Sunset Elementary School

2022-2023 Guidelines & Procedures for volunteers

Important information:

* Anne Arundel County Public Schools’ website: [www.aacps.org](http://www.aacps.org)
* Sunset Elementary website: [www.aacps.org/Page/1204](http://www.aacps.org/Page/1204)
* Sunset Elementary phone number: 410-222-6478
* AACPS’ Volunteer Training: [www.aacps.org/Page/2460](http://www.aacps.org/Page/2460)
* AACPS’ Criminal Background Check: [www.aacps.org/Page/1869](http://www.aacps.org/Page/18690)

Support staff:

* Dr. Toni Carr, Principal; Mrs. Heather Giustiniani, Assistant Principal
* Ms. Hanna Guglielmini, School Counselor
* Office Secretaries: Mrs. Laurie Weeks, Mrs. Shari Jackson, Mrs. Robin Herzberger
* Mrs. Erin Bell, Volunteer Liaison/Teacher Assistant

Code of Ethics for volunteers:

* I understand that all information concerning children, teachers and the school is confidential and remains 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.

Expectations:

* Upon arrival, sign-in at the main office to get your id tag.
* When leaving the school, please inform the Main Office.
* Safety is our #1 concern. Students must be supervised at all times.
* All volunteers must electronically submit the Criminal Background Check every two years.
* View the mandatory video on ‘Sexual Harassment and Child Abuse’.
* Support students in your care, helping them follow the Rules of Respect: Respect for Self, Respect for Others, Respect for Learning and Respect for Property.
* Confidentiality is important and must be honored.
* Cell phones must remain out of sight. Absolutely NO PHOTOS should be taken.
* Dress code is business casual.
* Inform someone if you have a concern.
* Teachers appreciate your help! If you will be absent from your assignment, please call the school.
* Adult volunteers only (no non-school age children).

*For the safety of our students, please follow our guidelines & procedures.*

*Volunteering is a privilege.*

*The staff is grateful for your interest and support.*

Students at Sunset Elementary S.H.I.N.E.