



Orchard Park Central Schools Volunteer Orientation

Welcome to OPCSD Volunteer Orientation



All volunteers have a right to know what the District's expectations are as well as their rights and responsibilities.



Goals of the Program

- Enable interested parents and community members to assist teachers and other school personnel in helping children to fully develop their skills, potential and mastery of the subject matter.



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

Assignment Commitment

- After signing-in and obtaining the visitor's badge, Volunteers should report to their assignment and check-in with the staff member in charge.
- Volunteers may only be present in areas where their assistance has been requested.
- It is not appropriate to visit other classrooms, as this would be disruptive to instruction.
- It is not appropriate to visit other areas, such as the cafeteria without obtaining permission from a building secretary or principal.
- Upon completion of their assignment, volunteers are expected to sign-out at the front desk.

Assignment Commitment

- Siblings are not permitted to accompany you on assignments.
- Volunteer assignments are not an appropriate time for a parent/teacher conference.
- Teachers are responsible for planning meaningful tasks for the volunteer.
- If there is an unforeseen schedule change or if the teacher is no longer in need of volunteer support, the teacher will notify the volunteer as soon as possible.

Volunteering in the Cafeteria

- Elementary parents may volunteer to help in the cafeteria during their child's lunch.
- No siblings may attend and no “outside” food can be brought in due allergies.



Sexual Harassment and Reporting Policy

Sexual Harassment & Reporting Policy

OPCSD is committed to providing an educational environment that promotes respect, dignity and equality.

- Strictly prohibits all forms of harassment, hazing and bullying.
- Regulations sets forth detailed guidelines for reporting, investigating and remedying allegations of harassment, hazing and bullying.

What Should I Do If I Am Harassed?

What Should I Do If I Witness Sexual Harassment?

Visit: <https://www.opschools.org/Page/10044>



Confidentiality

Volunteers must protect the students' and teachers' rights to privacy.

While working in a classroom, a volunteer may learn sensitive information. Volunteers are expected to maintain the highest level of confidentiality. It is not appropriate to discuss observations of students, student grades, performance or disciplinary issues with anyone.

Any information you obtain in your role as a volunteer should stay confidential. Confidentiality extends to social media including, but not limited to Facebook, Twitter & Instagram. While volunteering, volunteers are prohibited from taking photos of students.

Examples of Confidentiality

Scenario #1

While shopping at Wegmans, an adult in the community says, "My child will be in third grade next year and I've heard Mrs. Smith is a bad teacher. You volunteer in her room, give me the dirt."

Answer

No information may be released to the community member concerning this teacher.

As a volunteer, an appropriate response could be:

“I am not able to disclose information about faculty and staff in the school. However, if you have a concern you may want to discuss it with the school principal.”

Scenario #2

You are a regular volunteer in the office and a parent says to you, “I came to pick up my child at school today and there was a police car outside. What happened?”

Answer

No information may be released to the community member concerning this teacher.

As a volunteer, an appropriate response could be:

“I am not able to disclose information about any student related issues.”

Scenario #3

A parent confides in you that a 5th grade boy in Mr. Atkins' class is picking on her son. She asks, "Do you know this kid?" The volunteer says, "Yes, I know this boy and you do too. He has red hair and glasses."

Has the volunteer broken confidentiality?

Answer

Yes. The volunteer gave personally identifiable information concerning this student. **This is a breach of confidentiality.** An appropriate response could be, "Due to confidentiality laws, volunteers are not permitted to discuss individual students."

Whether it's good or bad, it is **never** a volunteer's place to share anything relating to a student's behavior, academic progress, or personal information. As stated previously, no photos are permitted while on school grounds while an individual is volunteering.

Communication



Volunteers should establish a line of communication with the staff member who has requested assistance. Volunteers should know what is expected of them, and ask for clarification if they're unsure.

Dependability

When volunteers are scheduled to assist in a classroom, the teacher is counting on the additional support for the activity, lesson or scheduled event.

If illness or any emergency arises, please call the volunteer coordinator for the school as soon as possible.

If a teacher's daily schedule is altered and it affects the volunteer, the teacher will notify the volunteer as soon as possible to avoid the volunteer making an unnecessary trip to school.

Student Interaction & Discipline

The roles and responsibilities of paid staff and volunteers are very different. Among those differences is the topic of discipline

Discipline is **not** your responsibility

- If disciplinary issues arise, they will be handled by the teacher.
- If the Volunteer becomes aware of a situation that the teacher did not witness, it should be immediately reported to the teacher.
- It is not appropriate for Volunteers to discipline students in any way; all such situations will be handled by the classroom teacher.
- The teacher will notify the Volunteer of any potential problems whenever possible and provide instructions on how the teacher expects the Volunteer to handle the situation.

There is a distinction between reminding students of appropriate behavior or rules, and disciplining. For example, it is perfectly fine to remind students to walk in the hallways or speak quietly in the library.

However, for issues requiring more than a friendly reminder of appropriate behavior, always refer the matter to staff.

Volunteers are expected to engage in appropriate conversations and interactions with children at all times. Please don't ever put yourself in the position of working one-on-one with a student in an unsupervised area.

The physical and emotional safety of our children is of the utmost importance



As a caring adult in the lives of children, children are likely to open up to you and share information about themselves and their families. If you learn sensitive or concerning information you should report to the classroom teacher immediately.

Ask staff members where you can safely store these items while in the building so that you're able to keep all personal possessions out of the reach of students



Respect

Volunteers are responsible for maintaining a professional attitude of mutual respect.

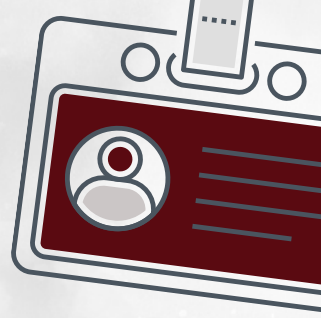
Volunteers are expected to demonstrate respectful behavior, especially in front of students. This includes addressing teachers by their proper title (i.e. Mr., Mrs., etc).

Any concerns regarding the assignment, students, classroom rules or any other concerns that may arise should be discussed with the teacher confidentially and not in front of the students.

- If a teacher makes an error while you are in the classroom (i.e. misspells a word) be understanding and do not correct the teacher in front of the children. If appropriate, do so in a confidential manner.
- The teacher will treat the Volunteer as a valued asset and address him/her appropriately. The teacher will accept feedback from Volunteers.
- Similarly, the teacher will offer constructive criticism or correct the volunteer confidentially, rather than in front of the students.

Sign In Procedure

Sign In and Identification



- Like all visitors, Volunteers are expected to follow our visitor procedures.
- Upon entering the school, Volunteers are to present an ID, sign-in and obtain a visitor's badge from the Front Door Monitor.
- Parents are expected to wear the visitor's badge while performing their volunteer duty, returning the badge when signing out to leave.
- Badges should always be visible to staff.

It is important to sign-out when you leave the school. In the event of an emergency or a drill, the staff must be able to immediately identify who is in the building.

While you are in the building, you should always wear and display your visitors badge.

By wearing a name badge, you will be immediately recognized as a person whose specific purpose is helping staff and students.





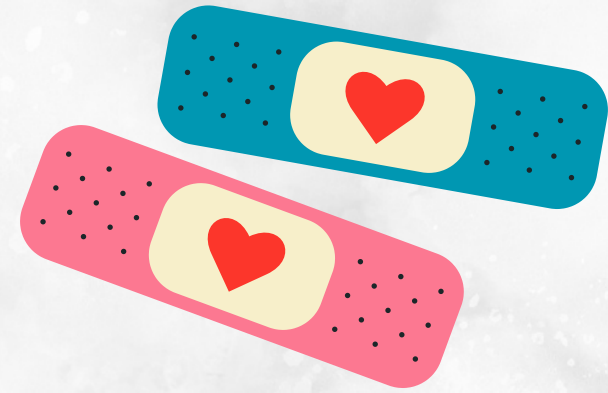
Medical

If a Volunteer witnesses or learns of a medical incident, it must be brought to the immediate attention of the teacher.

The teacher will follow the building's medical response plan, getting assistance from the school nurse or paramedics if necessary.



Please follow the direction of the teacher, principal, and/or medical professional.



If it becomes necessary for a Volunteer to be involved in a medical response, it is vital for Volunteers to know the location of the Exposure Control kits. One kit is located in each classroom. Each kit contains vinyl gloves for barrier protection, gauze pads and band-aids.

As volunteers serve in various classrooms, the location of the Exposure Control kit should be noted. In most cases, it is located near the light switch and door of the classroom.

Volunteers can assist by helping to keep students away from the person in need of medical attention. This is especially important if the incident involves a blood spill. In the event of a blood spill, the teacher will notify the custodian and nurse for proper cleaning and disinfection of the effected area.

Alarms, Emergencies and/or Drills



When a fire alarm sounds, Volunteers are expected to exit the building immediately. Similar to the expectations for students, Volunteers are expected to quietly wait outside for further directions, or for the signal to re-enter the building.

There are other drills and alarms that our schools utilize. To maintain the integrity of our district's security plan, the details of these alarms will not be shared with Volunteers. However, in the event of any drill or alarm, please follow the directions given by the teacher.

The background of the slide features a dark red horizontal band across the middle. Above and below this band is a light gray background with a faint, stylized world map. The map shows the continents in a darker shade of gray, with a grid of latitude and longitude lines. The overall aesthetic is clean and professional.

Review

Summary Review: Volunteers are expected to:

- Complete the Volunteer Orientation prior to beginning volunteer work
- Sign in and out at the front security desk and wear a visitor I.D. name badge while volunteering.
- Be punctual and reliable
- Notify the Volunteer Coordinator for the building in case of an absence.
- Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time).
- When you are finished with your assignment for the day, or are on a break, do not walk the halls or visit in other rooms.

Field Trips General Information

- A field trip chaperone must be a parent or legal guardian of a child assigned to the class taking the field trip.
- If a chaperone cannot attend a field trip due to unforeseen circumstances, it is their responsibility to notify the teacher as soon as possible.
- The parent chaperone is to report at the scheduled time and remain for the duration of the field trip.
- Proper attire, as well as adherence to the OPCSD policy regarding the use of drugs, alcohol, and tobacco is expected.

Field Trips, Professionalism and Confidentiality

- Chaperones are to conduct themselves in a professional manner on the trip and respect the confidentiality of their work at school. Confidentiality is required to protect the academic, medical, and personal history of students, thus children. are not to be discussed outside the classroom.
- Volunteers not performing their responsibilities in a professional and confidential manlier will not be allowed to chaperone again.

Field Trips, Respect

- Chaperones should follow all rules and respect decisions made by the teacher. Any concerns can be discussed with the teacher privately.
- The parents and teachers are to be addressed by proper titles (Mr., Mrs., and Miss) in front of the children.

Field Trips, Discipline & Safety

- Appropriate behavior is expected of all children.
- Chaperones are expected to reinforce proper manners and behavior of all children regardless of their group assignment.
- Chaperones are to bring all discipline problems to the immediate attention of the teacher.
- Chaperones should keep their assigned group within sight at all -times.
- Supervision of students using the restroom facilities is essential.
- Injuries and medical emergencies must be reported to the teacher immediately.



Congratulations!

You've completed Orchard Park Central School's volunteer orientation. We hope you've found it helpful and informative. We consider it the first step towards a terrific partnership between you and our school!