



**Patterson Park Public**  
CHARTER SCHOOL

***Get Involved!***

***Parent/Guardian-Volunteer Handbook and Catalog***

*Opportunities, Policies, Procedures, and Pledge for Parent/Guardian-Volunteers*

*“Regardless of income, ethnicity, or background, students with involved families are more likely to earn higher grades and test scores, have better attitudes, behavior and attendance, graduate and go onto additional education, and much more.”*  
*(The Children’s Aid Society, 2003)*

*The PPPCS Volunteer Program is an initiative to involve parents in the education of their children and hold them accountable for it.*

Because the principle behind the program is to promote student achievement, PPPCS follows the philosophy that the name ‘Volunteer’ not only means those who come during the school day, but also those who support school goals and children’s learning **any way, any time**.

We are very happy to partner with families to support the success of our students!

*Welcome to the Patterson Park Public Charter School Volunteer Program!*

*As a registered family of Patterson Park Public Charter School, you join us in our willingness to share our time and talents in a variety of ways to improve the school community. School volunteers are a vital and necessary part of the educational system and help make a difference in schools.*

*This handbook serves as a guide for you as a school volunteer and will give you an overview of the various volunteer opportunities offered at Patterson Park Public Charter School.*

*Should you have any questions or concerns, please contact our Volunteer Coordinator. Thank you for your contributions to PPPCS!*

*Your gifts of time and dedication will last a lifetime.*

*Dr. Charles Kramer  
Principal*

# Volunteer Opportunities

There are many ways to support PPPCS through your volunteer efforts. The volunteer opportunities listed below are regular and ongoing needs, but throughout the year additional volunteer assignments will be identified to meet a variety of schedules, interests and abilities. Please look in the Weekly Announcements or the Volunteer Central board near the front office for current information about Volunteer Opportunities. To sign-up for a volunteer opportunity, please contact the Volunteer Coordinator at [VCOORDINATOR@pppcs.org](mailto:VCOORDINATOR@pppcs.org) or 410-558-1230, ext. 393.

## ***During School Hours Volunteer Opportunities***

- Arrival and Dismissal Monitor
- Breakfast, Lunch or Recess Assistant
- Fresh Fruit and Vegetable Program Volunteer
- Fieldtrip Chaperone
- Classroom Assistant
- Main Office Assistant
- Library Volunteer
- Elective Teacher
- Science Fair Judge
- Career Day Speaker
- Outside the Classroom Volunteer (copying, laminating, filing, assembling classroom games & supplies, correcting homework & class work, cutting, coloring, etc.)

## ***School Committee Volunteer Opportunities***

- HOPPP (Hands On Patterson Park Public – parent organization)
- ACT (Action Collaboration Team)
- Board of Directors (and committees and event teams)
- Ad Hoc Committees

## ***Do you have other ideas?***

If you know of an opportunity that would be appropriate for you or PPPCS families to participate in that we should count toward volunteer hours, please contact the Volunteer Coordinator. We invite your ideas and input!

## ***After School Hours and Other Volunteer Opportunities***

- Special Event Volunteer
- After School Program or Extracurricular Activity Volunteer
- Supper Assistant
- Adult Education Class Greeter
- Community Outreach Volunteer
- CSA (Community Supported Agriculture) Volunteer
- Parent and/or School Advocacy Volunteer
- Childcare Provider
- Attendance at any school celebrations, events, fundraisers, workshops, & meetings
- Participant in educational, cultural, or community activities, including visits to libraries, museums, zoos, aquariums, educational centers/facilities, cultural festivals, and neighborhood association meetings
- At-Home Volunteer (assembling classroom games & supplies, correcting homework & class work, cutting, coloring, etc.)



# Policies and Procedures for School Volunteers

## Volunteer Commitment Information

- Every PPPCS family signs an agreement committing to volunteer 20 hours each school year.
- Volunteers must complete their commitment for each school year between July 1 and June 30.
- A family may be eligible for flexibility in its hour commitment if the family is undergoing extenuating circumstances, such as the severe illness of a family member. To discuss flexibility, please contact the Volunteer Coordinator.

## Record Keeping

- At the beginning of each school year, PPPCS asks every family to complete the *Volunteer Pledge* sheet and return it to the Volunteer Coordinator.

## Recording Volunteer Hours

- Parents/Guardians are responsible for reporting their own volunteer hours; please do not rely on teachers or other staff to report your volunteer hours.
- All volunteer hours count! Please remember to complete volunteer sheets and log your hours for every instance of volunteering! Even if you have completed your required number of hours, it is important that we have an accurate count of all hours. This shows what a strong school community we have, and it is useful when we are applying for grants and other support.
- The following options are available to you and your family to ensure that your hours are accounted for. Please select the option most convenient to you:

### **\*New\* Digital Sign in System (HelpCounter)**

- Sign into and out of the building using the new software system on the laptop across from the front office.
- The system will print a name tag with a barcode when you sign in, or you will be given a permanent name tag with a barcode. Both can be scanned to easily sign in and out of the building, and will ensure that you receive credit for all hours.
- If you use email, stay tuned for information on how to update your contact information and preferences from home, as well as manually add involvement hours and stay current with new and ongoing volunteer opportunities.

### **Volunteer Tracking Sheet**

- Complete a *Volunteer Tracking Sheet (attached)*
- More *Volunteer Tracking Sheets* are available on the Volunteer Central board in the Kindergarten hallway.
- A staff member must initial the *Tracking Sheet* for hours served at school to be counted. Attach a ticket stub, receipt, or documentation and for off-site hours.
- Return your completed *Volunteer Tracking Sheets* to Volunteer Central to ensure that your hours are recorded. Submit *Tracking Sheets* and *Calendars* at least monthly to help ensure you are accounting for all of your hours.

### **School Events**

- If you and your family attend a school event, make sure that every adult in your family signs the sign-in sheet; this ensures that we have an accurate count of volunteer hours and attendance for all family members.



## Safety and Accountability

- All volunteers must abide by the same school visitor policy as any other visitor. The entire policy is in the Family Handbook.
- All visitors must sign in at the main office every time they visit the school.
- All visitors must wear a school identification badge that they receive at the main office when they sign in.
- Because the safety of our students is our highest priority, some volunteer positions require background checks, including indirectly supervised positions and volunteers who are in the school on average of four times per month.
- School volunteers can obtain background checks from Baltimore City Schools. To get a background check:
  1. Get a Letter of Support from the Volunteer Coordinator.
  2. Visit the Office of Partnerships, Communications, and Community Engagement at 200 E. North Avenue, Room 317 on Thursdays from 1 pm to 3 pm or Fridays from 9 am – 3 pm.
  3. Sign a volunteer pledge in Room 317.
  4. Get fingerprinted and processed for state and federal background checks in Room 120.
- Both students and staff rely on volunteers. If you are expected to volunteer and an illness or an emergency arises, please call the school office and/or the Volunteer Coordinator to notify the staff that you are unable to volunteer that day.

*If you would like more information or have questions and/or concerns, please contact the PPPCS Volunteer Coordinator at 410-558-1230, ext. 393 or [VCOORDINATOR@pppcs.org](mailto:VCOORDINATOR@pppcs.org).*

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## Volunteer Tracking Sheet

Date: \_\_\_\_\_ (date you volunteered)

Volunteer Name: \_\_\_\_\_ Parent/Guardian Name, if different: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

\*Please list all students in family.

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ PPPCS Staff Initials: \_\_\_\_\_

\*A teacher or staff member must initial this Sheet for hours to be counted!

Description of task (include location if off-site\*): \_\_\_\_\_

*\*Please attach a ticket stub, receipt, or documentation for off-site hours.*

For Office Use:

VC Authorization: \_\_\_\_\_ # of hours: \_\_\_\_\_



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# Guidelines for Working with Students

## Appearance

- Your appearance in dress and grooming should be appropriate and comfortable for your volunteer task. Remember, students will look up to you as a role model. Please do not wear attire displaying advertisements for alcoholic beverages, curse words, explicit images and be aware of hem lengths and revealing clothing.

## Safety and Accountability

- As a school volunteer, you are never to be left alone with a student or a group of students. If you are asked to do so, please remind the staff member of the policy and report the request to the Volunteer Coordinator if it occurs again. The only exception is for those volunteers that have passed their fingerprinting and background check and attended a Volunteer Orientation.
- We ask that school volunteers who are volunteering during school hours not give permission to students to go to the bathroom. All students must ask school staff to use the bathroom.
- Upon belief that a child is being neglected, abused, or endangered, volunteers must report this belief to at least two staff members.

## Learning Disruptions

- Be sure not to distract students during classroom lessons by talking to them or diverting attention away from the teacher and assignment.
- If you are volunteering in a classroom, do not use that time to talk with the teacher about your personal or individual concerns/needs. If you need to speak with a teacher regarding your child, please make an appointment.
- Be sure that your electronic devices do not cause any class disruptions.

## Field Trips

- We expect field trip chaperones to be fully engaged with students and their activities. Please remember to follow the plan and schedule of the teacher. Please refrain from using your cell phone or doing other things that would take your attention from the students. Please do not bring other children with you on field trips.

## Discipline

- School staff should handle all discipline matters. Volunteers should never discipline students; they should provide supervision & support and be positive role models. If any problem arises, please report it to school staff.

## Confidentiality

- Respect the confidential nature of anything that you see or hear at our school. Any information about a student's academic progress, behavior, or a school related incident is strictly confidential. Share any concerns that you have only with those who have direct authority for a particular incident.

