

The 3 R's for Volunteers

Responsibility

The effective volunteer:

- Is in regular attendance.
- Is appreciative of the efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Is cooperative with administration and teaching personnel.
- Is aware of the importance of planning.
- Is sincerely concerned about the students.
- Is able to generate enthusiasm about each child.
- Is willing to be discrete, sincere, dedicated and punctual.

Rapport

The understanding volunteer:

- Recognizes the child's need to improve self-image and independent learning habits.
- Supports the child by offering genuine friendship.
- Recognizes the individuality of each student.
- Provides a relaxed friendly and caring atmosphere with students.
- Respects the teacher or staff members ultimate responsibility for the health, welfare and education of each student.
- Provides opportunities for each child to be successful.
- Cooperates, coordinates and communicates continually with school administrators, faculty members and staff.
- Is willing to express concerns and questions with supervisor.

Rewards

The successful volunteer:

- Shares with the child the warm personal satisfactions, which result from successful human relationships.
- Provides the teacher or staff member with the satisfaction of knowing that the students' needs are being met and that quality education is being promoted extended enriched.
- Receives the sincere gratitude of the total school community.

Be Dependable

Be Dedicated

Be Responsible

Be Supportive

Be Professional

Darrington School District Basic Guidelines for School Volunteers

■ **Please sign in and out** on the Volunteer Sign-IN/OUT sheet each time you come to the school or district. This sign-in procedure helps in several ways:

- a. The principal needs to know who is in the building at all times.
- b. In case an emergency building evacuation, the sheet identifies all volunteers in the building.
- c. We use the data for reports to the school board and Title programs on the number of volunteers and hours worked at each site.

■ **Wear your volunteer name badge** while on school premises. This serves as identification and shows you have a legitimate reason for being on school grounds. We also hope it makes you feel like a part of the 'team.'

■ **Volunteers must be at least 18 years of age.**

■ **When your volunteer session is over**, please remember to return your name badge and check out at the office as you leave the building.

■ **Be considerate of others**, especially when it comes to wearing perfumes or colognes. While there is no policy against wearing these fragrances, many people (students, teachers, staff) are sensitive and sometimes highly allergic to them.

■ **In order to comply with District policy**, during District sponsored events, chaperones:
may not use, sell, provide, possess, or be under the influence of drugs or alcohol;
may not use tobacco in the presence of, or within the sight of, students; may not possess any weapon; may not administer any medications, prescription or nonprescription, to students.

■ **If you smoke**, please use mints before or when you meet with a student or enter a classroom. Many children's (and adult's) sense of smell is quite acute and they may be bothered by the smell of smoke, even though they may not say anything to you. Better yet, wait to smoke until after your volunteer session.

■ **If you must cancel** due to illness or emergency the day you are scheduled, please call the school secretary as soon as possible and ask that your teacher/supervisor be notified you will not be there. (If you know a week or days in advance that you will not be available for your scheduled volunteer shift, please notify the teacher or staff person, or you may call the front office.)

■ **Honor the confidentiality of your position.** As a volunteer, you may be privy to information, both written and verbal, that is confidential in manner.
What does 'confidential' mean? It means that as a volunteer you may not disclose any information about a student or staff member (including anything pertaining to a student's work, grades, behavior, background or academic assistance provided) to

anyone, including a child's parent. The volunteer should always refer questions to the teacher. A good guide is to leave whatever you see or hear at the school.

■ **Share any concerns.** If you are made aware of information that you believe impacts the personal safety of a child, you are obligated to share the information with a person in authority, specifically the teacher or school principal. Your name will remain anonymous.

■ **Accept direction and supervision,** recognizing that you are a very important helper and a supplementary person who offers assistance and enrichment with your personal skill and competence.

■ **You are a role model** for children and teens. Therefore, language and comments in the school should always be appropriate for students to hear. Your appearance in dress and grooming should be appropriate for the setting. Your image is important.

■ **Telephone/Cell Phones** should be in your pocket, turned off or placed on silent mode. You may leave the school number in cases of emergencies. There are also phones available in the office if you need to make a personal call.

■ **Personal Items** Please do not bring items of value into the school as we do not have a secure location to keep them. Coats and bags may be kept in the classroom/location you are volunteering.

■ **Restrooms** are located in the office near the staff room. Please do not use student restrooms.

■ **Treat all students fairly,** equally, and positively. Understand and accept the students in terms of their own background and values.

■ **Discipline**

The volunteer is not responsible for disciplining students who misbehave. However, misbehavior should not be ignored or tolerated.

- Understand school and classroom disciplining guidelines.
- Ask the teacher how to report misbehavior.
- Remember to positively reinforce students for good behavior and conduct.

■ **Getting to know and help students**

Establish a good relationship with the students. This will take time and patience, and a friendly positive attitude will help.

- Learn the students' name, and the way they want it said and spelled.
- Make sure they know and can pronounce your name.
- Accept each student as a unique individual. Enjoy the differences in students and try to neither judge them nor impose your values on them.
- Listen to the students. Sometimes just talking about a problem will help a person feel better. By listening you show that you care.
- Build the student self-confidence. Praise honestly and frequently.

Attentiveness and effort can be as important as performance.

- Students make mistakes; let them know that making mistakes is a part of learning. Don't be afraid of making mistakes yourself.

■ Working with students in large groups

You can help the teacher work with large groups of students:

- Listen to the teacher's direction so you understand the task.
- Circulate and watch students. Sometimes they don't raise their hand when they need help.
- Find different ways to explain how to do a task.
- Give praise and encouragement; help students give their own answers.

■ Working with a small group of students

There are times when you may work on projects or a specific task.

- Ask for specific behavior and state expectations/goals clearly.
- Ask about modification/adaptations/enrichment.

■ Working with cooperative groups

- The ability for students to work together is important. Don't solve the social problems for them. You might guide them toward more effective skills to solve the problem for themselves.
- Help keep students on task by asking them questions or directing back to the problem.
- Try to involve students who seem left out or are not participating.
- Try not to give them the "answer".
- Be aware of group noise level, and its effect on others in the classroom.

Darrington School District- Volunteer Guidelines for Appropriate Locations, Behavior & Communications

At the Darrington School District, student safety is of primary importance. Our goal is to provide a safe and supportive work environment for students, staff and volunteers. To help ensure our students' safety and for your protection as a volunteer, please observe the following guidelines:

SAFE LOCATIONS

1. There should always be another volunteer, district employee or parent in the area where you are working with the student(s). If you are going to work alone with one or two students, always leave the door to the room OPEN, or stay in an open area to make sure you are always in plain sight. We require ALL volunteers to be in a supervised setting when working with student/s, meaning in the presence of a staff member or one other volunteer.

2. School volunteers are not allowed to meet with students at their homes, private or public location. When a student can't meet with tutors during school hours (or the

hour following school), arrangements must be made with the district volunteer coordinator for the student to meet the tutor at the Darrington Public Library. Meeting at the library is allowed **ONLY** if the parent is on site at the library for the duration of the meeting.

3. Please use the adult/staff rest rooms only.

4. Do NOT, under any circumstance, transport a child to or from school. It is against school policy to transport students to or from school. If you are concerned about a student's transportation, please notify the principal or school secretary.

SAFE VERBAL COMMUNICATIONS

1. To protect your privacy and that of the student(s), DO NOT ask for a student's address, phone number or email address. Likewise, do not share your address or phone number with a student. **Direct volunteer-student communication outside of the regularly scheduled tutor session is not allowed.** If you need to get a message to a student, you must do so by contacting the teacher, parent, volunteer coordinator or other staff member. Do not exchange information on social networks.

2. Your conversation should **demonstrate respect for others** and voice language that is not perceived as discriminatory, sexist or offensive. It is not appropriate to discuss your religious/political beliefs or engage a student in a conversation about his or her religious/political beliefs. Talk to all students in the same respectful manner.

3. It's best not to single out a student through favoritism or special privileges. Do not spend too much time with ONE student or groups of students. If you sense that a student may be developing a personal interest in you, please talk to the principal.

3. Do not make any request for affection, such as "give me a hug" or "come sit on my lap."

4. If a student shares anything with you that causes you **concern for his or her safety or health**, please TELL THE TEACHER, or PRINCIPAL.

SAFE TOUCH & PHYSICAL BOUNDARIES

A school volunteer must exercise conscious judgment in determining whether or not to touch students and under what conditions. Touching students carries a risk, as a volunteer can be accused of impropriety, unnecessary physical contact, or sexual harassment. Being alone with a student can prompt an allegation of intimacy. A finding of sexual harassment is just cause for disciplinary action and other consequences may include legal action and loss of volunteer privileges.

- ◆ NEVER touch a child in anger.

- ◆ Physical boundaries need to be respected. Give children and teenagers the physical space they need to be comfortable and at ease.

The best rule of thumb is to avoid any touching except on the shoulders, back and arms **WHEN APPROPRIATE**. As noted below, even 'safe' touch is questionable depending on the age, cultural and personal background of the student.

AGE OF THE STUDENT:

Grades Pre-K through 3: It is almost impossible to avoid physical contact with students of this age in a classroom or learning setting.

Grades 4-9: Students in this age group can be very conscious of their bodies. **The most numerous accusations of improper touching occur in this age range.** Students may view a touch on the shoulder or back as sexual in nature. They are extremely sensitive regarding remarks about their clothing and physical appearance. Trouble areas including patting knees, putting arms around shoulders, putting hands on the waist, or when a student says someone is "looking at me funny." Young students in this age range often complain of being touched on their backs.

Grades 10-12: Very little touching is acceptable in this age group. Also, please do NOT counsel troubled students in this age group, especially about sexual or romantic matters. If you have a concern for a student's wellbeing, please talk to the principal or teacher and share your concerns.

OTHER AREAS OF CAUTION

Some actions, even those with the best motive, can become common trouble areas so take extra precautions. Some examples:

- Do NOT ask an individual student to arrive early or stay late (for example, to be tutored, to set up or clean up) for a class, program, gym or other activity. (The district allows supervised volunteer situations only, meaning you must not be alone with a student. You need to be in the presence of another volunteer or a staff member.)
- Do NOT give a gift to a student, especially an expensive or personal gift. It is usually acceptable to give a small gift as a token or recognition for a job well done. (e.g., at the end of the school year after working with the same student or students, for passing a special test, etc.) Appropriate gifts are inexpensive and usually along the lines of stickers, pencils, a special notebook, etc. Before you give a gift, please discuss it with the teacher or staff member and get his/her approval.
- Use staff bathrooms located in the office. Do NOT use student bathrooms.

If you have any questions regarding safe locations, behaviors and touch, please talk with the building principals.

DARRINGTON SCHOOL DISTRICT POLICIES

Read and understand the following policies and procedures, found at <https://www.darringtonschools.org/school-board-policies> or request copies from the district office. Please note, in the context of volunteering, the word "staff" is interchangeable with the word "volunteer".

- 3210/5010 — Nondiscrimination/Nondiscrimination and Affirmative Action
- 3240 - Student Conduct
- 3241 — Discipline and Corrective Action
- 3207 — Prohibition of Harassment, Intimidation, and Bullying
- 4220 — Complaints Concerning Staff or Programs
- 3205 — Sexual Harassment of Students Prohibited
- 5253 — Maintaining Professional Staff Student Boundaries.

Key Points from Policies and Procedures

Non-Discrimination Policy 5010

The Darrington School District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding non-discrimination may be directed to: Tracy Franke, Title IX Affirmative Action Compliance Officer and Cindy Christoferson, ADA, Section 504 Coordinator. Both may be contacted at (360)436-1323. The Darrington School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Shawna Brown at (360)436-1140.

Prohibition of Harassment, Intimidation and Bullying Policy 3207

"Harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted, 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. 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. To report harassment or bullying, please contact Shawna Brown at (360)436-1140.

Sexual Harassment Policy 3205

Sexual harassment is unwelcome behavior or communication that is sexual in nature when: A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, **or** The conduct substantially interferes with a

student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

Pressuring a person for sexual favors, unwelcome touching of a sexual nature, writing graffiti of a sexual nature, distributing sexually explicit texts, e-mails, or pictures, making sexual jokes, rumors, or suggestive remarks, physical violence, including rape and sexual assault.

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Tracy Franke at (360)436-1323.

Maintaining Professional Staff/Student Boundaries Policy 5253

Darrington School District Board of Directors expects all staff members and volunteers to maintain exemplary professional, moral and ethical standards in their interactions with students. The interactions and relationships between staff members (and volunteers) will be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Staff members (and volunteers) will not intrude on a student physical and/or emotional boundaries.

Volunteers will Maintain Confidentiality:

- All information concerning students and teachers is strictly confidential and should not be shared with others. Keep ALL student information confidential, including scholastic and health records, test scores and grades, discipline and classroom behavior, and children's character traits.
 - Don't repeat stories and personal information that children share with you.
 - Share concerns with school staff only—not with the child's parents or others.
- Volunteers are restricted from taking images for personal use of students at school, school sponsored events or on field trips. Student images may not be posted on any social media, sent via email or distributed using other communication channels. If a volunteer is taking images for school-related use, appropriate district and school procedures must be followed.
- Federal law prohibits school districts from releasing student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Common Questions

What will be expected of me as a school volunteer?

The duties of your particular job will vary with the individual needs of the staff, teacher, and/or students with whom you work. Wherever you are placed, you are expected to be yourself—a warm, caring person who is a pleasant addition to any building in which you work. You should be reliable, flexible, and friendly.

How important is my commitment?

This is a very important part of your volunteer assignment. Before you agree to become a volunteer, mentor or partner, please be sure that you are going to be able to follow through on your commitment. The staff, teachers and students count on you to be there when you say you will. Irregular attendance negatively impacts the student.

What should I do if occasionally I can't come?

Sometimes things come up, and you just can't make it to your volunteer assignment. If you learn at the last minute that you are going to be absent or late, please call the school secretary and ask her to convey the message to the teacher or staff person.

You will be missed, but your call shows that you care. If you know ahead of time that you'll be absent (for instance, for a vacation or a pre-arranged appointment), please let the teacher or staff person know of your upcoming absence, or call the Volunteer Coordinator, who may be able to arrange for a substitute volunteer, if appropriate.

What should I do if I'm not happy with my placement?

Talk to someone about it . . . the teacher, the principal, or the volunteer coordinator. (If you're not happy, the student probably isn't either.) You may need a change of classroom, subject area or grade level. Maybe you feel you need more training and guidance. Please don't be shy about discussing this. It's important that you are happy as a volunteer, and we will always try to place you in just the right spot.

Who can I talk to if I have a problem?

If you're having a problem with the instructional program, or with a particular student or students, talk to the teacher. Together you can find ways to help solve the problem. If you're having a personality conflict with the teacher, talk to the principal. Most importantly, remember that you are not alone and there is always someone who can help you with any problems that arise.

Prohibition of Harassment, Intimidation, and Bullying

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. 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

This policy recognizes that 'harassment,' 'intimidation,' and 'bullying' are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors, however, this differentiation should not be considered part of the legal definition of these behaviors.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, 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 will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

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.

RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district

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

Chapter 28A.640, RCW Sexual Equality

Chapter 28A.642, RCW Discrimination Prohibition

Chapter 49.60, RCW – Washington State Law Against Discrimination

Chapter 181-87 WAC Professional certification — Acts of unprofessional conduct

Chapter 181-88 WAC Definitions of sexual misconduct, verbal and physical abuse - Mandatory disclosure — Prohibited agreements

Management Resources: 2019 - March 2019 - March Policy Issue
2015 - October Policy Issue

Adoption Date: 3.27.18
Darrington School District
Revised Dates: 5.28.19; 10.26.21

**COMPLETE THE
FOLLOWING FORMS
AND RETURN TO THE
SCHOOL OFFICE OR
DISTRICT OFFICE.**