

Parent/Guardian Volunteers

Administration and staff at Bethesda Elementary School (BE) 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 are scheduled as needed. Each year you will be required to submit a volunteer agreement. The signed agreement is for volunteering in any capacity.

Expectations for Every Volunteer

***All MCPS volunteers are required to complete mandatory training in the prevention, recognition, and reporting of child abuse and neglect. The module is available on the MCPS Child Abuse and Neglect webpage or through the following link:**

<https://www.montgomeryschoolsmd.org/childabuseandneglect/#Volunteer>

Volunteers should **print the verification e-mail** that they receive upon completion of the training and **present it to the school** at which they wish to volunteer. **Volunteers may not interact with students until the training has been completed and verified by school staff members. If you completed this training in the last 3 years, you DO NOT need to complete it again, your name will be in our database.**

As a volunteer you should:

- Exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained in and out of the school setting. Violation of a 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.
- Check-in at the main office, you may be asked to present picture identification. Once signed in and registered, volunteers are expected to wear a visitor's sticker. At the end of the scheduled volunteer time, you must check-out.
- Notify the teacher, with as much advance notice as possible, if you are unable to meet your scheduled time. Teachers and staff will do the same, should there be a change in schedule. Make outside arrangements for child care of non-school age children or children who do not attend BE.
- 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. Cell phones need to be programmed to vibrate. If the call must be answered, before excusing yourself, please inform the staff member so that he/she is able to make the necessary accommodations.
- Defer all disciplinary actions to the administrator or school staff. Notify school staff as soon as you are aware of a disciplinary issue.

BE Recess Volunteer Guidelines

We warmly welcome your willingness to volunteer! Bethesda Elementary is so fortunate to have such an interested, committed and involved parent community. Our active volunteer program not only provides valuable hands-on assistance throughout many areas of the school, but also benefits the children by reinforcing ties between the children's individual homes as well as the community at large, and the school. We look forward to seeing you often!

In order to ensure a successful volunteer program, each volunteer must understand the procedures and responsibilities inherent in working with our students. Please read thoroughly and sign and return the last page to indicate your understanding of, and agreement with, the procedures and guidelines contained here:

The current recess schedule can be found in the BE Parent Handbook.

Recess Volunteer Procedures:

1. When you arrive, check-in at the office, and get a visitor sticker.
2. Then head directly to the playground. Check in with a staff member. Collaborate with staff and other volunteers to ensure that all areas are supervised during recess. Check for trash, dog waste, sticks or large rocks on the playground.
3. Help staff members gather students when it is time to line up for dismissal from recess. Look for coats or sweaters that students may have left on the fence and remind the students to gather their belongings.
4. After recess, please check-out by returning your visitor sticker to the front office. Take any student items remaining on the playground to the Lost and Found.

The Responsibilities and Goals of a BE Recess Volunteer:

- 1. THE SAFETY OF THE STUDENTS**
- 2. THE FACILITATION OF POSITIVE SOCIAL INTERACTIONS**
- 3. FUN/ENHANCEMENT OF PLAYTIME**

THE SAFETY OF THE STUDENTS

- Volunteering at recess is a time to support the staff with providing a safe and fun environment at recess. There are usually a minimum of 2-3 staff members on the playground during recess. At least one of the staff will have a radio to communicate with the office. Some staff members are Para-educators assigned to monitor specific children.

There is a backpack with a basic first aid kit, bathroom passes, and some games usually kept near the gate.

- Spread out and be the eyes and ears to monitor for safe play and inclusive, positive social interaction. If you are assigned to monitor a specific area, you should remain in that area for the duration of the session
- Trips to the bathroom require students to carry a bathroom pass. Children should go in pairs. No more than 6 children should go at one time.
- Staff will let you know about the use of the field for play. This is determined by field conditions, weather, number of staff and volunteers. Please help redirect students should the field be closed for play.
- Report injuries to staff. If a child is bleeding, **do not** touch the injured area; get the attention of a staff member while you stay with the child (ask another child to go get one if you can't get their attention.) If a child needs to be physically removed from the playground, inform a staff member so that he/she can call the office for assistance. Do not lift the student. **If a child hits his/her head, he/she is to be sent to the nurse even if they say they feel fine.**
- Send children to the nurse with a buddy. Inform a staff member immediately so that he/she can call into the building for assistance or to notify the health room that a student is being sent in for medical attention.

THE FACILITATION OF POSITIVE INTERACTIONS

- Encourage children to include others in their play. Remind them to use all equipment for the intended purpose. There should be no play fighting or unwanted hands on each other. No playing with rocks, sticks, on the hill or in the woods.
- Use proximity if you observe that an interaction between students might not be heading in the right direction. Anticipate potential issues. Sometimes children just need to know that an adult is watching.
- Encourage children to resolve their own conflicts, but step in immediately if the encounter is physical.
- When giving direction to foster positive behaviors, use a gentle, but firm and confident tone. Do not yell at the child. Facilitate problem resolution; encourage and model constructive and respectful behavior.
- Remember that if you have questions/concerns about how to support a student, they are to be directed to the staff. If a child shares anything that involves concerns about personal safety, please see a staff member at once. For confidentiality purposes, student information and behaviors are not open for discussion.

FUN/ENHANCEMENT OF PLAYTIME

- Please encourage and help initiate age-appropriate recess games when possible to enhance playtime. (Some examples are: Duck, Duck, Goose and Snake in the Grass.) We are working on putting together a list of descriptions and rules of well-known children's games. A copy will be placed in the recess backpack for volunteers to reference. Volunteers may use these ideas to help children think of things to do on the playground and to help create opportunities for all children to participate in games together. Your support will enhance their playtime!
- It is extremely helpful to have a volunteer serve as a referee for ball games such as, soccer, basketball, and kickball. Students can become quite competitive and also have difficulty interpreting the set rules in a fair manner. Students often need to be reminded to use an appropriate level of competitive spirit which is consistent with recess. This is a time for fun and play!

Have fun! We are excited and grateful to have you here.

Bethesda ES Volunteer Verification Form

****Please fill out this page and return to your child's teacher or the main office prior to volunteering.***

I have read thoroughly the Bethesda Elementary Volunteer Guidelines. I understand and agree to the procedures and guidelines contained within the document.

Volunteer Signature: _____

Date: _____

Volunteer Printed Name: _____

Volunteer Email: _____

Volunteer Phone: _____

Names/grades of children at BE _____

Emergency Contact for Volunteer: _____

Emergency Contact Phone Number: _____

___ I have watched the MCPS Child Protective Services Module, printed the verification e-mail and sent it in to my child's teacher.

or

___ I completed the MCPS Child Protective Services Module LAST YEAR and my name should already appear in your database.

***Please fill out this page and return to your child's teacher or the main office prior to volunteering.**