

Volunteer Orientation

Clifford M. Granger School,
Feeding Hills, MA

Thank you for volunteering at Clifford M. Granger School. At Granger, we value the work of parent volunteers and acknowledge the contributions that volunteers make to our school.

Professional Responsibilities

- When you are volunteering in the building, you are considered a professional member of the school community. You are expected to conduct yourself in a friendly and professional manner with students, staff, other volunteers, and visitors to the school.
- When you are in the building, you are here to perform a specific job as outlined by the teacher/staff member who has solicited your services.
- You must check in at the office upon arrival, leave your keys with the school secretary, and wear your visitor's pass at all times while in the building.

- You are to limit yourself to the parts of the building that are necessary for you to complete your assigned task. You are not to wander the halls, visit your child's classroom or classroom teacher, visit the teacher's room, or leave the building and return without checking in and out at the office.
- You are not to let any person into the school building while children are in attendance even if you know that person and/or the business he/she is here to conduct. All visitors must be "buzzed in" by the school secretary.
- You are to refrain from using foul or inappropriate language at all times while on school grounds.

- You are to dress respectfully, keeping in mind the impressionable age of the students at Granger.
- You are to refrain from making disparaging remarks about students, staff, administration, or school and public officials while volunteering in the building.
- You are to refrain from using the internet while in the building unless you have been directed to perform a specific task by the teacher/staff member who has solicited your services, in which case your use of the internet is limited to the specific task.

Confidentiality

The guidelines for the legal and ethical behavior of school professionals are based on the following principles:

- *Each person has the right to be treated with respect, dignity, and integrity.*
- *Confidentiality is a professional and ethical responsibility to respect an individual's right to control personal information and access to it.*
- *School professionals have a responsibility to act in the best interests of students when making decisions to divulge confidential information.*

Guidelines for Confidentiality

- Student information is considered confidential under the law. Such information includes student work, test scores, report cards, IEPs and files containing information about an identifiable student and his/her academic standing. If you have seen any information in any student record through your volunteer work, you are under no circumstances allowed to share that information with anyone at anytime.
- You are not to discuss information learned about a child while volunteering with his/her parent.

Guidelines, cont.

- As a volunteer, you may see or overhear interactions between students, between staff and students, or between staff members. Anything you may see or overhear is considered confidential and should not be discussed with another person.
- If you see or overhear an interaction between students, between staff and students, or between staff members that causes you concern for the welfare of the students or a staff member, you must immediately report it to the building Principal or the staff member who solicited your services.

Safety

- Anytime the fire alarm is set off, unless there is prior notification it should be considered a real alarm and emergency procedures should be put into effect immediately.
- All adults in the building should refer to emergency egress maps in order to be familiar with the correct escape route located above each classroom doorway.
- Adults and children should leave the building in a calm, silent, orderly manner and stay in their target location until directed to return to the building.
- When a “ALICE” is announced implement the following procedures if alone...otherwise follow the directions of the school personnel you are with.
 - *Alert, Lockdown, Inform, Counter, Evacuate
 - *If you lockdown -Close & lock door, turn lights out, draw shades, hide from view, be silent
 - *Ignore all bells and alarms
 - *Wait for unlock procedures with the Agawam Police Dept. to be completed

Safety Continued

- Lockout — Students and staff will go about their normal day, no one will be allowed in or out
- Hold From Passing/Stay in Place — Students and staff will clear the hallways, stay in the room that they are in and pull the shades on the windows and doors.

All volunteers will need to file Criminal Offender Record Information (C.O.R.I.) prior to performing any volunteer responsibilities or duties.

Thank you for coming!

We look forward to seeing you
in our school.