

# **ASHFORD SCHOOL**

**PARENT/GUARDIAN VOLUNTEER REFRESHER**



# **GOAL OF VOLUNTEERING**

**THE GOAL OF ASHFORD SCHOOL'S VOLUNTEER PROGRAM IS TO BUILD A STRONG CONNECTION BETWEEN THE SCHOOL AND THE LARGER COMMUNITY, THROUGH PROVIDING OPPORTUNITIES FOR COMMUNITY MEMBERS TO WORK WITH OUR STUDENTS IN THEIR CAPACITY AS LEARNERS.**

**AS A LEARNING INSTITUTION, ASHFORD SCHOOL'S FIRST PRIORITY IS THE SUCCESS AND SAFETY OF OUR STUDENTS. THEREFORE, WE FEEL IT IS VALUABLE FOR ALL PARENT VOLUNTEERS TO KNOW, UNDERSTAND, AND BE REMINDED OF CERTAIN EXPECTATIONS THAT WE HAVE FOR ALL ADULTS WHO COME INTO THE SCHOOL TO WORK WITH OUR CHILDREN.**

# **PRIORITY #1: CONFIDENTIALITY IS CRITICAL**

**ALL STUDENTS ARE PROTECTED UNDER FERPA (FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT), THEREFORE ANY CONFIDENTIAL INFORMATION YOU MAY COME INTO CONTACT WITH OR DIRECTLY OBSERVE CANNOT BE SHARED WITH ANYONE OUTSIDE OF THE ORGANIZATION. THIS INCLUDES:**

- **SHARING A STORY YOU WITNESSED ABOUT A STUDENT**
- **DISCUSSING A BEHAVIOR YOU OBSERVED WHILE VOLUNTEERING**
- **DISCUSSING A SPECIFIC STUDENT'S SPECIAL EDUCATION NEEDS**



# **PRIORITY #2: KNOW OUR SAFETY PROTOCOLS**

**BY LAW, ASHFORD SCHOOL PRACTICES  
MONTHLY SAFETY DRILLS, RANGING FROM  
FIRE DRILLS TO LOCK DOWNS.**

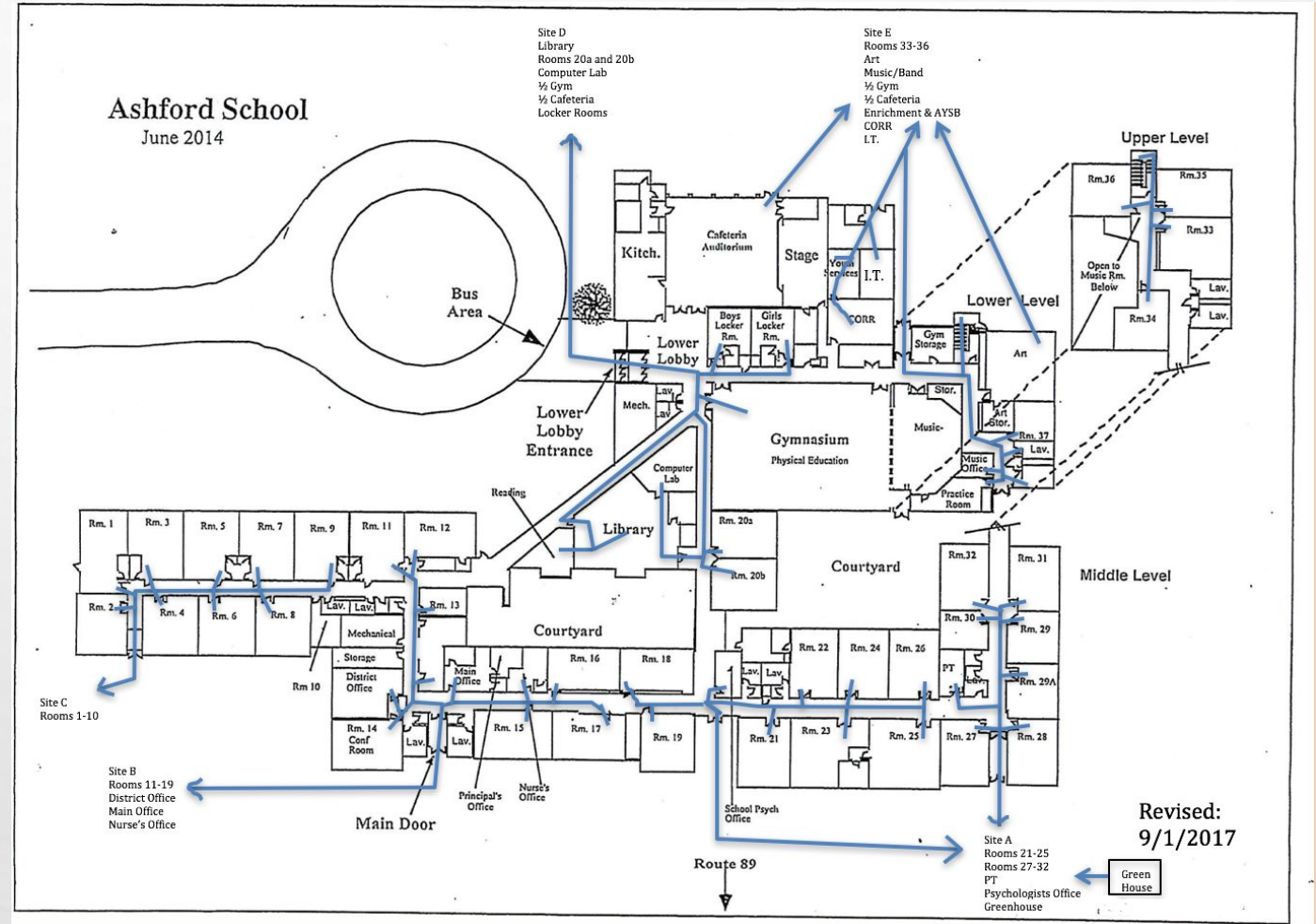
**YOUR ROLE AS A VOLUNTEER WILL CHANGE  
DEPENDING ON THE TYPE OF DRILL WE ARE  
RUNNING. THE NEXT FEW SLIDES WILL GIVE AN  
OVERVIEW OF WHAT CAN BE EXPECTED OF  
YOU.**



# FIRE DRILL:

**DURING A FIRE DRILL, YOUR ROLE IS TO:**

- **SUPPORT THE TEACHER IN EVACUATING ALL STUDENTS QUICKLY AND QUIETLY**
- **HELPING TO EASE ANY ANXIETY A STUDENT MIGHT BE FEELING**
- **IF NECESSARY, HELP THE TEACHER TO TAKE ATTENDANCE AT THEIR FIRE LOCATION**
- **TO THE RIGHT, PLEASE SEE AN ILLUSTRATION OF OUR SCHOOL EVACUATION MAP.**



# **LOCK DOWN DRILL**

**DURING A LOCK DOWN DRILL, YOUR ROLE IS TO:**

- **HELP THE TEACHER TO KEEP STUDENTS QUIET AND OUT OF SIGHT**
- **HELP EASE ANY ANXIETY STUDENTS MIGHT BE FEELING**
  - **LET STUDENTS UNDERSTAND WE ARE MERELY PRACTICING A DRILL FOR THEIR SAFETY**



# **SEVERE WEATHER DRILL**

**DURING A SEVERE WEATHER DRILL, YOUR  
ROLE IS TO:**

- **ASSIST TEACHERS IN EVACUATING  
STUDENTS FROM THE CLASSROOM AND  
INTO THE HALLWAYS**
- **HELP MAINTAIN CALM AND ORDER IN THE  
HALLWAYS**



# **PRIORITY #3: MAINTAIN SAFETY**

**AS A VOLUNTEER, YOU WILL BE SCREENED THROUGH A DCF BACKGROUND CHECK. THIS IS NOT AS EXTENSIVE A BACKGROUND CHECK AS SUBSTITUTE TEACHERS GO THROUGH. THEREFORE, WHILE VOLUNTEERING PLEASE DO NOT BE ALONE WITH STUDENTS WITHOUT A CERTIFIED STAFF MEMBER PRESENT. FOR THE SAFETY OF OUR STUDENTS, ANY PERSON WHO MAY BE ALONE WITH THEM MUST FIRST UNDERGO MORE EXTENSIVE BACKGROUND CHECKS WHICH MAY BE COMPLETED THROUGH THE FINGERPRINTING PROCESS**





# **SO WHAT DO YOU NEED TO DO NOW?**

**NOW THAT YOU HAVE READ ABOUT THE IMPORTANT INFORMATION YOU NEED TO HAVE IN ORDER TO VOLUNTEER WITH US, YOU HAVE A FEW MORE ITEMS TO COMPLETE:**

- **ENSURE YOU HAVE FILLED OUT BOTH AN ASHFORD SCHOOL VOLUNTEER FORM AS WELL AS A DCF BACKGROUND CHECK. (BOTH CAN BE TURNED IN TO JEN BARSALEAU, SUZANNE SCHILLINGER, TROY HOPKINS, OR GARRETT DUKETTE)**
- **COMPLETE THE BRIEF FORM AT THE END OF THIS SLIDESHOW.**

# **PLEASE FILL OUT THIS FORM: THANKS FOR VOLUNTEERING AT ASHFORD SCHOOL!**

**Click here to go to form:**

**<https://docs.google.com/forms/d/e/1FAIpQLSfz9rESYIkulBcFx7rj3HGm1N0escWlzgiBoy1wGH92juYIGA/viewform>**