

Welcome to Bradford Elementary School

Volunteer Orientation and Registration



Rationale

- As the 2013-2014 school year begins, once again parents and friends will express their interest in volunteering to help our school.
- We welcome their contributions, and at the same time, we need to help ensure the safety of our students and staff.

Criteria

To volunteer in a Pueblo City Schools' building:

- You must complete a *Volunteer Application*
 - If you volunteer next year, you will not need to complete the form again.
- Background checks are done yearly on all volunteers—new volunteers and those who return each year.
- Attend Bradford's *Volunteer Orientation* (you do not need to attend another orientation). Attend Bradford's
- Meet with the Secretary or the Volunteer Mentor to tour Bradford's facility.

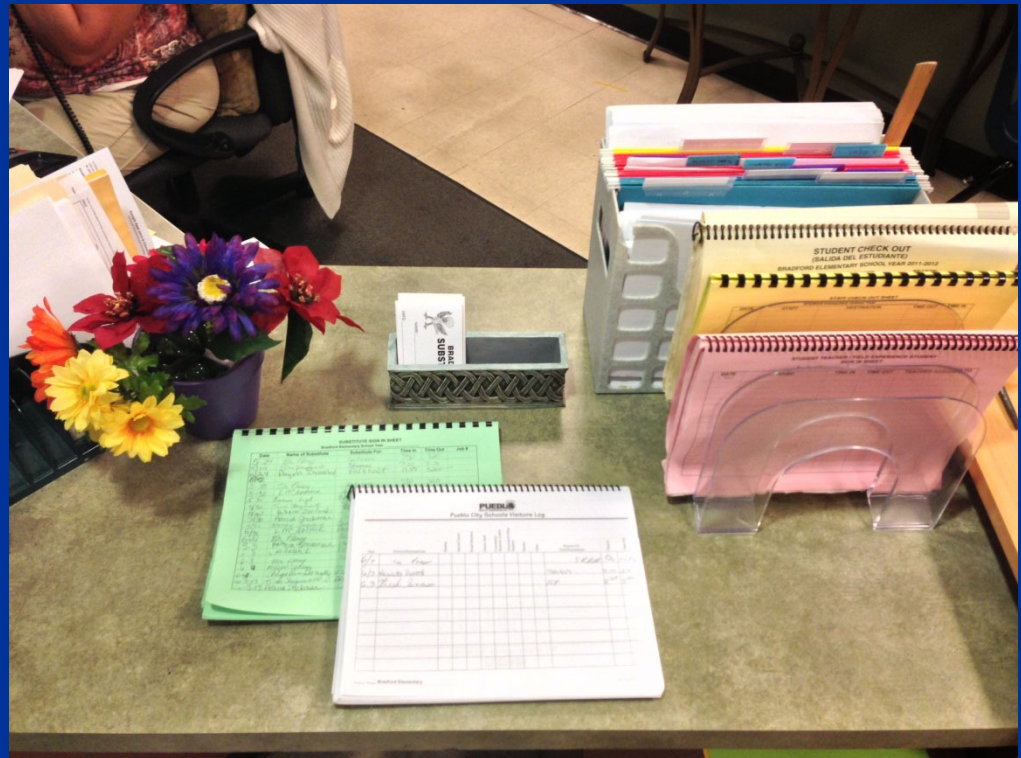
Process

- The Human Resource Office submits the volunteer's name, birth date, and social security number to the Colorado Bureau of Investigation (CBI) for a background records check.
- The district pays the fee for the background check.
- Volunteers may begin their service upon a positive return of their background check!

Liability

- As a registered volunteer, you will be covered for liability situations.
- For liability reasons, volunteers are not allowed to bring any other children into the school when they are volunteering.

Always sign in at the front office,
remember to pick up and return the
volunteer pass.



Teacher/Volunteer Relationship

When you come to volunteer at Bradford, please be sure you confirm with the teacher the mutual expectations for the time you are here.

Please help us to advertise what a great school Bradford is by minimizing any distractions (turn cell phones off or on vibrate).

Spread the positive things you have seen at Bradford Elementary to the community.

Confidentiality

FERPA-Family Education Rights and Privacy Act

- Volunteers shall not hand back assignments with visible grades.
- Volunteers shall not grade student work.
- Volunteers shall not enter grades into grade book or electronically.
- School documents are only to be handled by school personnel.
 - Grade book, Child Abuse Reports, Discipline Files or Referrals, Reading Plans, Cumulative Files, Special Education, 504, medical records, or missing library notices are all considered STAFF ONLY documents.

Confidentiality

We appreciate our volunteers honoring those areas that contain any sensitive confidential material.

- *TEACHER'S DESK, SECRETARY'S DESK AND AREA AROUND IT, TESTING AREAS, HEALTH ROOM, STAFF WORK ROOM, ETC.*

- **SITUATION**--While volunteering, I overheard another parent volunteer talking about my next door neighbor's child's behavior at school.

What should I do?

- *NOTIFY A TEACHER SO WE CAN ADDRESS THE CONFIDENTIALITY ISSUE WITH THE VOLUNTEER.*

📖 Please respect the **confidentiality** of the students in our school. It would not be appropriate for you to discuss individual student behaviors outside the school setting. You may comment to a friend that, “The third graders talk a lot in the halls.” But you should not say, “Jane Doe talks too much in the hall.”



If you have questions about what should or should not be discussed please see the principal.

FAQ's

- While I was working with a small group of students, one child wouldn't do what I asked and tried to disrupt everyone else. When I tried to re-direct him, he ignored me and kept disrupting the group. What should I do?
 - *IF REDIRECTION DOESN'T WORK, IMMEDIATELY NOTIFY THE TEACHER.*
- Walking to school, I heard students call each other rude names. What should I do?
 - *TAKE AN OPPORTUNITY TO REINFORCE ACTS OF KINDNESS. IF IT CONTINUES, TELL A STAFF MEMBER IMMEDIATELY.*
- I saw students rough-housing...wrestling on the playground. No other adults seemed to notice. What should I have done?
 - *ASK THEM TO STOP. IF THEY DON'T, TELL A TEACHER IMMEDIATELY.*

- When I help in my daughter's kindergarten class, she asks me to help her in the bathroom. Now some of her friends are asking for my help. What should I do?

- *VOLUNTEERS ARE NOT TO ESCORT OTHER CHILDREN TO THE BATHROOM. ~~IN NO WAY SHOULD PARENTS ASSIST CHILDREN WITH HYGIENE NEEDS.~~*

- I have witnessed kids getting bullied in the classroom. As a volunteer, I am not sure what to do.

- *INFORM THE TEACHER IMMEDIATELY OF WHAT YOU OBSERVED.*

- A child came up crying to me and said that someone had said something mean to her. I feel like I'm being pulled into a situation, but she really was hurt. What should I do?
 - *CONSOLE THE CHILD AND TELL THE TEACHER.*

- I am often working with students in small groups. Sometimes I see that a child is having difficulty and probably needs extra help. What is my role as a volunteer in regard to letting teachers know if I see areas of concern for a student?
 - *TELL THE TEACHER JOHNNY HAD TROUBLE WITH (SUCH AND SUCH).*

- I want to work with students. The teacher I help gives me stacks of papers to copy! I don't feel comfortable at the copy machine. What is the best way to handle this?
 - *LET THE TEACHER KNOW THAT YOU NEED TEACHER TRAINING.*

- As a volunteer, I am often hugged by kids. I don't mind but I wonder how the school and other parents feel about this?
 - *WE ENCOURAGE SIDE HUGS OR HIGH 5'S (SHOULDER LEVEL FOR ALL HUGS).*

- I have observed a teacher using harsh tones with students and speaking meanly to them. What should I do?
 - *EVERYONE'S PERCEPTION OF HARSH AND MEAN CAN VARY—THERE ARE INSTANCES WHERE STUDENTS MAY BE SPOKEN TO FOR A POOR CHOICE. SINCE YOU WOULD NOT KNOW THE ENTIRE STORY, YOU MAY NOT UNDERSTAND WHY A STUDENT IS BEING REPRIMANDED. IT WOULD BE BEST TO LET THE TEACHER HANDLE THE SITUATION. IF INAPPROPRIATE LANGUAGE IS BEING USED, YOU SHOULD LET THE PRINCIPAL KNOW WHAT YOU OBSERVED.*

Any statement that starts with “please” is more effective than ones that begin with “stop” or “you are not supposed to...”

Please use positive means of redirecting the students.

Shouting, finger pointing or demeaning statements may lead to negative reactions from the students.

Professionalism



- Appropriate dress
 - No low-cut tops, short dresses and skirts, or shorts allowed when working with students.
- Professional Conversation with staff
- Refrain from personal comments that relate to physical appearances
 - Do not say, “You look gorgeous, hot, etc.”
 - Align your comments toward emotions such as “You look like you’re having a good/difficult day.”

CLOSING

- Please notify the office of any nicknames you may go by, the room number you are volunteering in, and an active phone number(s).
- If you have any additional questions, please feel free to direct them to the office.
- All these rules aside, we are grateful for you taking time out of your busy day to partner with us in improving student achievement.





Thank you so much for donating your valuable time to make Bradford a better place for all students!