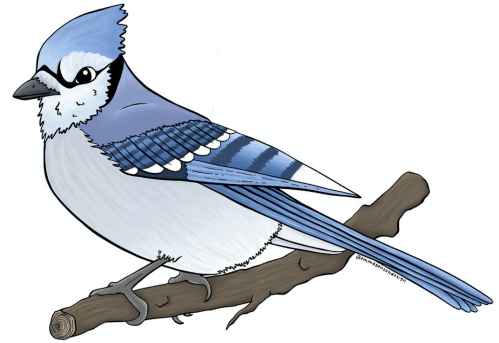


Brookside Elementary



Volunteer Guidelines and Agreement

We love having your volunteer support in whatever ways you can do and we welcome you to join our team! At Brookside, many of our staff started their work in education as a volunteer in their own kid's classroom. Perhaps you'll find a similar path, or simply enjoy working with staff and kids as a volunteer.

Shoreline Volunteer Process

All volunteers for Shoreline Public Schools need to complete an online application. You will find that and other district guidelines on the [Shoreline Volunteer Page](#). You should expect 2-3 weeks before your application is fully processed.

Volunteering at Brookside

At Brookside, the physical and emotional safety of our students, staff, and community are paramount. Because of that we follow our district guidelines and have also developed the following guidelines and agreement.

Our students aspire to the SOAR Mantra:

Brookside, Blue Jays SOAR!

We are...

Safe and Successful

Open Minded & Kind

We...

Act Responsibly

And we...

Respect Others

We are glad to have you join us as a volunteer to help our students SOAR! We are thankful for your time, and we want to ensure that this experience is enjoyable, productive, and beneficial for all involved. Please read the following guidelines and let us know that you can follow them by signing below. If you have any questions or concerns about this, please call us at 206/393-4140 or [email Principal Simard](#).

Basic Logistics

- Enter and exit Brookside at our front door.
- Sign in/out at the office and follow procedures provided by office staff.
- Only use restrooms designated for adults.
- Participate in any emergency drill or emergency procedures employed while you are on campus.
- Help yourself to coffee and any public treats you may find in the staff lunchroom.

COVID-19 Safety

- Volunteers are required to comply with the rules and guidelines put forward from Brookside Elementary and Shoreline Public Schools. See the [COVID Health and Safety](#) section of our district website.
- Do **NOT** come to Brookside if you feel sick or exhibit symptoms. If you are unsure, feel free to call our office as well as reference the [COVID-19 Symptom & Exposure Flowchart](#)

Concerns About a Student

- If a student shares something concerning with you, or you see or hear something connected to a health or safety concern, report this to the teacher or our office **immediately**. School staff will address the issue and those involved.
- If you see or hear something that you feel unsure about, also please report this to the teacher or our office **immediately**.

Working with Students

- All volunteers working with students at school should work under supervised conditions. This means other adults are in the area (such as in a classroom) or you are working under a staff member's direction in a highly visible area nearby the classroom (such as a workstation in our hallway just outside a classroom).
- Volunteers should address students and staff in a respectful manner and expect to receive the same. If you are not, please see the teacher or office staff.
- Keep in mind that you are working with young children, any discussion should be age appropriate and avoid anything that could be perceived as offensive or discriminatory.
- Refer all discipline issues to the teacher or office staff. Volunteers are not to discipline students in any manner.

Privacy & Confidentiality

- All information that you learn about students should be considered confidential. Information may come to you through conversations with staff, interacting with students, correcting student work, observing student interactions, or other sources. This may include information about a student's strengths, growth areas, disabilities, family dynamics, and more. **All of this is confidential information**. It should not be discussed outside of your work with the classroom teacher or other staff directly supporting the student.
- The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that gives parents & guardians rights over certain information about their children. The easiest way for a volunteer to avoid violating FERPA is to follow the instructions listed in the first bullet of this section.
- Do not offer your own personal contact information to students or request it from them. Examples include but are not limited to home address, email address, or phone number.

- Do not capture photos, video, or other images or recordings of students unless directed to do so by the classroom teacher or office staff.
- Do not accompany students to the restroom or enter student restrooms. If assistance is needed, get a staff member.

Safe Touch

- Follow all distancing guidelines and protocols for COVID-19 safety.
- If COVID-19 protocols allow these, high fives, fist bumps, and hand shakes, or a hand on the shoulder are appropriate friendly gestures to use with children *if* the child is comfortable with that. Volunteers should not offer or initiate other kinds of physical contact at school with students that are not in their family.
- If a young child initiates a hug with you, be sure to turn so that they contact your hip (also called a side hug).
- Always follow the comfort level of the student involved. For a variety of personal, family, or cultural reasons, some children may react poorly to contact from someone they do not know well (and that is doubly true now because of the pandemic). If you are unsure, give space and avoid physical contact.

Volunteers who violate confidentiality, other aspects of this agreement, or any school or district policies may be required to cease volunteer activities at Brookside.

Your signature below indicates that you agree to follow the guidelines detailed in this document as well as those referenced or linked within it.

Names of your children at Brookside: _____

Print your name: _____

Your signature: _____