

RIVERVIEW SCHOOL DISTRICT

VOLUNTEER HANDBOOK



Building Bridges to the Future

Guidelines and Expectations
for Volunteers



- ▶ Thank you for creating a volunteer application. The Riverview School District is pleased that you are choosing to devote time to students and their learning needs. The school district is fortunate to that you are interested in volunteering in our schools! Be sure to complete all the items in My Checklist to ensure your application status is complete.
- ▶ **Please be aware that your application can take up to two (2) weeks to process as the district is required to complete a Washington State criminal background check.**
- ▶ If approved, your status as a volunteer is in effect for a period of two (2) school years at which time you will receive notification from our office to update your application.
- ▶ This Volunteer Handbook has been developed to provide you with valuable information. We hope this information is helpful.
- ▶ Thank you again for your interest! Please call Stacy Cook at 425-844-4500 or email to volunteer@rsd407.org for more information about volunteering or for answers to any questions that you may have.

Policies and Procedures

- ▶ As part of this application process, you will be reviewing policies and procedures. Click each of the items in My Checklist. Read that information carefully. Then click Yes to affirm you understand and click Save Response to save that activity.
- ▶ These policies are important and do affect volunteer activities. Do not hesitate to contact us with questions.

2305 Electronic Resources	5020 Drug Free Schools
4005 Civility	6512 Infection Control
4010 Visitors	6512-1 Infectious Disease Control
4015 Dangerous Weapons	6580 Prohibition of Harassment, Intimidation and Bullying
4020 Use of Tobacco	6590 Sexual Harassment
4035 Complaints	



What Makes a Great 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 staff. A great volunteer:

- ▶ Is friendly, reliable and flexible
- ▶ Enjoys children
- ▶ Has a good professional attitude, interest and enthusiasm for working with young people
- ▶ Works cooperatively with school staff
- ▶ Recognizes that well-educated children are our greatest natural resource
- ▶ Feels a deep obligation as a citizen to support and help schools educate each child to his/her highest potential
- ▶ Already has or is willing to learn the skills that are needed to volunteer in schools
- ▶ Has talents that can enrich the school program
- ▶ Has time and a willingness to serve
- ▶ Understands and appreciates the work of the school staff and the volunteer program
- ▶ Helps the larger community understand the work occurring in the public schools



**VOLUNTEER
POWER!**

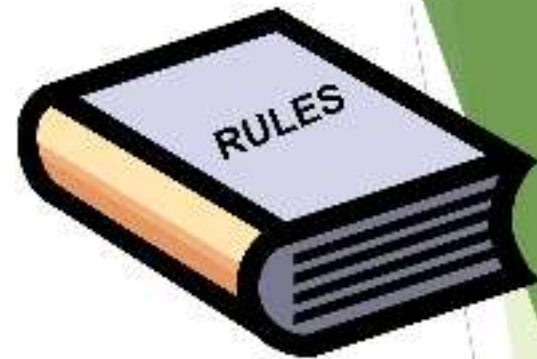
Ethical Expectations for our Volunteers

- ▶ All student and staff information remain confidential
- ▶ Professional dress
- ▶ Share concerns with the school staff only
- ▶ No smoking, nicotine substances, drugs or alcohol allowed on school grounds
- ▶ No weapons allowed on school grounds
- ▶ Does not use school equipment for personal use
- ▶ Show respect for all staff and students
- ▶ Personal religious or political beliefs are not to be shared



Volunteer Guidelines

Safe Communications



- ▶ Talk to all students in the same manner.
- ▶ Avoid sexist comments.
- ▶ Avoid sexual comments and innuendos.
- ▶ Safe interaction with students:
 - ▶ Treat all students in the same manner.
 - ▶ Maintain appropriate boundaries between adult and student.
 - ▶ If you sense that a student may be developing a personal interest in you-get help. See the principal immediately.
- ▶ Do not spend too much time with one student or group of students.
- ▶ Volunteer work should be performed under the direct supervision of a staff member. Avoid working alone with a student—a window or open door is important to be visible to others.

Volunteer Guidelines

Professional Conduct

- ▶ Safe touching: Touching is always an area of caution!
- ▶ Special circumstances may arise where touch may be necessary. Special education, nursing and coaching may require additional student contact for the health and hygiene needs of the student. Be clear (to yourself and the student) about when, where, why and how you are touching the student.
- ▶ Always wear an identification badge when in the school building.
- ▶ Do not provide your telephone number to any student and do not ask for the telephone number of any student.
- ▶ Do not provide your address to any student and do not ask for the address of any student.
- ▶ Do not email, text or Facebook with an individual student.
- ▶ Do not offer or agree to transport any student at any time.
- ▶ Do not give or receive gifts of any kind from a student.
- ▶ If working one-to-one with a student under the supervision of a staff member, always do so in a public area (i.e. hallway, classroom, library).



Confidentiality

- ▶ The ideal volunteer.....
- ▶ Respects the confidentiality of his or her relationship to the school
- ▶ Is careful to ensure that a child's work and behavior in school are held in confidence
- ▶ **Confidentiality is not only a legal responsibility; it is essential for the protection of students and families.**



More about Confidentiality...

- ▶ As working relationships develop with students, students will begin to trust you and may start to confide in you. You should take time to listen and show them that you care about them. However, do not make a promise you cannot keep. If a student reveals information relating to a possible abusive situation, let the student know that you care and are there to listen but that you are required to pass this information on to a teacher, counselor, social worker, or principal who can offer them help. There is also a chance that someone may already have insight into the situation, which could help you to understand and work better with a specific student.
- ▶ Federal and State law requires school districts to inform personnel who may be working with students and/or working with information regarding students, especially students with special needs, of laws regarding confidentiality. Confidentiality refers to the privacy of information regarding these students. There are very tight legal regulations regulating what information may be shared about a student. As a volunteer of the school district, you may have access to information, either verbally or on paper about students, which must be held in strictest confidence and privacy. This information may be essential for you to know in order to work more effectively with that particular individual. It is only for that purpose that this information is shared. This information is not to be shared with others outside of the classroom or school, as it is information that is private and personal, and of no business or concern to others. If you should share such information, it is considered a breach of confidentiality.
- ▶ Personal information about yourself should be shared only as it is relevant to the work you are doing with students. Avoid giving personal contact information such as your address, telephone and email address.

CONFIDENTIAL

Connecting with the School

A checklist for your first contact with the school as a volunteer

- _____ Get acquainted with the building office staff!
- _____ Make sure you know where to sign in and out and where to locate your volunteer badge.
- _____ Be sure you receive specific information from the school that will be helpful to you as a volunteer, e.g. emergency procedures, school rules.
- _____ Make sure you know at least one staff person to go to when you have questions, concerns or problems.



REMEMBER....

- ▶ Always discuss any problems or concerns with the principal, teacher or other appropriate staff member.
- ▶ Be sure to contact us if you have questions or need assistance.
- ▶ 425.844.4500
- ▶ volunteer@rsd407.org

Thank You!