



# ***Reach For The Stars***

ANNANDALE TERRACE

## **Volunteer Handbook**

## ***WELCOME, VOLUNTEERS!***

The volunteer is an integral part of the school community. Not only are you giving of your free time to help the teachers and staff, but also you are entering the lives of so many children, who will be forever grateful. To read to a child, or watch them at the computer or to even xerox some paperwork for a teacher so she or he has more time to spend with the students, you become an invaluable member of the Annandale Terrace community. So we, the staff, teachers, students, and veteran volunteers, thank you and welcome you to our school.

If you have any questions or comments, please feel free to call me. Once again thank you, and welcome.

**Natashi Anthony**

**Volunteer Coordinator  
703-658-5601**

# A Letter from the Principal

Dear Families:

Welcome to Annandale Terrace! Whether this is your first experience with a school-aged child, or you are a seasoned pro, we hope that your time at Annandale Terrace will be filled with great learning and wonderful memories. The elementary years are a time of enormous growth for children. Habits, ideas, and life strategies that prepare children for future success are cemented between the ages of 5 and 12.

At Annandale Terrace we are committed to the success of every child. In order to provide the best education for our students, we need the support and help of our families. We know that when families volunteer at school, children truly understand how important education is, and their own motivation for learning increases dramatically.

Please support your child and our school by volunteering at Annandale Terrace. Our volunteer coordinators created this handbook in the hope of taking the mystery out of volunteering. We hope that you will find a volunteer opportunity that matches your interests and availability.

Share the joys of teaching a child by becoming an Annandale Terrace volunteer. Together we can provide the best educational experience for every child.

Best regards,

Christina Dickens  
Principal

# A Code of Ethics for Volunteers

1. A volunteer enters the school to assume a place on the educational team and acts accordingly with confidence and respect to the school staff.
2. A volunteer follows school procedures for reporting in and out and for using materials and equipment.
3. A volunteer supports the staff by following school or classroom regulations regarding student behavior.
4. A volunteer must be dependable and consistent.
5. A volunteer should promote positive self-esteem in students and help increase students' confidence in themselves.
6. A volunteer deals impartially with all students.
7. A volunteer never makes negative comments about a child nor touches a child in anger. This is destructive and must be avoided.
8. A volunteer does not discuss confidential information with anyone other than school staff. Confidential information includes anything that pertains to a child, their family, or staff members:  
  
Scholastic and health records are available to volunteers on a "need to know" basis only.  
  
A volunteer does not discuss such matters with friends, neighbors, or other volunteers.
9. A volunteer speaks constructively of all professional staff.
10. A volunteer consults with supervising teachers at appointed times so as not to interrupt the teachers' schedules.
11. A volunteer follows school procedures for setting up a parent-teacher conference and does not interrupt the instructional program, teachers' planning periods, or volunteer schedules.

## What Every Annandale Terrace Volunteer Should Know

Every volunteer is appreciated by teachers, staff and children, whether you are in school once a week or once a year, or if you volunteer from home. The following guidelines and procedures will help you and the school personnel get the most out of our volunteer program at Annandale Terrace.

1. All volunteers must sign in and out using the Volunteer Book every time they enter and leave the school.
2. Use the volunteer stickers located in the office. You should use a volunteer sticker any time that you are in the building working.
3. Please call the school if you cannot come at your scheduled time or if you will be late. If a teacher is expecting you, he or she may have to make adjustments in the plans to arrange for your absence.
4. A volunteer must maintain confidentiality regarding the work and the lives of the faculty and the students. This includes students' scholastic records, test scores, grades, behavior issues, and character traits.
5. Phone numbers given to Room Parents are to be used for school purposes only. Please do not give them out for any other reasons.

## **Effective Ways to Work with Children**

1. Be warm and friendly – learn the children’s names and show interest in what they are doing and telling you – you are very important as a listener.
2. When working with children, encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
3. If you don’t know an answer or are unsure of what to do, admit it to the children and work it out together – feel free to ask the teacher or the children for help when you need it.
4. Use tact and positive comments – encourage children—seek something worthy of a compliment, especially when children are having difficulties.
5. Accept each child—you do not need to feel responsible for judging a child’s abilities, progress, or behavior.
6. If a child is upset, encourage discussion of the problem—you need not solve the problem, but by listening and talking you help the child feel you care.
7. Respect a child’s privacy—if a child or a teacher reveals personal information, regard it as confidence.
8. Maintain a sense of humor.
9. Be consistent with the teachers’ rules for classroom behavior, schedule, and atmosphere.
10. Wear comfortable clothes and don’t hesitate to “get down on a child’s level”.
11. Keep your commitment; the children will expect you and look forward to your coming. If you know you will be gone, tell them in advance. Keep all promises, and make none that you cannot keep—children never forget!

## **Public Health Centers Available for TB-Tine Tests**

To reduce the risk of exposing children to tuberculosis, volunteers should obtain a tuberculin (TB) test before working in school. This is a one-time requirement. Test results will be kept on file in the school clinic. TB tests may be obtained at one of the Fairfax County Public Health Centers listed below.

Note: TB test results must be read at the Health Center 48 hours after the test.

**Fee:** \$7.00

**Tests Given:**    Mondays:     8:00 a.m. – 3:30 p.m.  
                          Tuesdays:    8:00 a.m. – 6:00 p.m.  
                          Wednesdays: 8:00 a.m. – 3:30 p.m.  
                          Fridays:       7:30 a.m. – 12:00 noon

### **Fairfax County Health Departments**

#### **Falls Church District Office**

6245 Leesburg Pike, Suite 500  
Falls Church, VA 22044  
**703-534-8343**

#### **Joseph Willard Health Center**

3750 Old Lee Highway  
Fairfax, VA 22030  
**703-246-7100**

#### **Springfield District Office**

The Cary Building  
8136 Old Keene Mill Road  
Springfield, VA 22152  
**703-569-1031**