



The background features a stylized autumn scene. On the left, a red brick barn with a yellow bell tower sits on a green hill. A yellow school bus is driving on a winding road that curves across the landscape. The road is flanked by trees with orange and yellow foliage. In the foreground, several pumpkins are visible. The sky is light blue with a few falling leaves.

Thorntons Ferry School PTTF Volunteer

Training







PTTF Mission Statement (Bylaws: Purpose Statement effective 7/31/19)

- **The mission of the PTTF volunteer program is to develop a partnership between school officials, parents, and members of the community by providing opportunities for service that will enrich the lives of students.**
 - **The PTTF strives to foster a strong partnership between home and school via:**
 - Active parent involvement in volunteer programs, school activities, events, fundraisers, and participation in school committees.
 - Informative programs on pertinent topics.
 - Serving as a liaison in relating parent/teacher concerns and ideas.
 - **The PTTF provides financial support for initiatives that:**
 - Enrich the learning experience/process.
 - Supports social and emotional development and learning for all students.
 - Increase a sense of pride in the Thorntons Ferry School community.
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PTTF Volunteer Qualifications

- No formal degree, training, or experience is required; **however** the district is always interested in matching volunteer skills and work experience with Thorntons Ferry Elementary/classroom needs.
 - **DESIGNATED volunteers-** Volunteers who serve on an ongoing basis and have one-to-one contact with students .
 - Designated volunteers shall be **required** to submit a criminal background check and fingerprinting. Examples of DV include: Mentors, homework helpers, babysitters, and coaches.
 - **OTHER volunteers-** Volunteers whose interactions with students are limited and who will always be within sight and hearing of staff members.
 - The duties of OTHER volunteers may include roles like, Homeroom Parent, Library Volunteer, field trip Chaperone where their time is under the supervision of staff members. These volunteers shall be screened **by school administration or PTTF Volunteer Coordinator**
 - Volunteers will be accepted into the program based on the results of their background check or screening by the school administration.
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Confidentiality

- You may be given information about the students with whom you are working.
- All information related to a student, both personal and academic is confidential.
- You should not acknowledge that a student attends a specific school.
- As a PTF Volunteer you will sign an acknowledgement of confidentiality.



What to do if?	
A student is injured/ill:	No matter how minor the injury is, you should immediately notify the teacher or staff member. Do not attempt to administer any type of aid.
You are asked to take the class alone:	Remind the staff member you cannot be alone with students and work to find an alternative solution.
Someone asks you how a student is doing:	As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to a student's progress, you should say, "I'm sorry, but I really can't talk about it." Due to confidentiality, you are not even supposed to acknowledge that a student attends a specific school.









Administration Welcome

Julie DeLuca
Michaela Champlin







PrimeX

Primex³ is a New Hampshire company that offers a wide range of training programs for employees and volunteers which empowers staff to take an active role in preventing risk.

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1. Register at <https://nhprimex.org/register/>
 2. Complete **Anti-Bullying for Schools (K-12) and Understanding Sexual Harassment** at the conclusion of this meeting (approximately 15 mins) on the PCs available.
 3. (or) Use the link above, at home, to register and complete course work. Please email completions to PTTFVolunteer@gmail.com
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General Rules

- Please refrain from escorting students away from the workspace designated by teachers or administrators.
 - Discipline is the responsibility of our educators and/or administration. Please refer any concerns to the classroom teacher and/or administration.
 - Refrain from giving or receiving gifts to/from students.
 - We encourage you to share your group photos with teachers and administration, only administration can approve pictures of children shared on the PTF website.
 - Maintain confidentiality at all times.
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Volunteer Expectations

- Please be dependable and prompt.
 - When on school grounds, use the Volunteer Sign-in-Sheet with Linda Wilson or main office.
Wear blue volunteer badge/sticker obtained from the main office.
 - Always follow direction of first your Principal, Asst. Principal or school staff member.
 - Record all off-site volunteer hours by emailing the Volunteer Coordinator each week/month (PTTFVolunteer@gmail.com)
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Volunteer Expectations continued

- Serve as role models by dressing professionally, avoiding inappropriate language and demonstrating proper behavior.
 - Please email PTTFVolunteer@gmail.com in the event you are absent so the coordinator can fill your spot. We understand things come up! Please give us as much notice as possible so we can help you and continue to help our community.
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Ice-Breaker

Q & A





To Do:

1. Sign Volunteer Confidentiality Statement.
 2. Sign the Volunteer Acknowledgement Form.
 3. Complete PrimeX training now, or complete at home.
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Volunteer Confidentiality Statement

Thorntons Ferry Elementary School - PTF


Under the Family Educational Rights and Privacy Act (FERPA), students that attend public schools have the right to expect that information about them will be kept confidential by all volunteers. This law allows the government to withdraw funds from educational institutions that share details of a student's educational record without consent of a parent or guardian.

As a volunteer, you may be exposed to information about students. This may be witnessing an event or behavior involving a student or overhearing information about a student. You are expected to keep such events confidential. A student may not be discussed with other volunteers, your family, or anyone other than an authorized school employee such as the principal, student's teacher, counselor, or social worker.



Even with those who may be genuinely interested in a student's welfare, any questions about them will be redirected to a school administrator or an authorized school employee.

Every student has the right to expect that you will not repeat anything that happens to or about him or her. If you have any concerns about a student, you are expected to only discuss such concerns with a school administrator or authorized school employee.



I, _____ as a volunteer, will agree to maintain the confidentiality of all students. I will not disclose **photos** or information regarding a student to anyone other than an authorized school employee. I will refer all requests for information to an authorized school employee. I understand that a breach of this confidentiality statement can result in my termination as a school volunteer.



Signature: _____ Date: _____





Volunteer Acknowledgement Statement

I have attended the PTTF Volunteer Training and understand my responsibilities as a school volunteer.



Print Name

Date



Signature

