

# Blossomwood Elementary's Volunteer Plan

We are a warm and welcoming school that values and encourages families to volunteer as part of our success. In order to ensure the safety of everyone in our building and the success of our volunteer program, we ask you to please follow our volunteer guidance below:

## Volunteers can be:

- Parents/Guardians
- Grandparents
- College Students
- High School or Junior High Students
- Community Members
- Retirees

## Requirements:

- Raptor Screening (The driver's license scanning device in the front office used for school visitors.)
- Signed Volunteer Plan Acknowledgement

## Do's:

- Check/Plan with teacher or school staff member prior to coming to the school in order to fully understand the assigned volunteer task(s).
- Sign in at the front office. (Don't forget your license to present to the front desk for Raptor.)
- Volunteer in open areas.
  - *Volunteers may not be alone with students; always be visible and in an open location.*
  - *Treat all students in the same respectful manner.*
  - *Maintain appropriate boundaries between volunteer and student.*
  - *Gift giving is not allowed.*
- Praise and encourage students and teachers!
- Please make every effort to avoid disturbing classroom instruction while you are volunteering.
- It is important for the safety of all people in the building, including our visitors and volunteers, for us to know your location so please stay in the area given to the front office when you signed-in.
- If you have any concerns related to your volunteering experience, please share the concern(s) with a school administrator.

## Don't(s):

- Volunteers may not record or photograph students other than their own without permission from school staff. Some families do not want their child(ren)'s image to be recorded, photographed, or shared.
- Do not ask students for personal information; this is a violation of FERPA (Family Educational Rights & Privacy Act). FERPA protected information includes address, phone number, email address, information related to student grades, student progress, etc.
  - Do not initiate conversations or correspondence of a private or sensitive nature with students.*
- In the event of any misbehavior by students, do not discipline, restrain, or touch students. Please notify the teachers so that the appropriate action can be taken.
  - Students rarely misbehave while working with volunteers. However, our school has detailed plans to address behavior concerns. The responsibility for discipline rests with the school staff.*
- Please participate in all school drills that are being implemented if you are present at the school.
- If you learn any sensitive information, be respectful and do not repeat it. However, if you learn of any information that would affect the safety of BES students/staff, please report that to a BES administrator, front office, or school staff.

**Blossomwood Elementary School**

Volunteer Acknowledgement

In order to protect Blossomwood students, I acknowledge and will abide by the Blossomwood Elementary Volunteer Plan.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For filing purposes:**

My child(ren)'s teacher and grade level(s):

- Grade Level(s) - \_\_\_\_\_
- Teacher(s) - \_\_\_\_\_