



PARENT/GUARDIAN

Volunteer Training

2021/2022

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 IN TO 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 STUDENTS SPECIAL EDUCATION NEEDS



PRIORITY #2: KNOW OUR SAFETY PROTOCOLS

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

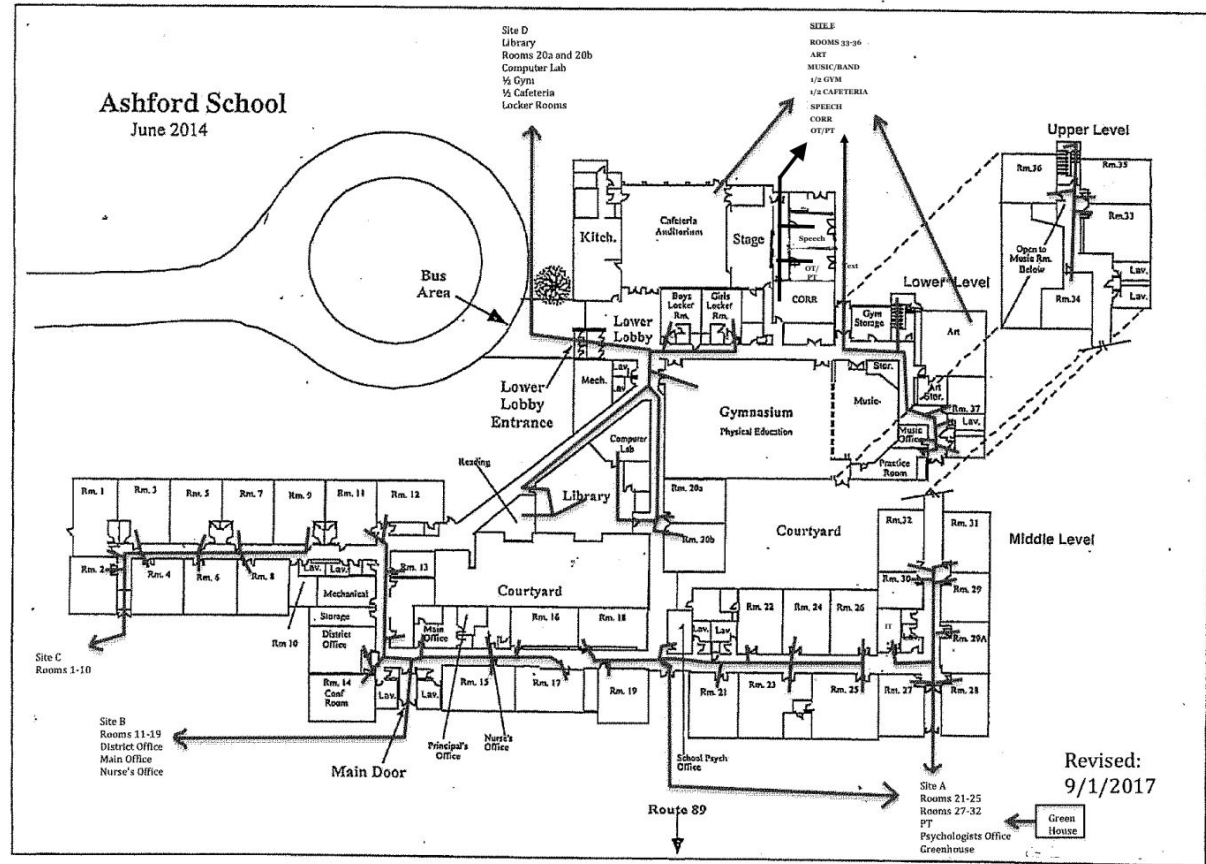
YOUR ROLE AS A VOLUNTEER WILL CHANGE DEPENDING ON THE TYPE OF DRILL WE ARE RUNNING. THE NEXT FEW SLIDES WILL GIVE AN OVERVIEW OF WHAT CAN BE EXPECTED OF YOU.



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 ONLINE APPLICATION AS WELL AS A DCF BACKGROUND CHECK. (BOTH CAN BE TURNED IN TO THE MAIN OFFICE).
- 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](#)