

# Volunteer Handbook

Dieringer School District

Revised June 2013

## **Volunteer Guidelines**

As a volunteer in the Dieringer School District, you are an important member of our educational team. The following should help make your volunteer experience even more enjoyable and successful.

The following information is provided for your knowledge and use as a volunteer. You may be asked to attend specific training classes if requested by staff. As a volunteer, you are responsible for following district policies and procedures. Be sure that you understand policies related to the following:

- Prohibition of Harassment, Intimidation and Bullying (Policy 3207)
- Sexual Harassment (Policy 5011)
- Title 1 Parent Involvement (Policy 4130)
- Regulation of Dangerous Weapons on School Premises (Policy 4210)
- Use of Tobacco and Nicotine Substances (Policy 4215)
- Drug Free Schools, Community and Workplace (Policy 5201)
- Maintaining Professional Staff and Student Boundaries (Policy 5253)
- Volunteers (Policy 5630)
- Fragrance Free Policy

### **Washington State Patrol Check**

All volunteers are required to participate in a Washington State Patrol background check process. This process is conducted for student safety and it provides us with a background statement on all volunteers. By signing the State Patrol Background check form, you have given us permission to conduct the background check.

### **Confidentiality**

In working with a school staff member or with individual students, it is extremely important to respect privacy and confidentiality. For you as a volunteer, this means that if you hear or read personal, academic or social information about a student, you do not share that information with anyone other than appropriate school staff.

### **Procedures and Rules**

Sign in on the Volunteer Sheet in the school office each day that you volunteer and record your service hours.

Wear a volunteer badge whenever you are volunteering. Students and staff are very aware of strangers around the building and will ask why you are here if you aren't wearing a badge.

Please keep your small children at home so that you can focus on giving the students you are working with or the project you are working on your full attention.

When you leave, don't forget to check out on the volunteer sheet and return your badge.

If you find that you need to miss your regular volunteer day, notify the teacher that you will be unable to attend with as much notice as possible.

### **Personal Safety**

**Always use a step ladder or step stool to put things up on the walls when reach alone is not adequate. Please do not use a chair, table or other furniture to reach high locations.**

### **Physical Setting and Physical Contact**

You should not be in a situation where you are behind closed doors with a student. Students should not be on your lap, and there should be no frontal hugging, etc. A hand on the shoulder may be appropriate when giving praise.

Please use adult restrooms only.

### **Professionalism and Respect**

Follow the professional example set by the school staff relating to action and appearance. Acceptable attire for volunteers is the same as for regular employees. Shorts and halters are not acceptable. Have students address you by your proper name. Be businesslike, but friendly and relaxed.

Treat all students, staff, and parents with kindness and respect. If you have problems with any adult individual, talk privately and respectfully with that person. If you are unsure what their response will be or do not know the person well, talk with the teacher or principal.

When talking to children or in front of children, refer to adults by Mr., Mrs., Ms., or Miss.

**Please stay off cell phones while volunteering, or step outside the building if you need to make a call.**

### **Student Discipline**

Refer all problems with student behavior to the teacher or the office. Do not confront students yourself, particularly if you do not know them or are new to the school. Reminder: all reports and disciplinary actions are to remain confidential.

### **Communication**

Find out from the teacher or person for whom you are volunteering the times you are to volunteer and exactly what you are supposed to do. Follow the instructions given and be sure to ask

questions.

Sometimes it is very difficult to catch a teacher when he or she is not busy. Leave a message with the teacher and ask them to contact you when it is convenient for them.

Be sure to let teachers know what tasks you are and are not comfortable performing.

**To protect yourself, be sure that you:**

Do not act outside of your assigned tasks and responsibilities.

Do not expose yourself to blood borne pathogens; instead, contact your teacher or principal.

***Have a wonderful volunteer experience!***

## **The Ideal Volunteer**

Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school volunteers.

**If a description of the ideal volunteer were to be drawn, he or she would:**

- Be friendly, reliable, flexible, young or old.
- Be caring and love children.
- Have a good professional attitude, interest, and enthusiasm for working with young people, and be someone who can work cooperatively with school staff.
- Have good health and strength of character.
- Recognize that well-educated children are our greatest natural resource.
- Know that all children can learn and make a worthwhile contribution.
- Feel deeply an obligation as a citizen to support and help the schools educate each child to the limit of his or her capability.
- Already have or be willing to get the skills that are needed in schools.
- Have talents that can enrich the school program.
- Simply have time and a willingness to serve.
- Understand and appreciate the work of the school staff and the volunteer program.
- Know that parents are the first and most important teachers of their children and assist them in working with their children.

## **Expectations**

### **What does the volunteer expect of the teacher?**

- Appreciation and respect
- Courtesy and consideration
- Patience
- Sincerity and honesty
- Loves children
- Has tasks ready
- Cooperative attitude
- Controls class and remains in charge of the classroom
- Is organized and gives clear instructions, plans
- Explains specific expectations for volunteer
- Explains policies and procedures of school and classroom
- Provides instruction on equipment when needed
- Gives feedback on the students' progress, attitude
- Is willing to help the volunteer as needed
- Assigns tasks that a volunteer is capable of doing
- Treats volunteer as a professional assistant
- Has children prepared to work with volunteer
- Has a friendly and welcoming attitude
- Tells volunteers about schedule changes
- Appropriately matches personality of volunteer with the student
- Provides materials needed for assigned tasks

### **What does the teacher expect of the volunteer?**

- Love of children
- Enthusiasm
- Dependability and promptness
- Patience and loyalty
- Businesslike attitude
- Imagination and creativity
- Nondisruptive influence
- Tact
- Sense of humor
- Initiative
- Interest in helping for the benefit of community
- Uses discretion and is trustworthy with confidential matters relating to students
- Is willing to help, ask for directions, follow instructions, take training, and try a variety of approaches and techniques with students
- Is pleasant and friendly and has a warm, positive attitude
- Dresses appropriately
- Is sensitive to children's needs
- Knows that the teacher is the authority
- Avoids trying to be amateur psychologist

- Is capable of maintaining firm but kind discipline when working with small groups of children

## **Tips for Volunteers**

Be patient when working with students. Give the student and the program time to get established. Most importantly, give yourself time to find your niche.

Names are important. Make sure you say the student's name the way the student wants it said. Learn to spell it correctly.

Make sure your student knows your name and can pronounce it correctly.

Show that you are interested in the student as a person. Listen carefully to what the student has to say. By your words and actions, let your student know that you care.

Treat individuals with respect and courtesy and expect the same in return.

Encourage and support student successes.

Avoid making comparisons between students, between teachers, or between schools. Always remember to be fair.

Be trustworthy and honest in your approach and attitude. Students will trust and respect you when you are "on the level."

Meet the unexpected needs of your student by using your creativity.

Students make mistakes. Let them know that making mistakes is part of learning. Do not be afraid of making mistakes yourself.

Build the student's self confidence. Praise the student honestly and frequently. Remember, attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.

# **Dieringer School District Policies**

## **Prohibition of Harassment, Intimidation and Bullying**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

### Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

### Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Board Policy	3200	Rights and Responsibilities
		3210	Nondiscrimination
		3240	Student Conduct
		3241	Classroom Management, Corrective Action and Punishment
		6590	Sexual Harassment

Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies.
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Management Resources:	<i>Policy News</i> , December 2010	Harassment, Intimidation and Bullying Policy Strengthened
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	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
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Adoption Date: July 28, 2003  
Revised: May 27, 2008  
Revised: February 28, 2011

## **Title I Parental Involvement**

The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning;
- B. Are encouraged to be actively involved in their child's education at school; and
- C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The Board adopts as part of this policy the following guidance for parent involvement. The District shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
- C. Build the school's and parents' capacity for strong parental involvement.
- D. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs,
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the school served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
- F. Involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.

Legal References: PL 107-110, Section 1118(a)

Management Resources:	<i>Policy News</i> , August 2003	No Child Left Behind Update
	<i>Policy News</i> , June 2005	Title I Parental Involvement Policy
	<i>Policy News</i> , October 2008	Family Involvement Policy

Adoption Date: October 27, 2003

Updated: October 24, 2005

Updated: August 31, 2009

## **Regulation of Dangerous Weapons on School Premises**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The Superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms, as necessary, into school buildings:

- A. Persons engaged in military, law enforcement or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.4170, who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property.

Personal protection spray devices may not be used other than in self defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the Superintendent. The District shall also comply with federal protections for disabled students in the application of this policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one year expulsion for a violation involving a firearm.

Cross References: Board Policy 3240 Student Conduct  
3241 Corrective Actions or Punishment

Legal References: RCW 9.41.280 Dangerous weapons on school grounds  
9A. 16.020 Use of force--when lawful  
9.91.160 Personal Protection Spray devices  
28A.600.420 Firearms on school premises, transportation, or  
facilities -- Penalty -- Exemptions

Management Resources: PNA 9710.02 - Legislature also addresses "look-alike" Firearms

Adoption Date: June 21, 1999



## **Drug-Free Schools, Community and Workplace**

The Board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of



## **Maintaining Professional Staff and Student Boundaries**

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Dieringer Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline, and through well-established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the district.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the specific duties of the staff member as assigned by the district.

Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy. It is also expected that all professional school personnel will continue to meet their obligations as mandatory reporters of suspected child abuse, and report any suspected child abuse to either law enforcement or Child Protective Services in a timely manner.

The Dieringer School District Board supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate electronic socializing with students and from engaging in any conduct online or through other electronic means that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:	RCW 28A.400	Crimes against children
	RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
	RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
	RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.

RCW 28A.410.095 Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.

RCW 28A.410.100 Revocation of authority to teach - Hearings.

Adopted: March 29, 2010  
Revised: December 13, 2010

## **Volunteers**

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground, and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The Superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy 5005.

Cross References:      Board Policy    5005      Employment: Disclosures, Certification Requirements,  
Assurances and Approval

Legal References:      RCW 43.43.830- 840      Washington State Criminal Code Records  
WAC 446-20-285      Employment--Conviction Records

Adoption Date: April 28, 1981  
Updated: May 10, 1999

## **Fragrance Free Policy**

The Dieringer School District strives to ensure the safety and comfort of students, community and staff by encouraging a fragrance-controlled environment. We support a healthful environment for our students, community members and staff members. We recognize that exposure to strong scents and fragrances in the environment can cause discomfort, as well as directly impact the health of sensitive individuals.

For the comfort and health of all, the Dieringer School District discourages the use by employees of scents and fragrant products. Similarly, students and community members are asked to refrain from the use of scents and fragrant products at school or on school buses. The Dieringer School District defines a fragrance as any product that produces a scent strong enough to be perceived by others.

The Dieringer School District will make every effort to use non-scented cleaning and maintenance products at all school and worksites. Employees should not use air fresheners or scented oils or candles in their classrooms, or work areas or in common areas at worksites.

Any employee with concerns about scents or other odors associated with products used in the workplace should contact his or her supervisor with those concerns.

Adopted: July 2011

## Sexual Harassment

The Dieringer School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

DSD Policy 5011