



Bryant Woods Elementary School Volunteer Training

Welcome to our school family!



**Thank you for
offering your
time and
talents to
help our
students
learn and
grow!**

Outcomes

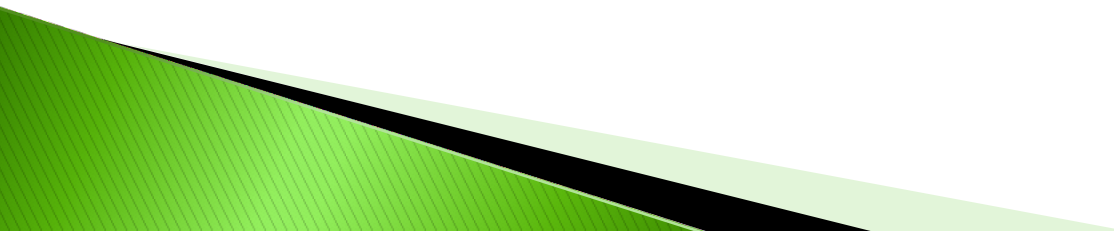
This presentation is designed to help you become:

- Familiar with volunteering at Bryant Woods
- More knowledgeable about HCPSS policies
- Registered as a trained volunteer at BWES

Volunteer Code of Ethics

Attitude:

Please come to school with a good attitude, one that will say to the administrators and teachers, "I'm glad you asked me to help you," and one that will say to the boy or girl you're working with, "You are so special. I'm glad that I have an opportunity to work with you."



Volunteer Code of Ethics

Behavior:

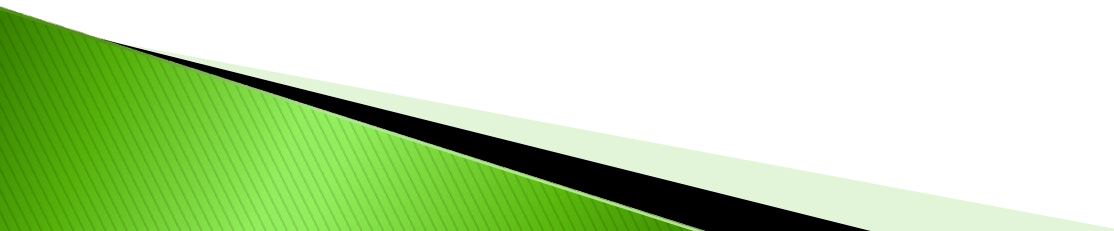
You are another role model for our students. Be sure to dress and act appropriately.



Volunteer Code of Ethics

Dependability:

Make a professional commitment. The teachers are planning activities for you and the students. Keeping your part of the bargain is very important. Please notify our school office if you cannot keep your commitment.



Volunteer Code of Ethics

Communication:

- You will always work under the direction and supervision of a teacher or other member of the school staff. The relationship between the volunteer and the teacher is a professional one—one of mutual respect and confidence.
- We want your volunteer work to be a learning activity for you so if you have questions as to policy and procedures, please ask the appropriate person—the teacher or administrators.

Volunteer Procedures and Protocols

Safe Actions:


- It is a good practice to never be alone with a child in locations where you are not visible to others.
- Use verbal positive praise rather than touch to recognize good effort.
- Use adult restrooms rather than student restrooms. Adult restrooms are located near the staff lounge. *(Please note the staff lounge is for “BWES Staff Only” school volunteers are encouraged to eat lunch with their child's class or dine off-site).*

Support:

- As volunteers, you are a support to the staff members in the building. Staff are responsible for the education and discipline of the students at school. Therefore, follow the plan/instructions left for you and communicate any behavioral concerns to the teacher.

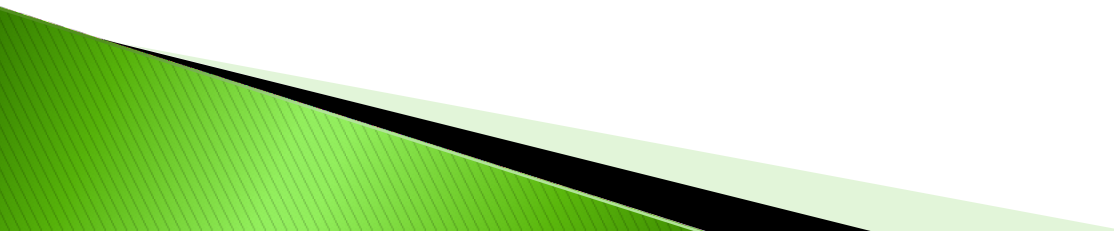
Volunteer Procedures and Protocols

Creating a Learning Environment continued...

- We ask that you always sign in and out at the front office and wear your volunteer sticker at all times while in the building. Please sign in using the lobby guard system in the front office. It will take just a moment of your time and will help ensure the safety of our children.
 - Please leave younger children at home and turn off/silence cell phones, as your attention needs to be on the children and task.
 - Please do not bring food or drink into the classroom.
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Volunteer Procedures and Protocols

Creating a Learning Environment

- Parent volunteers who are working on non-instructional tasks (clerical/cut and paste activities, etc.) are to work in Designated Areas. Only parents who are working with small groups or individual students supporting instruction are to be in the classroom.
 - Parent volunteering time is not a time for visiting or to hold parent conferences.
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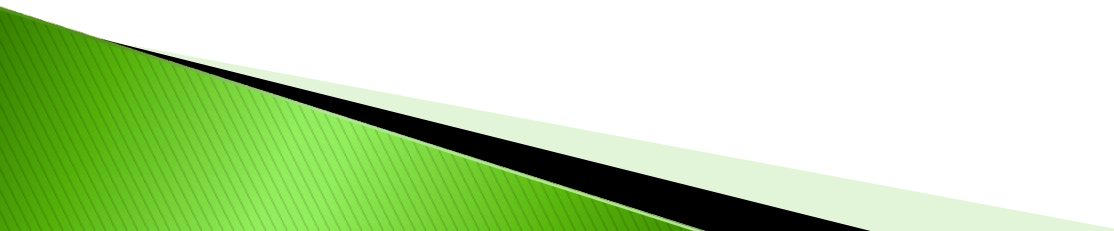
News You Can Use



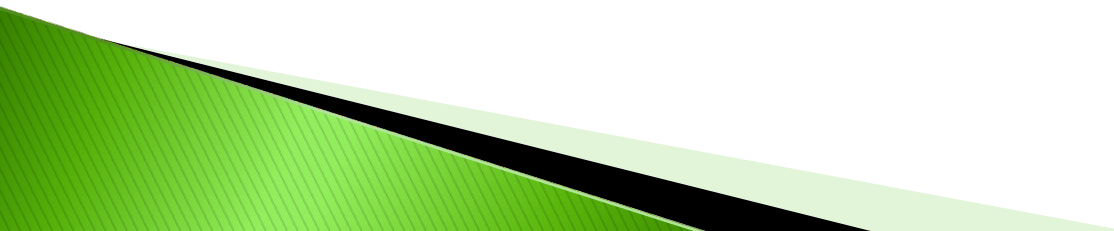
- * School maps are located in the front office. Staff names are noted on maps for your reference.
- * Emergency evacuation plans and exit maps are posted in each classroom. These are usually posted near the door. Please be familiar with exit routes. Everyone must exit the building if the alarm sounds.
- * Please ask for training for any equipment or machines you need to use while volunteering.

To be considered as a BWES trained volunteer please take a moment to complete the HCPSS Confidentiality Training and the Abuse and Neglect Training by clicking the link on our website under the Get Involved tab.

Print your certificate of completion for both trainings once you have viewed them and bring them to the BWES Main Office along with your **drivers license**.



Thank you, Volunteer!

- ▶ V – Valuable is the work you do.
 - ▶ O – Outstanding is how you always come through.
 - ▶ L – Loyal, sincere, and full of good cheer.
 - ▶ U – Untiring in your efforts throughout the year.
 - ▶ N – Notable are the contributions you make.
 - ▶ T – Trustworthy in every project you take.
 - ▶ E – Eager to reach your every goal.
 - ▶ E – Effective in the way you fulfill your role.
 - ▶ R – Ready with a smile like a shining star.
 - ▶ S – Special and wonderful, that's what you are!
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We welcome volunteers at Bryant Woods and hope that this presentation has provided an overview of the goals and responsibilities of the volunteer program at our school.



For additional questions about
volunteering at BWES,
please call
(410) 313-6859