Buford Middle School

AVID Volunteer Site Expectations

Dear volunteer,

We thank you for your interest in volunteering at Buford Middle School and giving of your time and talents to support our students and teachers. Middle school is a time of great change and fluctuation for all students as they transition from children to young adults. At Buford, our teachers and staff work hard to develop supportive relationships with students to help guide them through their changing social environment and challenging academic curriculum.

In order to best serve our students and teachers, we ask that you realize the importance of your role. You will become an integral part of the classroom in which you volunteer and will serve as a role model to our students.

We ask that you follow the following guidelines during your time at Buford:

1. Promptness – Teachers and students depend upon you being in their classroom at the agreed-upon times. If you are late, instructional plans may fall through and students will not be supported as needed. Plan to arrive a few minutes early to find parking and inform Ms. Christiansen, Assistant Principal, as soon as possible if you must be absent.
2. Sign-in – A sign-in binder will be located next to the downstairs main office. You are expected to sign-in every time you enter the building to verify your attendance and to keep track in case of emergency.
3. Professional Dress –Clothing should be clean, in good repair, and cover all undergarments and private areas. Skirts should reach the knee; cleavage, midriffs, and backs should be covered. Follow guidelines for business casual dress, and consider dressing in layers as temperatures will vary throughout the building.
4. Technology – Keep your cell phones out of sight. Calls, texts, and emails can wait while you are assisting our students and teachers.
5. Valuables – It is recommended that you keep any valuable items (including cash, credit cards, and technology) at home, as we cannot guarantee that they will be secured within the building.
6. Language – As a Buford volunteer, you are considered a teacher, not a friend. While it is expected that you answer students’ questions regarding your high school and college academic experiences, it is *never* acceptable to engage in conversation regarding parties, relationships, or similar social activities *even if a student asks*.
7. Social Media – Do not enter into a friendship or relationship with students or post pictures of students on social media. Do not exchange personal contact information with students.

Most importantly, thank you for your time and dedication. We greatly appreciate you and welcome you to our Buford family!

Julie Maiatico Christiansen

Assistant Principal

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