

Bradley Hills Elementary School
Parent/Guardian Volunteer Information & Agreement 2023-2024

Administration and staff at Bradley Hills Elementary School (BHES) are appreciative of the commitment, time and energy of our parent/guardian volunteers. The role of volunteers extends beyond the school building. We have volunteers who work on special assignments from home, those who volunteer on a regular basis, those who are part of a rotation, and those who serve on committees. Each year you will be required to submit a volunteer agreement. It is essential that confidentiality is maintained in and out of the school setting. All information about children, teachers, and the school is to be kept confidential. Violation of a staff's or student's rights and privacy may result in your being restricted from volunteering. If you have any concerns, they are to be shared directly and exclusively with the supervising teacher, staff, and/or administrator. All recordings are prohibited including, audio, still and/or video. This signed agreement is for volunteering in any capacity.

As a regular volunteer, you must complete the [mandatory MCPS](#) training in the prevention, recognition, and reporting of child abuse and neglect, and **sign this agreement below** to indicate that you have read, understand, and agree with the conditions shared during the training.

Proof of completion of the Child Abuse and Neglect training must be provided to the office before you can volunteer. Parents can access the Online Recognizing Child Abuse and Neglect Training via their [myMCPS Classroom/Canvas](#) account. This training must be completed every three years. Should an emergency situation occur while you are onsite, please follow the directions of the staff members in your area.

Expectations for Every Volunteer

As a volunteer you should:

- Complete the required MCPS volunteer training.
- Register at the main office upon arrival and present picture identification.
- Wear the visitor's sticker at all times when volunteering.
- Check out when you leave the school.
- Follow emergency procedures during any drills or emergencies.
- Notify the staff member, with as much advance notice as possible, if you are unable to meet your scheduled time.
- Make outside arrangements for child care of non-school age children or children who do not attend Bradley Hills ES.
- Be impartial and fair in dealing with students.
- Be flexible and willing to do a wide range of assigned tasks. These tasks may include but are not limited to: cutting, copying, filing, changing bulletin boards, supporting a class other than your child's, reading to a child.

- Decrease distractions while you are in the building. Cell phones need to be on vibrate. If a call must be answered, before excusing yourself, please inform the staff member so that he/she is able to make the necessary accommodations.
- Exercise mature judgment in supervising children and respect each student's rights and privacy.
- Show high regard for each child and be sympathetic and courteous towards all students.
- Set a good example for students.
- Notify school staff as soon as you are aware of a disciplinary issue.

***Teachers and administrators will determine how to most effectively use volunteers and will provide verbal and/or written directions for tasks. If the task is not clear, please ask for clarification from the staff member with whom you are working.**

Volunteer Tips:

1. Set up a preliminary conference with the staff member with whom you will work.
2. Develop a set routine for receiving assignments, written or verbal.
3. Respect the staff member's desk area and closet.
4. Always remember that student papers and files are private.
5. Never discuss any child's classroom performance or behavior with anyone other than the teacher.
6. Save all questions about your child's performance or behavior for a scheduled conference.

Volunteer Agreement

Please sign and return this agreement to your child's teacher or the staff member you will work with or complete the information online using this [link](#).

Parents/Guardians/Community Members will not be permitted to volunteer without this document on file at school.

Printed Name of Volunteer: _____

You must check ONE

☐ I have completed the MCPS online volunteer training within the last 3 years

OR

☐ **YES - I just completed the online MCPS volunteer training and you will find my confirmation of completion attached (please provide if you are just completing for the first time)**

I have completed the training with the parent volunteer coordinator, have read this document and understand the guidelines and responsibilities assigned to the role of a volunteer. By signing below, I agree to abide by this agreement at all times while I am volunteering at BHES.

Signature _____

Date ____/____/____

Name(s) of your child(ren) attending Bradley Hills Elementary School:

Person to contact in case of emergency:

Name: _____

Phone Number: _____

Any life threatening allergies the office staff should be aware of.
