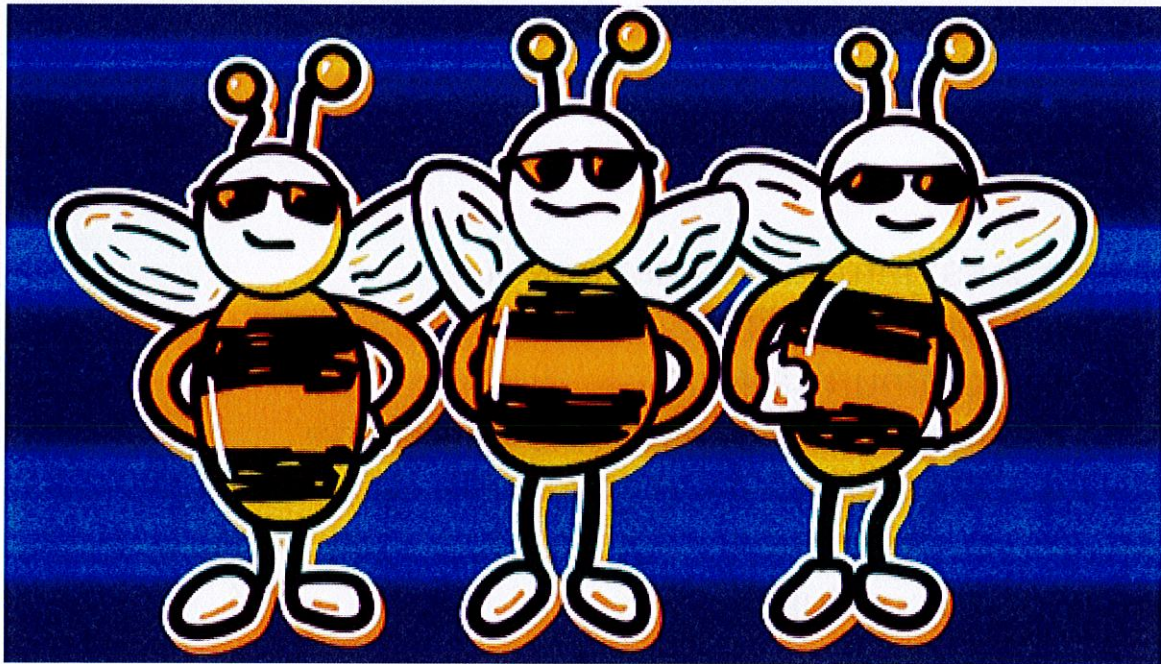


# Blasdell Elementary Parent Volunteer Handbook Procedures, Expectations and Guidelines

2024-2025



*Volunteers are human beings who reflect this nation's  
compassion, unselfish caring, patience, and just plain love  
for one another.*

Erma Bombeck

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## Introduction

Blasdell Elementary welcomes our parents as volunteers in our school! Our school has a history of parental involvement and support, not just through our PTA, but also through the efforts of the dedicated parents who support the education of our children through their volunteer efforts.

This handbook is intended to serve as a resource to our volunteers. It provides an overview of the expectations, procedures and guidelines for parent volunteers. We believe that working with the children in our classrooms is a privilege. Therefore, it is expected that the guidelines outlined in this handbook will be followed to ensure the safety and confidentiality of our students is maintained.

Classroom volunteers are able to assist teachers and other school personnel in working with our children to develop important academic and social skills, in addition to mastering the curriculum. Supervised school volunteers assist school staff in the following ways:

- Helping students through activities which enhance their self-concept, provide successful experiences in learning, and motivate students to learn and ask questions.
- Helping teachers by allowing them to provide effective reinforcement activities, enrich the curriculum, or engage in multiple activities simultaneously (For example, literacy centers or math centers).
- Strengthening school-community relations by increasing opportunities for communication, increasing knowledge about school programs and efforts, or sharing of time and talent.

We would like to thank you for your commitment to our children. Your involvement in our school is important, and we strongly believe that our partnership with parents is essential to the success of our students. If you have questions regarding volunteer experiences, feel free to contact your child's teacher or our building principal, Mrs. Shannon Thurston. Thank you!

## Guidelines for Parent Volunteers

### Assignment Commitment / Dependability

When you are approached with the opportunity to accept a classroom assignment, we ask that you make a commitment to the assignment by blocking out the time on your weekly schedule. Conversely, when a teacher accepts a parent volunteer in the classroom, they are responsible for planning meaningful tasks for the volunteer.

When a parent volunteer accepts an assignment to assist in a classroom, the teacher is counting on the additional support for the activity, lesson or scheduled event. Naturally, situations may arise where a parent may be unable to fulfill their obligation in the classroom. When this occurs, we ask that the parent volunteer call the school as soon as possible so that the staff member may be notified. Only the classroom teacher can arrange for a substitute for a volunteer placement.

Conversely, when a teacher's daily schedule is modified and this change affects a volunteer, the teacher will notify the volunteer as soon as possible to avoid the volunteer making an unnecessary trip to the school.

### Younger Siblings

Siblings are not permitted to accompany parent volunteers on assignments. The presence of siblings often serves as a distraction both to our parent volunteers and to the students of the classroom.

### Confidentiality (FERPA)

While working in a classroom, a parent volunteer may learn sensitive information. Parent volunteers are expected to maintain the highest level of confidentiality. It would be inappropriate to discuss observations of students, student grades and performance levels, or disciplinary issues with anyone.

In addition, when volunteering in a classroom, it is not appropriate for a parent volunteer to attempt to conference with the classroom teacher regarding his or her own child's academic or behavioral performance. Instead, a conference or phone call should be set up to discuss these matters.

Teachers are expected to maintain the same standards of confidentiality. The performance of volunteers will not be discussed with other volunteers.



## Communication

Parent volunteers and the teacher who requested the assignment are expected to establish a line of communication to develop a clear understanding of what is expected from the volunteer during the assignment. Staff members will be expected to create and maintain an atmosphere where our volunteers are comfortable seeking clarification and assistance.

## Student Interaction and Discipline

Parent volunteers are expected to engage in appropriate conversations and interactions with children at all times. While working with a student, a volunteer may learn sensitive information. This should immediately be reported to the classroom teacher.

If a disciplinary issue arises, it must be handled by the classroom teacher. If a volunteer becomes aware of a situation that the teacher did not witness, it should be immediately reported to the teacher. It is never appropriate for a parent volunteer to discipline students in any way. All situations must be handled by the classroom teacher.

A classroom teacher may notify a parent volunteer of any potential problems whenever possible and provide instructions on how the teacher expects the parent volunteer to handle the situation.

## Respect

Parent volunteers are expected to demonstrate respectful behavior, especially in front of students. This includes addressing teachers and staff members by their proper title (Mr., Miss, Mrs., etc.). Concerns regarding the assignment or students should be discussed with the teacher in a confidential manner, and not in front of students.

The teacher will treat the parent volunteer as a valuable member of our team, and will address him/her appropriately.

## Building Procedures

### Sign-in Procedures

In order to ensure the safety of our students, all visitors to the building are required to follow the sign-in procedures established by the district. Parent volunteers should enter the building through the front door and immediately proceed to the Main Office where they will sign-in and obtain a visitor's pass from an office staff member. All visitors to the building, including volunteers, are expected to write both their first and last names in the sign-in book. Parents must wear the visitor's sticker or badge while performing their volunteer duties.

Volunteers must report to the Main Office immediately upon arriving at the building. After signing-in and obtaining a visitor's pass, volunteers must proceed to the classroom and report to the classroom teacher. Parents may only be present in the classroom where their assistance has been requested. It is not appropriate to visit other classrooms in the building, as this would disrupt the instructional atmosphere we strive to maintain. Furthermore, it is not appropriate to visit other areas of the building, such as the cafeteria without obtaining permission from the building principal. At the completion of the assignment, each parent volunteer must report directly to the Main Office where they will sign-out and return the visitor pass and exit the building through the main entrance.

### Medical

If a parent volunteer witnesses or becomes aware of a medical incident, it must be brought to the immediate attention of the classroom teacher. The teacher will then follow our building's medical response plan, which includes seeking assistance from our school nurse.

Parent volunteers may be asked to assist in keeping students away from the person in need of medical attention.

If the classroom teacher is injured or in need of medical assistance, the parent volunteer should send a student to the nurse's office with the laminated red cross located near the classroom door. Our nurse and principal will respond immediately.

### Fire Drills, Emergencies

When a fire alarm sounds, parent volunteers must exit the building immediately. Parent volunteers are expected to wait quietly outside for further directions. All

adults and students must wait for the signal to re-enter the building before returning inside.

In the case of other types of drills or in the case of an actual emergency, parent volunteers should wait for direction from the classroom teacher.



# Frontier Central School District Policy on School Volunteers

## *Community Relations-3150*

### **SUBJECT: SCHOOL VOLUNTEERS**

Rooted in the Core Values is the belief that all people can make a contribution. Therefore, the Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The Building Principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997  
42 United States Code (USC) Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18

Adopted: 2/04  
Revised: 8/17/04



Blasdell Elementary  
Parent Volunteer Application  
2024-25

This application must be completed by parent volunteers who would like to be considered for regular in-school assignments. Thank you for your cooperation.

Name: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street City

Phone Number: \_\_\_\_\_  
Home Cell or Work

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Emergency Information: If you should become ill during your assignment, or in the case of emergency, who should be notified?

\_\_\_\_\_  
Name(s) Phone Number(s)

I, \_\_\_\_\_, have reviewed the procedures and information in the Parent Volunteer Information Packet, as well as the information presented during the Parent Volunteer Orientation session with the building principal. I will follow the district safety procedures and guidelines established to ensure student safety and privacy.

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

# Ways to Volunteer

The following is a list of some of the Volunteer opportunities at Blasdell Elementary. If there is something you would like to participate in, please contact your child's teacher, our Blasdell PTA and/or the main office.

## Regular On-Site Volunteering (at least once a week consistently)

- **Homeroom Parent** - Serves as a communication link between the PTA, teacher and parents, coordinates other parents in the classroom for events, in-class projects, parties and items needed. Typical responsibilities of room parents include:
  - To Support the Teacher!
  - Help plan and coordinate classroom needs for class projects or events
  - Coordinate Classroom Volunteers
  - Foster a bond between the families in the classroom.
- **Rolling Reader** - Volunteer is able to read to classes once a month. The day and time to be coordinated with teachers.
- **Playground Equipment Monitor** - Check out playground equipment during lunchtime and report concerns to the main office.
- **Lunch Aide** - help students during lunch to open milks, ketchup, etc. If you are able to help, please coordinate with the Principal directly.

## Periodic On-Site Volunteering (When Needed)

- **Lost and Found** - Organize and help items find owners.
- **Photographer** - Take pictures during PTA functions or school wide events for yearbook and Blasdell Elementary website.
- **Classroom Volunteer** - Help with organizing/copying materials, field trips, special classroom events.



**NOTE re: Classroom Volunteers**

Parents/guardians are welcomed as volunteers in the classroom! A few things to note before you sign up:

- Please coordinate with your Homeroom parent and with your child's teacher in advance to find the best time for you to be in the classroom. This gives your child's teacher a chance to determine how best to use your time and skills. It also helps minimize classroom disruption.
- For safety reasons, all classroom volunteers are required by the district to submit a completed application form and complete the volunteer orientation with the Principal prior to volunteering.

**School Events/Programs**

Please see the PTA section of our website for information and dates along with several opportunities to volunteer!

Thank you in advance for volunteering!

**We find that if everyone is able to do a little,  
no one has to do a lot!**

