

# Island Creek Volunteer Procedures and Logistics



# Ways to Support Our School



- Assist with a school event.
- Volunteer to help in the school or classroom.
- Join the PTA.
- Become involved in the decision-making process at the school by completing surveys, sharing your views, or serving on a committee.

# Volunteer Registration



- Step 1: Review this presentation.
- Step 2: Complete the Island Creek Volunteer Registration Form using the link at the end of this presentation.
- Optional Step 3: Complete any additional requests for information. For example, some volunteers may be asked to complete a background check. The Island Creek [Volunteers](#) webpage provides more information about volunteers and background checks.

# Before You Arrive at School



- Teachers or other school personnel will reach out throughout the school year with volunteer needs.
- If you are able to volunteer for the work requested, please let the staff member know.

# Expectations at School



- During school hours, check in at the front office and tell the office staff the name of the school employee you are volunteering for.
- Complete the check-in process using a valid, state-issued photo ID. You will need to provide your ID each time you visit, even if you are a regular volunteer.
- Follow all health, safety, and security protocols in place at the time.

# Volunteer Responsibilities



- As a volunteer, it is important that you:
  - Know and follow the channels of communication.
  - Ask questions as needed for clarification of your volunteer assignment.
  - Maintain a caring and professional attitude.
  - Be prompt and dependable.
  - Always allow teachers to handle discipline.
  - Know and practice our *Volunteer Code of Ethics*.

# Volunteer *Code of Ethics*



- As a volunteer, you are a member of our educational team, and you must protect the teachers' and students' right to privacy. All information concerning children, teachers, and the school is **confidential** and must remain in the school setting.
- While volunteering at Island Creek, you may directly or indirectly become privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. This knowledge must be kept **confidential**.

# Volunteer *Code of Ethics*



- You may also learn more about staff members than beyond their public image, or may form personal opinions about the professional competency of individual teachers and staff. This knowledge and your opinions must also be kept to yourself.
- Never make comments harmful to the reputation of any student, professional, or other volunteer.



# Volunteer *Code of Ethics*



- If a student tells you something that causes you concern, tell the classroom teacher, the Principal, Assistant Principal or school counselor.
- If you observe something that troubles you, tell the classroom teacher, the Principal, Assistant Principal or school counselor.
- The teacher is in the best position to address issues appropriately for most situations.

# Volunteer *Code of Ethics*



- Remember that confidentiality extends to cover face-to-face conversations and social media posts.
- If friends or other parents ask about your volunteer work, tell them you enjoy working with the students and discuss the activities you do rather than specific information about students, teachers, or the school.

# Volunteer *Code of Ethics*



- A breach in confidentiality is very serious and can lead to family members being asked not to volunteer at Island Creek Elementary.



# Questions?



- For questions about the volunteer process, call the Island Creek main phone number at 571-642-6300 and speak with:
  - Front Office Staff, or
  - [Family Liaison](#), or
  - [Administrative Team](#)

# Thank You!



- Thank you for your commitment to the students and staff at Island Creek Elementary. We couldn't do it without you!
- Please complete the [Island Creek Volunteer Registration Form](#) before your first volunteer session.

Many Hands Make Light Work



Thank You For Being So Kind



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PUBLIC SCHOOLS  
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