

Volunteer Guidelines

You must sign in and out on the volunteer sheet in the office. Please sign in your “at home” hours also. This information is very important. It is reported to the superintendent at the end of the year and can be used in discussions concerning budget cuts.

You must wear a volunteer name-tag in the school.

Be aware of the security procedures at school. Report any questionable situation to the office. Challenge any adult without a badge.

A volunteer keeps their commitment. The children and teachers respect you and look forward to you coming. If you know in advance that you will be unable to come on a certain day, please notify the appropriate person in a timely fashion. Classroom and clerical volunteers, notify your teacher. Library volunteers, notify the librarian. If your absence is unexpected, please call the office (703-319-7300) and they will notify the teacher or person as necessary.

A volunteer respects and protects the privacy of the students. Do not discuss confidential information with inappropriate persons such as friends, neighbors, or other volunteers. Confidential information includes scholastic and health records, test scores and grades, discipline problems within a classroom, and/or character traits of a child.

The Virginia State Board of Health Education, in conjunction with Fairfax County Public Schools, requires that all volunteers have either a TB tine test or chest x-ray on file. This is a one-time requirement, so if you have filed test results with the school previously, that is all that is necessary. Tine tests are given at the Fairfax County Health Clinics. Please call for their testing schedule. If you prefer, you may have your own doctor do this test. Proof of the test should be presented to the office staff.

Any materials that are to be published in the Howler must be pre-approved by the principal and the PTA president and placed in the Howler basket (in the school office) no later than the Thursday deadline for that issue or sent in the body of an e-mail to howler@wolftrappta.org.

Committees may distribute individual flyers in the Tuesday envelope only after prior coordination with the PTA president and principal. At least 10 days prior to the Tuesday of publication, submit a copy for approval to Dr. Blain in an e-mail as a Word or Adobe pdf file at anita.blain@fcps.edu or as a hardcopy with a pink review slip in the office. Once your document is approved, forward the Word document or Adobe pdf file electronically to webmaster@wolftrappta.org by the Friday prior to the Tuesday envelope day. Then provide the office with 15 paper copies of the document.

Wolftrap follows the Fairfax County Public Schools Office of Risk Management Guidelines, and therefore younger siblings are not permitted to accompany parent volunteers on field trips or any time parents are performing a function that is considered “instructionally related” such as working with individual or small groups of children in the classroom environment or presenting one of the GRACE Art or HOWL lessons. The guidelines state that volunteers with very young children are not usually able to adequately focus on the educational process for which they volunteered. Not only are the very young children not developmentally ready for the instructional methods and processes for school, neither are they ready for the physical surroundings. The risk of injury, therefore, is always present, and FCPS does not, and cannot, provide medical/health insurance for these children

Roles and Responsibilities for Volunteers

We ask you to be flexible in your role as a volunteer. One teacher may not require the same support as the next even within the same grade level, and the staff may require different support depending on the school schedule. Rest assured that your time is greatly appreciated by a staff that makes the most of available resources.

A volunteer is in the school to support and assist the teachers and to provide a positive example for our students. It is not the role of the volunteer to organize or plan classroom time. That is the responsibility of the staff at Wolfrap.

A volunteer has a responsibility to constructively report any concerns about the students or school, or difficulty with students, teachers, or other volunteers directly to the volunteer coordinator(s) or the principal.

The only way a problem can be addressed and resolved is to involve the appropriate persons. This does not include neighbors, friends, or other volunteers. Please feel free to contact the volunteer coordinator(s) or the principal as appropriate so we can resolve the issue together.

A volunteer has a responsibility to share his/her knowledge and experience with other volunteers when appropriate, and to fairly provide an opportunity for all interested parents to volunteer in the school. In some situations, there are more volunteers than positions available. Not every volunteer can be guaranteed the job of his/her choice, but every attempt will be made to assure that all willing volunteers are given an opportunity to meaningfully participate in the volunteer community.

A volunteer speaks constructively of all professional staff, and in the appropriate forum. If there should be difficulties, or concerns involving the welfare of the students or school, these should be discussed with the principal or you may contact the volunteer coordinator(s). A volunteer is in the school for a relatively short portion of the week and may not see the "bigger picture" or all the contributing factors. When a volunteer is not aware of the total situation, he/she may erroneously perceive a problem that does not truly exist. Volunteers should take questions about such problems to the volunteer coordinator(s) or the principal and not discuss these with inappropriate persons.

A volunteer does not disrupt classroom time. A volunteer consults with supervising teachers at appointed times to avoid interrupting the schedules of teachers or students. A volunteer follows school procedures for setting up a parent-teacher conference and does not interrupt the instructional program, teachers' planning and free periods, or volunteer schedules.

Wolfrap welcomes parents who want to volunteer in their child's classroom. Individual teachers let parents know of opportunities for regular or occasional help and schedule those volunteers themselves. The school asks that a parent who will be doing clerical work or working with a particular child on an on-going basis work at grade levels other than those at which they have children.

Code of Ethics for Volunteers

- A volunteer will strive to maintain a positive attitude toward the students, teachers, and other volunteers with whom he or she interacts.

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- A volunteer is courteous, fair, and understanding to students, teachers, and other volunteers.

- A volunteer will follow all established building procedures (use of materials and equipment, sign in and security guidelines, classroom visitation rules, parent conference appointments, etc.).

- A volunteer will promote positive self-esteem in students and communicate positive school news to the community.

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- A volunteer will make a strong commitment to being on time and will contact the school or teacher in case of necessary absences.

- A volunteer will maintain confidentiality regarding privileged knowledge of the faculty and students acquired through volunteer activities. This includes students' scholastic and health records, test scores and grades, behavior issues, and character traits.