

**WELCOME**  
**to Arundel High School**  
**Volunteer Program Orientation**

**Please sign in and  
help yourself to  
coffee or tea.**



# Thank you...

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

- Lillian Davis -



# Goals for this Orientation

- To review policies, procedures and rules relevant to our volunteer program
- To provide an opportunity to sign up for volunteer opportunities
- Introduce volunteer program contacts
- To give you the opportunity to watch the required sexual harassment & child abuse/neglect training DVD

# *Code of Ethics*

*As a volunteer, I am a member of an educational team. As a volunteer member of that team...*

- *I understand that all information concerning children, teachers, and the school is confidential and should remain in the school setting.*
- *I shall maintain the dignity necessary to gain the respect of students and set a good example at all times.*
- *I will show high regard for each child by being courteous, impartial, and fair.*
- *I will respect those with whom I work.*
- *I will not impose my own religious or political views upon students.*
- *I understand that I will work under the supervision of one or more staff members.*



# Most Important Part of Code of Ethics?



CONFIDENTIALITY

# Sign in and out!



- School safety
- Your own security
- To collect data
- Sign in at the security desk as a volunteer
- Sign out at the security desk when you leave
- Logging hours after school hours using [www.v-volunteer.com](http://www.v-volunteer.com) (virtual volunteer) – see flyer

# Teacher Schedules

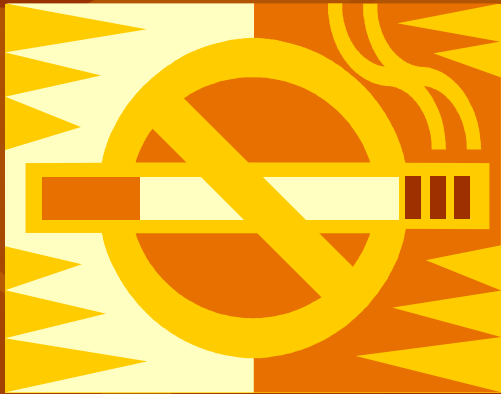


Please respect teacher schedules.  
Teachers cannot always stop and  
talk when volunteers would like.

# **Don't Date Our Students!**

No exceptions.

# Smoking!



**NO SMOKING!**  
And that means  
anywhere on  
school property  
including in your  
car!

# **Drugs & Alcohol**

**Also forbidden on  
school property!**

# Volunteers and Preschool Age Children

- We do not allow preschool age children while parents are volunteering in our building.
- Remember that equipment in schools can be hazardous or dangerous to small children!

# Dress Code

There is no dress code for adults!  
But, we ask that you follow the same dress code we ask students to follow!



# Background Checks

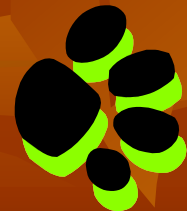
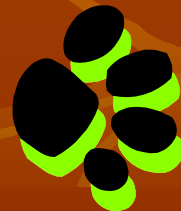
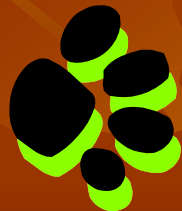
- ***NOT REQUIRED*** for regular classroom volunteers who are also parents of students in the school
- **Commercial Background Checks** (no charge to volunteer)
  - SUGGESTED for regular classroom volunteers who are not parents of students in the school (e.g. volunteers from the Department of Aging, etc.).
  - Required for volunteers who go on overnight trips
  - Required for PTA/PTO/CAC or Booster Group Officers
  - Required for volunteers going to Arlington Echo or Drownproofing
- **Fingerprinting** (charge to volunteer)
  - Suggested for volunteers who will not be supervised by staff
  - Required for volunteers who will be coaches

## Training for Sexual Harassment & Child Abuse

- Occasional volunteers – need to read the information
- Regular volunteers – must see the DVD

# Volunteer Program Contact Information

- Debby Stickney, AHS Volunteer Liaison,  
410-674-6500 or [dstickney@aacps.org](mailto:dstickney@aacps.org)
- Paul Tinsley, Parent Volunteer Coordinator,  
[ptmt96@aol.com](mailto:ptmt96@aol.com)



# Thanks for All You Do



*Original slide presentation courtesy of Office of School and Family Partnership & tailored to AHS by Debra Stickney*