain calm, supportive, and within view or hearing of others whenever possible.
- Listen without asking detailed, leading or investigative questions.
- Do not promise confidentiality.
- Connect the person with the supervising ACPS staff member or School Administration immediately.

Report Concerns Promptly

Immediately notify the supervising ACPS staff member or School Administration if you observed, are told about, or become aware of:

- A student who is lost, injured, ill, frightened, or in distress
- A safety hazard, emergency, or missing student
- Suspected abuse, neglect, grooming, sexual misconduct, or other inappropriate behavior
- A professional-boundary concern or an interaction that seems inconsistent with these expectations
- A disclosure or statement involving harm, threats, self-harm, safety, or well-being
- Any situation that makes you uncomfortable or raises concern for a student

School Leadership Team

For questions, assistance, or reporting, contact any available member of the School Leadership Team:

Surpervising Staff Member: _____

Principal: _____

Assistant Principal: _____

Volunteer Coordinator: _____

Thank you for helping create safe, welcoming, and meaningful experiences where every student can learn, grow, and thrive.

Professional Boundaries & Student Safety

POLICY AG | Family Guide & Family Action Guide



Albemarle County Public Schools

Professional Boundaries & Student Safety

Every student deserves safe, supportive relationships with trusted adults. Policy AG sets clear expectations so that interactions are professional, transparent, and focused on education, health, or student well-being.

What Does Policy AG Mean For ACPS Families?

WHO MUST FOLLOW IT	WHEN IT APPLIES
Employees, student teachers, interns, volunteers, community partners, and vendors providing instructional, health, or school-related services.	When an adult is serving in an ACPS role. Appropriate family, friendships, neighborhood, civic, religious, or social relationships that exist independently of ACPS may be treated differently.

Everyday Interactions and Formal One-on-One Meetings

EVERYDAY INTERACTIONS	FORMAL ONE-ON-ONE MEETINGS
• Brief and part of normal school routines • Open, visible, and observable by others • Examples: hallway conversations; homework help with the classroom door open; bridge safety reminder • Do not require separate family notice or digital logging	• Intentional and isolated from normal group instruction • Require a legitimate educational or health reason and an approved, visible/accessible setting • Require family notice and digital logging • Examples: private counseling, targeted mentoring, behavioral intervention, or individual testing

Family Notice, Consent, and Logging

- For recurring services, families receive advance information about the service and meeting parameters. One annual or program notice may cover late meetings, but each formal meeting is logged into a digital record-keeping system
- Families are offered an opt-out when permitted. Special Education, health, safety, legal, crisis, or child-protection requirements may be handled through established plans or separate procedures.
- For an unexpected formal meeting, staff provide advance notice when possible. In a time-sensitive emergency or crisis, notice may be provided afterward that same day. Suspected child-abuse investigations follow separate legal requirements.

Communication, Activities, and Appropriate Boundaries

Direct Messages: ParentSquare will be used whenever possible because families automatically have view access. Only ACPS email may be used; otherwise, families may request access to their child's email. **Digital Tools**: Personal social-media messages or follows are prohibited. Routine collaboration in learning platforms such as Google Docs is not treated as direct messaging.	**Activities**: Off-campus meetings require family consent. Personal rides require the knowledge and consent of the family and supervisor. Removing a student from class requires a legitimate approved reason. **Individualized Services**: Nursing, preschool, special education, personal care, testing, counseling, telehealth, and crisis support may require individualized arrangements communicated through established plans or service notices.

Healthy relationships are encouraged. A kind note, a flower given to a teacher, brief academic help, or an observable conversation is not automatically a violation. The concern is secrecy, isolation, exploitation, sexualized conduct, or behavior that compromises the adult-student relationship. Students receive age-appropriate instruction about safety, healthy boundaries, trusted adults, and seeking help.

Albemarle County Public Schools

Recognize, Respond, Report

Trust your concern. Families do not need proof before asking a question or making a good-faith report. You may use the reporting option that feels safest, and you do not have to report to a person who may be involved.

Behaviors That Should Prompt Questions or a Report

Concerning Patterns

- Secrets, repeated isolation, favoritism, or private gifts that create a secret relationship
- Private or disappearing messages, personal social-media contact, or unexplained off-campus contact
- Sexualized conversation, jokes or comments; romantic attention, grooming behavior, unwanted touch, or repeated closed-door meetings

Family Safety Conversations

- Ask: "Who are your trusted adults at school?" and "Has an adult asked you to keep a secret or communicate privately?"
- Tell your child: "You can always tell me. You will not be in trouble. I will help you."
- Review school communication channels together and keep family contact information current

If A Child Shares A Concern

1. **Listen and reassure.** Stay calm. Thank the child for telling you. Say the concern is not their fault.
2. **Preserve their words.** Record the child's own words. Save relevant messages, screenshots, dates, locations, and names.
3. **Do not investigate.** Avoid leading questions, repeated interviews, confronting the adult, or circulating sensitive information.
4. **Report promptly.** Choose the pathway below. If a child may be in immediate danger, call 911.

Where Families Can Report or Seek Help

IMMEDIATE DANGER	**Call 911.**
SCHOOL OR ACPS	**Contact the principal or ACPS Central Office at 434-296-5820. If the concern involves school leadership, use Title IX or the Central Office instead.**
TITLE IX	**For sexual misconduct, harassment, or a sexual boundary concern, call: Erin Stone, Title IX Coordinator, 434-296-5820, ext. 13546 | estone@k12albemarle.org**
CHILD ABUSE	**Anyone may call the Virginia Child Protective Services Hotline directly at 800-552-7096. An ACPS report is not required first.**
SUPPORT	**ACPS Helpme offers anonymous, 24/7 support for non-emergency needs. It does not replace 911 or a direct CPS report when a child may be in danger.**

Policy: esb.k12albemarle.org/com/browse.aspx | Title IX: k12albemarle.org/our-departments/title-ix-office | HELPme: k12albemarle.org/our-division/helpme
Questions, Interpretation/Translation, or Accessible Format: Contact your school or ACPS Central Office, 434-296-5820. Summary only; adopted policy controls.

Recognize, Respond, Report (con't.)

What Families Can Expect After A Report

- The concern is directed to the appropriate office; ACPS may coordinate with Human Resources, Title IX, Child Protective Services, or law enforcement.
- Protective or supportive steps may be taken while the matter is reviewed.
- Families receive information ACPS may legally share. Privacy rules may limit details; complete confidentiality cannot be promised.
- Retaliation against anyone making or participating in a good-faith report is prohibited.

Questions Families May Ask

- What is the purpose and setting?
- How will visibility be maintained?
- When will I be notified?
- Will it be logged?
- What platform will be used?
- Is an opt-out available?
- Who receives concerns?

Guidelines for Engaging with Students & Staff



Albemarle County Public Schools

Guidelines for Engaging with Students & Staff

Tips for Success

Learn Names	A student's name or nickname is your first contact point. Be sure that you pronouce and spell it correctly. Make sure the student knows your name as well.
Set the Climate	By staying alert and listening, you will soon develop sensitivity to the student's needs. Your working relationship with each student will be your best tool for tutoring. Begin each session with positivity.
Allow the Students to be Themselves	Every student is unique. Make each one feel that they are an important, amazing person. Avoid comparing students with others in their school or in their families. Allow students time to think about answers. Guide them by asking questions that will lead to correct responses. Remind the student that everyone makes mistakes, even you. Making mistakes and learning how to correct them is an essential part of learning.
Follow the Teacher's Lead	Keep the students headed in the direction set by the teacher. Hold the students to the same class standards of behavior and work. Talk openly and often with the teacher to determine what is expected of you and the students. Remember that the teacher has the final responsibility for all planning and activities that occur in the classroom. Discuss specific student concerns with the teacher or principal, but keep all confidential information about students within the school.
Be a Positive Role Model	Your conduct, dress, personal hygiene, and dependability will set an example for students' expectations. Being on time and being reliable give tremendous support to the teacher in making other plans and assure students that you care. Students believe and remember everything that you say. If you make a promise to a student, be sure to keep it.

Working with Cultural Diversity	The student population of certain schools in Albemarle County changes rapidly as the ethnic/cultural makeup of the county changes. As a volunteer, it is important to develop respect and appreciation for the diverse cultures and backgrounds of the students. Some strategies for making instruction responsive to the ethnic/cultural backgrounds of students include:
	• Use correct pronunciation of students' names
	  ◦ If you are not sure of the pronunciation, ask if the student would pronounce their name for your clarity.
	  ◦ Avoid comments that label the name as "strange" or "funny."
	• Be aware that you represent authority.
	  ◦ Try to avoid making judgements
	  ◦ Let the students know that you value them.
	• Be aware that cultural differences may affect student behavior.
	• Respect every student.
	• Attempt to develop each student's pride in their race or ethnicity.

English Language Learners (ELL)	ELL refers to a student who is learning English in addition to their native language. When teaching the English language, you will be given materials developed for the appropriate level of the individual student. Remember that you are working in the student's second language. When helping the student, use the following guidelines: • Speak clearly and naturally, • Avoid talking too quickly • Focus on communication, not grammar • Use gestures, facial expressions, and a variety of visual aids • Avoid the use of idioms or slang • Be patient and help the student to be patient.

Albemarle County Public Schools

How Can I Get My Friends & Family Members Involved?

Volunteering is a great way to get involved in your community and make a difference. We want to make the best match we can between volunteer opportunities and your interests and talents. There are two ways to apply. First, if you know someone is interested in volunteering with ACPS, please have them complete the online application process. Second, to get started IN-PERSON, contact the school you would like to offer your services. The school's Volunteer Coordinator will explain the procedure to you and explain valid forms of identification required to process your application.

Instructional Volunteers (provides direct services to students regular)

Tutor	**A tutor may work one-on-one with a student or with small groups of students who need to reinforce basic skills in an academic subject. One example is a Book Buddy who reads with and to students.**
Mentor	**Mentors typically work one-on-one with a student who needs special attention and assistance. Their primary tasks is to motivate the student to stay focused on school. In addition, a mentor provides academic reinforcement, sets short-term goals, serves as a role model, and provides encouragement and friendship that helps build the student's self-esteem. One example is a breakfast or lunch buddy.**
ELL - Teaching English to Speakers of Other Languages	**ELL tutors help non-English-speaking students improve their skills in understanding, speaking, and writing English, as well as in acquiring basic critical academic skills. Volunteers do not need to speak the student's native language. However, bilingual volunteers are needed to help interpret and communicate with families.**
Community Resource	**Persons with special skills, language abilities, hobbies, occupations, or collections, or who have traveled to other parts of the country or the world, may be invited to share their experiences with classrooms at the requested times.**

Support Service Volunteers (provides assistance to school personnel)

Classroom Helper	**Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials, and interacting with students.**
Clerical Assistant	**Clerical assistants may help with typing, computer entry, copying, booking, record keeping, telephone, and other office work.**
Library/Media Helper	**Volunteers in the school library/media center may help at the circulation desk, catalog and shelve books, use a computer, mend books, or operate audiovisual equipment. They may also read to students.**
Chaperone	**Volunteer chaperones have the opportunity to enjoy museums, exhibits, musicals, and plays as they accompany students and teachers on field trips.**
Computer Helpers	**Computer helpers share their computer skills and knowledge with students and/or school staff. Some prepare newsletters or other school publicity.**
Activities Helper	**Activities volunteers help support school extracurricular clubs, groups, and events. Areas of involvement include participating in PTO and booster clubs, serving as volunteer coaches, and assisting with sports, music, or drama productions.**
Groundskeeper/Building Maintenance	**If you love the outdoors and have fix-it skills, schools can use our expertise to beautify the campus or help maintenance staff with special projects.**
At-Home Helpers	**Often volunteers are needed to help with "at-home" projects such as preparing newsletters, phone recruiting other volunteers, or helping classroom teachers. Those who do volunteer work at home or work with a club activity should complete a volunteer application and keep a written record of their hours of service.**

Are background checks required? Each volunteer shall submit the online volunteer registration form to a staff member to screen each student teacher and volunteer's name and address against the sex offender registry. if a match is found, the Principal/Designee shall notify the Superintendent, who shall confirm the match. All IN-PERSON volunteers must present a valid state or government-issued identification card. If you do not have a state or government-issued photo ID, the school volunteer coordinator will discuss other acceptable forms of ID with you during your visit.

Albemarle County Public Schools Confidentiality Agreement

The undersigned acknowledges that federal and state laws govern the disclosure of student records and prohibit School Board employees, including student teachers, interns, or volunteers, from improperly disclosing any student information or records. As a student teacher, intern, or volunteer, you are prohibited from disclosing any records, information from records, or any other information relating to a student or students. The undersigned acknowledges that any improper disclosure of student records or other student information will lead to the immediate loss of your position as a student teacher, intern, or volunteer with Albemarle County Public Schools.

I have been provided a link to Albemarle County Public Schools' student records policy, and I have read, understood, and will comply with Albemarle County Public Schools' student records policy.

http://drive.google.com/file/d/1AIP7hLawhd7uPQK3zvjbOhngq30DojRj/view?usp=sharing

Printed Name: _____

Signature: _____

Email: _____

Date: _____

ACPS Academic Mentoring Assignment:
(Please leave blank if you don't know)

_____