



# Volunteer Handbook

MONROE SCHOOL DISTRICT

2021-2022 School Year



**MONROE SCHOOL DISTRICT**

## Monroe School District's Commitment to Every Student:

- 1. POWERFUL INSTRUCTION:** We will provide the instruction and programs to support all students in mastering essential skills and concepts. We believe in tailoring instruction to meet individual needs.
- 2. EQUITABLE ACCESS:** We will provide ALL students with the time, support and instruction needed to meet high standards. We believe in meeting every student at every level to help them achieve new heights.
- 3. HIGH EXPECTATIONS:** We will set high expectations for all students, challenging them to do their personal best. We believe high expectations result in high student achievement.

## In Monroe School District We Value and Foster:

- The individual strengths and passions of every student
- The individual needs of every student
- The necessary innovation to create educational choice
- The community's involvement in the learning process
- The reality that every student must graduate ready for college, careers, and life.

## VOLUNTEERS:

Thank you for your interest in volunteering with Monroe School District. District schools depend on volunteers and value their contributions. Your willingness to support the growth and development of our students is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create a safe and learning experience for students, staff, and volunteers.

## WHAT IS A VOLUNTEER:

A volunteer is an unsalaried person authorized by the School Board to perform volunteer services for the school district. A volunteer shall serve in such capacity without compensation or employee benefits of any type. All volunteers serve at the discretion of the Superintendent and building Principal without any expressed or implied privileges beyond those found in this handbook, and may be released from volunteering if so deemed by the Superintendent or designee.

## TYPES OF VOLUNTEERS:

**School Volunteer** – Individuals who provide volunteer service on school property. Samples of school volunteer roles:

- Classroom assistant
- Tutor or mentor
- Recess or lunchroom support

**Field Trip Volunteer** – Unlike school volunteers, volunteers who support field trips are entrusted with students. Field trip volunteer roles: (chaperone form, driver form?)

- Field trip chaperones
- Field trip drivers

**Special Event Volunteer** – A volunteer recruited to support a specific one-time event occurring during school or after normal school hours. This person has no unsupervised exposure or contact with children. Special event volunteers can provide logistical event support. They must remain in open and public settings always within unobstructed view staff or adult, and have an assigned staff or adult supervisor for the duration of the event.

**Visitor or Guest** – A visitor/guest is an unsalaried person who, with district approval, assists at a school on a non-regular or one-time basis or attends a school sponsored event or activity. This person has no unsupervised exposure or contact with children. Guests/visitor would typically be required to report their presence at the school office or other designated location, except for specific events such as athletics, performing arts, etc. Visitor/Guests must:

1. Be sponsored or approved by a school site or district employee
2. Sign in on the district approved "Visitor Sign-in Sheet" in the main office; and
3. Display a visitor identification badge, which they will surrender following the event or activity.

**Student Volunteer** – District K-12 students who volunteer at schools other than their assigned school are only required to check into the building office.

### **PURPOSE OF SCHOOL VOLUNTEER PROGRAMS:**

- ❖ To support academic achievement and district goals, to assist teachers in providing basic skills instruction, to enhance interpersonal experiences for students, and to assist school staff with support services
- ❖ To increase children's motivation for learning.
- ❖ To build an understanding of school programs among interested citizens and business/community organization partnerships.
- ❖ To strengthen school/parent/community relations through positive participation.
- ❖ To promote parent involvement by actively supporting and seeking collaboration with PTA, school/community advisory councils, and other parent groups.
- ❖ To enhance district educational programs, not to displace district employees.

### **WHO CAN BE A VOLUNTEER:**

An approved volunteer is defined as meeting the following requirements:

- ❖ An adult over the age of 18 years
- ❖ An individual approved by Monroe School District #103
- ❖ An individual selected for a specific activity

*(NOTE: No individual who refuses to submit to a criminal background check required by Board Policy 5005 may serve as a volunteer)*

## **VOLUNTEERS SHOULD BE:**

- ❖ Demonstrate patience, kindness, and a genuine interest in each student
- ❖ Find ways to establish a good rapport with students and teachers
- ❖ Encourage and support student success
- ❖ Accept each student and encourage the best for him/her
- ❖ Are fair, consistent, trustworthy and honest in their approach, attitude and interactions with students
- ❖ Should be reliable and flexible
- ❖ Understand and appreciative of the work of the school staff and the volunteer program

## **VOLUNTEERS ARE EXPECTED TO:**

- ❖ Have completed MSD volunteer application and be WATCH approved
- ❖ Sign in and out of the office and always wear an ID badge while on school grounds
- ❖ Wear appropriate attire
- ❖ Show respect for all students and staff
- ❖ Share concerns regarding students with school staff only
- ❖ Call the school if you are unable to attend a scheduled volunteer shift
- ❖ Leave all personal items (including cell phones) in a locked car or at home

## **WHAT CAN A VOLUNTEER DO:**

Volunteers may be used only in an auxiliary capacity under the direction and supervision of a staff member:

- ❖ In non-teaching duties not requiring instructional judgement or evaluation of students;
- ❖ For supervising study halls, long distance teaching areas used to facilitate instructional school-sponsored extracurricular activities;
- ❖ To assist with academic programs under a certificated teacher's immediate supervision;
- ❖ As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
- ❖ As supervisors, chaperones or sponsors for non-academic school activities.

## **WHAT VOLUNTEERS MAY NOT DO:**

Volunteers may not:

- ❖ Substitute for a member of the school staff;
- ❖ Establish instructional objectives or lesson plans;
- ❖ Impose, administer or enforce student discipline;
- ❖ Give medication; or
- ❖ Access confidential student records.

## **RESPONSIBILITIES OF VOLUNTEERS:**

- ❖ Understand and accept the students in terms of their own background and values.
- ❖ Support and supplement the instructional program of the classroom teacher.

- ❖ Communicate regularly with the teacher, librarians, or school volunteer coordinator via telephone or email.
- ❖ Be prompt, dependable, and regular in attendance
- ❖ Know and observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting, food and coffee privileges, pupil restroom and drink privileges, and inclement weather procedures).
- ❖ Discuss problems that arise with the teacher, librarians or school volunteer coordinator.
- ❖ Notify staff if a student confides to you about a situation. Staff will do reporting and follow-up.
- ❖ Leave personal concerns and pressures at home. Leave school problems at school.
- ❖ Respect confidentiality with relationship to school. Ensure that a child's work and behavior in school are held in confidence.
- ❖ Remember that you are acting as a role model for children, not only in how you interact with others at school, but who you are as a person.

### **AS A VOLUNTEER YOU WILL:**

- ❖ Meet in public spaces with students within the school setting. Do not meet with students behind closed doors or off campus.
- ❖ Refrain from initiating social activities outside the school setting.
- ❖ Refrain from initiating any conversations or correspondence of a private or personal nature with students.
- ❖ Refrain from engaging in social networking with students via Facebook, Instagram, Snapchat, Vine, Twitter, or other social networking websites.
- ❖ Refrain from sharing your personal phone or email information.
- ❖ Refrain from giving students gifts.
- ❖ Refrain from giving students inappropriate signs of affection such as front hugs, students sitting on lap, touching or patting on areas other than shoulders, upper back, arms or hands, or any other contact that causes a student to feel uncomfortable.

### **MAINTAIN STUDENT CONFIDENTIALITY**

Volunteers are required by federal law to keep all student information that they obtain while working as a volunteer for the district confidential. Student information includes all academic, medical and personal information. In addition, volunteers cannot take photos or share student work. Disclosure of student information by a volunteer is a violation of the **Family Education Rights and Privacy Act of 1974 (FERPA)** and may subject the volunteer and the district to civil liability.

### **REPORT SUSPECTED ABUSE OR NEGLECT**

State law provides that education professionals are mandated reporters of suspected child abuse. A volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it immediately to the teacher, school principal, or another school district employee.

## **HARASSMENT REPORTING**

Pursuant to Board Policy 3205 no person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Sexual harassment is behavior that is of a sexual nature and unwelcome. Adult-to-adult, adult-to-student, student-to-student or student-to-adult harassment is prohibited. If you believe you are a victim of harassment or violence, or have information about the harassment or violence of any adult or student, you must report it to the building administrator or staff contact.

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

Pursuant to Board Policy 3207, the board is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "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.

All volunteers are required to report to building administration any instances of harassment, intimidation, and bullying immediately.

## **RESPECTING CLASSROOM ACTIVITIES**

The time a volunteer spends in a classroom is important to the teacher and the students. Siblings are not to accompany parent volunteers in a classroom setting.

If you volunteer in your child's class, please do not engage your child's teacher in an impromptu conference while volunteering. You may schedule a teacher conference at any time throughout the year.

***Student Discipline*** is not a volunteer responsibility. When concerns about disciplining students occur, these concerns should be addressed to the classroom teacher or building administrator.

## **WORKING WITH STUDENT**

### **Effective Communication with Students**

Encouraging students with words and gestures can help them explore and understand. Let them know you hear, accept and respect what they have to say. Here are some tips to encourage student learning, encourage them to verbalize their learning and persevere through difficult or challenging problems and projects.

- A student's name is very important. Make sure you can say and spell it correctly. Make sure the student knows your name and can pronounce it correctly.
- LISTEN! Show that you are interested in them by listening to what they have to say.
- Treat individuals with respect and courtesy and expect the same in return.

- We all make mistakes. Assure students this is a part of the learning process.
- Build the student’s self-confidence. Give them frequent honest feedback and encouragement.
- Be patient. Give students ample time to complete a problem or understand a new concept or idea.
- Be reliable. Students will be disappointed when you are absent.

It is important for students to learn problem-solving skills in relation to their studies as well as real world application. Not giving them enough time to complete a problem or rushing to completion diminishes their own confidence as a learner. Here are some tips to support their learning and promote Questions of Inquiry.

- Can you tell me more about \_\_\_ (picture, project, story, homework assignment etc.)?
- I see that \_\_\_.
- I don’t understand. Could you give me an example?
- Is there another way to \_\_\_ (explain, read, solve)?

Positive statements greatly influence students’ attitudes about themselves and their work. However, “nice job” provides limited encouragement and direction to students. Try to keep comments timely, specific, and descriptive, not evaluative. If the assignment requires further work, offer to assist with clear direction. Here are some comments for providing positive feedback and encouragement to students.

- I can tell you worked really hard on that. Have you considered \_\_\_?
- That is a great observation.
- I like how focused you are on your work. Do you recall the assignment objective?
- You are improving your calculations with each math problem completed.
- Is there another way to \_\_\_ (explain, read, solve)?

## **Working with Students from Diverse Cultural Backgrounds**

***Students in Monroe School District come from many different families, cultures, and communities – each with its own set of values and beliefs. Our individual culture, beliefs, values, and behaviors seem natural as a part of who we are such that sometimes it is often challenging to understand others with unique traditions.***

Because of the many unique ethnic groups represented in Monroe Schools, children speak many different languages and have many varied beliefs and customs. Children from diverse cultures are acclimating – that is, living in both cultures. Each individual must honor the beliefs and habits of their culture of origin, while learning to respond to the beliefs and habits of the school culture. *Volunteers should be aware of the delicate balancing act students live every day.*

Cultural differences may affect a student’s background knowledge, learning style, behavior, and social skills. Specifically, you may experience cultural differences with regard to:

- Varying learning styles
- Eye contact
- Sense of time
- Effective discipline

- Student motivation
- Personal space and appropriate touch

## **CHAPERONE GUIDELINES**

School-sponsored field trips provide valuable experiences for students.

Chaperones are volunteers who agree to accompany and assist Monroe School District staff on school-sponsored field trips. Chaperones provide additional adult supervision and ensure a safe and well-supervised learning experience for students.

Students are expected to treat adult volunteers with a cooperative attitude, courtesy and respect. Teachers and school administrators are responsible for assigning specific duties for chaperones.

The following guidelines are specific to volunteers who agree to chaperone Monroe School District sponsored activities and are in addition to those previously outlines in this handbooks:

- Only Monroe School District students are allowed to participate in school-sponsored activities (siblings are not authorized to accompany a parent chaperone).
- All participating students must be assigned an adult chaperone.
- All chaperones must adhere to requirements provided by the Washington School Code, Monroe School District Board of Director’s policies, procedures and school rules.
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones will assist the teacher(s) in implementing all policies and rules governing student conduct.
- Chaperones are not authorized to administer medicine to students.
- Chaperones will report all incidents and disciplinary issues to school personnel in a timely manner.
- Chaperones will maintain student and adult confidentiality.
- Chaperones will take necessary and reasonable precautions to protect the student(s).

### ***Transportation:***

The Monroe School District shall provide transportation for all students and teachers. Students are required to use the transportation provided by the school district as part of the class activity. Chaperones are welcome to ride the bus if space allows. In some instances, chaperones may be asked to drive their own vehicle, at their own expense and liability.

### ***Chaperone Guidelines for Overnight Stays:***

In the event a chaperone volunteers for a field trip that is extended for overnight stays, provisions to ensure the safety and well-being of all participants shall include:

- School District personnel will be responsible for all decisions for the district school-related overnight stay, to include but not limited to chaperone assignment, group assignments, and room assignments.



- Chaperones for overnight trips must be fingerprint background checked and cleared prior to the date of the trip.
- A chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available.
- No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian or has been approved by the District Risk and Safety Officer.
- Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness and/or vehicle emergency.
- Chaperones will organize a system for communicating and performing student counts.

## **RIGHTS OF VOLUNTEERS**

### **Volunteers have the right to:**

- Know as much about the school as possible, including its policies, its staff, and its programs.
- Sound guidance and direction by someone who is experienced, informed, patient, thoughtful, and has the time to invest in giving guidance.

### **If you need help:**

If you need more instructions in order to perform a task, please ask the teacher or building administrator. Communicating with the teacher and principal helps to ensure that a volunteer's valuable time is well spent.

### **Termination/Reassignment of Volunteer Activity:**

Volunteers who are unable to continue serving in an assigned volunteer activity should notify the staff contact and school principal.

Individuals who do not meet appropriate requirements for volunteers working with children, as established by state law and the Monroe School District policy, will not be accepted into the program.

Falsification or omission on the registration form, which is a public document, is a criminal offense that can be prosecuted and may constitute grounds for dismissal.

Volunteering is a privilege, not a right. If at any time you do not adhere to our policies, procedures and/or expectations outlined in this handbook, you may be dismissed or reassigned. The District may, in its sole discretion, terminate a volunteer's services.

## Monroe School District Policies & Procedures:

- [Board Policy #3143: Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm](#)
- [Board Procedure #3143P: Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm](#)
  
- [Board Policy #3205: Sexual Harassment of Students Prohibited](#)
- [Board Procedure #3205P: Sexual Harassment of Students Prohibited](#)
  
- [Board Policy #3207: Prohibition of Harassment, Intimidation and Bullying](#)
- [Board Procedure 3207P: Prohibition of Harassment, Intimidation and Bullying](#)
  
- [Board Policy #3422: Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest](#)
- [Board Procedure #3422P: Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest](#)
  
- [Board Policy #5005: Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval](#)
- [Board Procedure #5005P: Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval](#)
  
- [Board Policy #5011: Sexual Harassment of District Staff Prohibited](#)
- [Board Procedure #5011P: Sexual Harassment of District Staff Prohibited](#)
  
- [Board Policy #5201: Drug-Free Schools, Community and Workplace](#)
  
- [Board Policy #5253: Maintaining Professional Staff / Student Boundaries](#)
- [Board Procedure #5253P: Maintaining Professional Staff / Student Boundaries](#)
  
- [Board Policy #5630: Volunteers](#)
- [Board Procedure #5630P: Volunteers](#)



### **Notice of Non-Discrimination**

The Monroe School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 program and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

#### **Title IX Coordinator:**

Greg Burns, [burnsg@monroe.wednet.edu](mailto:burnsg@monroe.wednet.edu), 360.804.2576

#### **Compliance Coordinator for 28A.640 and 28A.642 RCW:**

Human Resource Executive Director, *To Be Determined*, 260.804.2539

#### **Section 504/ADA Coordinator:**

David Paratore, [paratored@monroe.wednet.edu](mailto:paratored@monroe.wednet.edu), 360.804.2609

The Monroe 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 Kim Whitworth, [whitworthk@monroe.wednet.edu](mailto:whitworthk@monroe.wednet.edu), 360.804.2559.