

**WILLIAMS COUNTY SCHOOL
DISTRICT NUMBER 8**

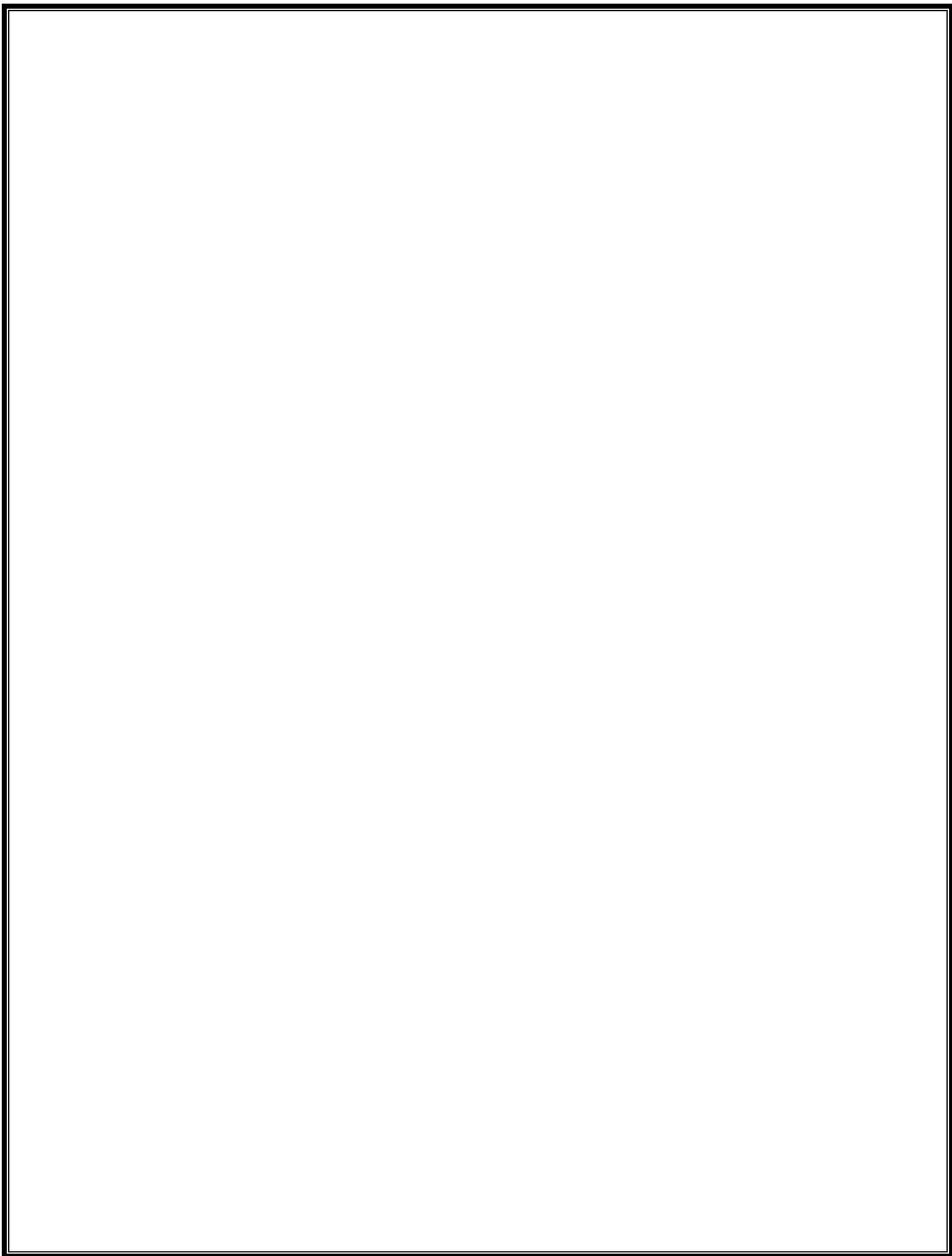
VOLUNTEER HANDBOOK

2018-19



"Volunteers are more than a pair of helping hands; they contribute to the social life of the school. They engage in the moral development of our children by teaching them that education is important and people are worth supporting with a donation of time."

~ Dan Brown



Volunteer Handbook Introduction

WCSD8 welcomes parents and community members to volunteer in our schools. The District recognizes the valuable contributions made by parents and community members who volunteer.

Everybody has skills and talents that are valuable to a student. Some of the ways you can contribute are to tutor or be a mentor, help students with homework, listen to children read, play educational games with students, assist with math or science, help on playground duty, monitor lunchrooms, share information about local history, support special projects, activities, or field trips, assist with after-school programs, help at athletic events, or become involved with school leadership by serving on committees.

Thank you for your interest in volunteering. We sincerely hope you have a rewarding experience.

Questions? Concerns? Let us know!

Please feel free to offer your feedback and experiences so we can better prepare materials and procedures for our volunteers. If you have any questions, comments or concerns, contact the building principals.

Procedure and Requirements

Volunteer Application Process:

1. Complete a Volunteer Registration and Volunteer Agreement forms.
2. Turn in Volunteer Registration and Volunteer Agreement forms to District Office.
3. Complete fingerprints process for a criminal background check at the District Office - (Please schedule an appointment)
4. Once background results are received, the completed Volunteer Registration/Volunteer Agreement form is sent to the building principal. (If the applicant is certified by the North Dakota Education Standards and Practice Board, and requirements for the certification include fingerprinting for a criminal background check, the District will waive the requirement for additional fingerprinting and criminal background check as long as the applicant maintains certification.)
5. Building Principal approves or denies request and contacts the volunteer.

Approved Volunteers Must:

1. Adhere to District sign-in/sign-out procedures
2. Wear appropriate attire for service and working with students
3. Wear a visible nametag at all times during service
4. Maintain communication with teacher/supervisor
5. Adhere to District policies and procedures

Check-in Procedures

All District volunteers are required to sign in and out at the front desk of their school every time they volunteer. This procedure helps us keep track of volunteer numbers and hours and also covers you under the district's worker's compensation plan while you are at the school.

Sign-in procedures should be explained to you prior to or on your first day as a volunteer. School office staff can answer any questions you have about the sign-in/sign-out procedures.

Identification

WCSD8 volunteers are required to wear a nametag or identification when in schools. Each school has different forms of volunteer nametags, and the school secretary can help you determine how to identify yourself. When filling out the nametag, use the name students and staff call you (i.e. "Mr. Jones", "Ms. Smith").

Dress Code

Dress in a manner that exceeds the cultural norm. Our goal is to provide a model to our students and parents of what professionalism is all about.

Men

- Dress shirts and dress pants (no cargo pants). Shirts must be tucked in.
- Clothes must be free of wrinkles (ironed or pressed).

- Shoes and socks should be conservative—no sandals or flip flops of any kind. Dress shoes and dress socks are preferred.
- Hats, of any kind, should not be worn indoors.

Women

- Dress on the conservative side. When in doubt, cover it up. Modesty is always key!
- Leggings, tights, yoga pants and spandex must be worn under clothing that cover to at least to mid-thigh.
- Skirts and dresses should be at least to mid-thigh.
- Clothes must be free of wrinkles (ironed or pressed).
- Shoes should be conservative. Dress shoes and stockings/tights/dress socks are preferred. Dress sandals are acceptable.
- Hats, of any kind, should not be worn indoors.

Additional Info on Dress Code:

1. **Look like a professional.** You represent the school District; dress far above what is expected of the students. The issue of whether faculty dress should exceed student dress code needs careful attention.
2. Hair should be a natural hair color. (Determined by Principal)
3. Every effort must be made to appear professional.
4. Tattoos need to be covered while on duty.
5. Inappropriate jewelry (including gauge earrings) need to be removed while on duty. (Determined by Principal)

If you know that you will be doing a lot of walking or outdoor work during your service, please remember to bring sufficient shoes and a jacket, as the school will not have extras to provide. Please dress for the weather conditions.

WCSD8 Board Policies

Volunteers should review the following policies before working with students in any school:

- Fingerprint and Criminal Background Investigations Policy DBAA
- Non-Discrimination and Anti-Harassment Policy AAC
- Tobacco Free Schools Policy ABBA
- Drugs and Alcohol-Free Workplace DEAA
- Acceptable Use Policy ACDA

Copies are attached for your convenience. Copies of all of the policies are also available at each school and on the District website, www.district8nd.com.

Fingerprint and Criminal Background Investigations

District policy DBAA requires all volunteers who will have **unsupervised contact with students** to pass a fingerprint background check. This policy helps ensure the safety of all District 8 students and is not intended to discriminate based on criminal history. Background checks do not include any financial information, such as credit history, taxes or income.

Any questions regarding your volunteer assignment or specific restrictions that will apply as a supervised volunteer may be directed to the administrator of the school at which you are volunteering.

Before you can begin to volunteer in an unsupervised capacity, you must complete the fingerprint background check, and the results must be received by the school district. To obtain the proper forms please contact the District Office, (701) 572-6359.

Professionalism

WCSD8 volunteers are never to gossip or make negative or disparaging comments about students, staff members, administration, parents, or members of the community. If you entertain or contribute to negative and toxic conversations, you are complicit in creating a negative culture within our schools. Creating a positive school culture depends on your refusal to participate in negative behavior. Any volunteer determined to have engaged in such conduct will be no longer be allowed to volunteer. Should you witness this behavior, you are obligated to report it to the building principal. All school related concerns must also be pursued exclusively through the building principal.

Professional Interaction with Students

1. Under no circumstances should you make derogatory, disparaging, defamatory, degrading, or insulting remarks about a student to anyone at any time.
2. Do not discuss students with anyone other than the relevant teacher and/or principal.
3. Issues of home or personal life are sacred... keep them private.
4. DO NOT use **sarcasm**.
5. Use of jokes and humor **must** be age and school appropriate.
6. Professional relationships must be maintained with the students. Avoid even the appearance of unprofessional conduct.
7. **Under no circumstances should students be left unsupervised.**

Special Volunteer Positions

Chaperone Guidelines

Often, the district seeks parents and community members to chaperone day or overnight field trips or other school related activities. To ensure a quality educational experience and the safety of children, there are certain guidelines that must be followed by district staff and volunteers.

The following guidelines apply to all chaperones

- Follow all District policies and procedures.
- All volunteers are subject to District Policy and Procedures.
- A school employee will serve as designated group leader, chaperones and volunteers take direction from the group leader.
- Student supervision is the primary concern; position yourself in a location where students can be clearly monitored. To be effective this requires changing positions as the situation dictates.
- **Students are never to be left unattended.**

The following guidelines apply to all chaperones or volunteers, on overnight trips

- Must have fingerprint-background check
- Must be at least 21 years of age
- Dress appropriately as you represent WCS D8
- Make certain students are on their best behavior
- All District policies and rules apply, including those prohibiting violence, tobacco and substance use, public displays of affection, and theft

After-School Programs and Outside Organizations

If you are a volunteer for an after-school program that serves students in WCS D8 as a coach, tutor, club sponsor, crowd control, and non-instructional supervision, you must adhere to board policies, including: activities handbook and/or coaches/sponsor handbook.

You must meet the screening requirements for WCS D8 before you may begin your volunteer service with students.

Parent/Teacher Organizations

- Parents are the strongest source of volunteers in our school district's PTOs. Volunteer work with these organizations does not necessarily fall under the requirements of other WCSD8 volunteer positions.
- If you only volunteer with a parent organization and do not have contact with students, you **do not** need to register as a WCSD8 volunteer.
- If you will have contact with students as a member of a parent organization, you **do** need to register as a WCSD8 volunteer.
- If you are a member of a parent organization and also volunteer in your child's classroom, you **do** need to register as a WCSD8 volunteer.
- If you are an extended family member and sometimes help with parent organization events, the same standards apply. If you will have contact with students, you **do** need to register as a WCSD8 volunteer.

Emergency Procedures in Case of Accident or Injury

- Make yourself aware of the location of emergency equipment and have emergency phone numbers readily available.
- Assess the situation: Check for vital signs, consciousness, numbness, etc., and move the student as little as possible, especially if a head or neck injury is suspected.
- Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- Notify: Notify your supervisor immediately.
- Report: Complete an injury report form immediately.

EMERGENCY PHONE NUMBERS

Ambulance	911
Fire	911
Law Enforcement	911 or (701) 577-7700
Poison Control	(800) 222-1222
District Office	(701) 572-6359
Garden Valley Elementary	(701) 826-4261
Round Prairie Elementary	(701) 875-4346
Missouri Ridge School	(701) 875-2041

Appropriate Physical Contact With Youth

Everyone has a different comfort level with physical contact and touch, and it's no different with students. Here are some safe-touch guidelines.

Safe touch:

- Child has control of touch
- Limit touching to avoid confusion

Appropriate touch:

- Shoulder-to-shoulder or side hugs
- Handshakes, high fives
- Get permission before touching

Inappropriate touch:

- Stroking the hair or head
- Piggyback rides
- Sitting on laps
- Full-frontal hugs
- Tickling, wrestling or any action that immobilizes or compromises the child's movements
- Contact with the child's private areas
- Any other action that could be construed to be sexual (massage, etc.)

Things to keep in mind:

- Do not exchange phone numbers or email with students.
- Do not exchange gifts with students.

Some students may be comfortable with touch and want to sit in your lap or give you a full-front hug. As the adult and role model, you are responsible for directing that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand the ways it is safe and appropriate for a non-relative adult to touch them.

WCSD8 Volunteer Registration

Thank you for your interest in volunteering with WCSD8. Please complete the registration form using ink. If you have any questions, please contact the District Office. Please submit the completed and signed form to the District Office.

Basic Information (required)

Name: _____ Email: _____

Address: _____ City, State: _____

Phone: _____ ZIP Code: _____

Are you over the age of 21? Yes No

CPR Certified? Yes No

First Aid Certified? Yes No

Emergency contact (Name, phone): _____

How are you affiliated with the school district?

Parent Other Relative Community member Volunteer through outside organization

If applicable, identify the outside organization you volunteer through:

Please specify organization: _____

Volunteer Preferences

Please check the school(s) in which you are interested in volunteering

Missouri Ridge School Garden Valley Elementary Round Prairie Elementary

Please check any areas of special interest(s)

Instructional

Classroom Library Tutoring
 Other(s) please specify _____

Non-Instructional

Breakfast/Lunch Recess Fieldtrips Awards
 Programs Committees (attendance, School Improvement)
 Clubs Sports Office/School (Bulletin Boards-school grounds)
 Other(s) please specify _____

WCSD8 Volunteer Agreement

Thank you for your interest in volunteering with WCSD8. Please read and sign the following confidentiality agreement that all volunteers and employees must submit to serve at WCSD8. If you have any questions, contact the school you will be volunteering in for more information. This form may be submitted with the Volunteer Registration Form at the District Office.

Students in WCSD8 have the right to expect that information about them will be kept confidential by all volunteers, student interns, practicum students and student job shadows observers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA").

You may not share information about a student with anyone other than your direct supervisor. Parents, friends, or community members may, in good faith, ask you questions about a student's problem or progress. You must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family. Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

Agreement

I, (print name) _____, as a volunteer for WCSD8 agree never to disclose any information about a student to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees.

I also acknowledge that I have received a copy of the Williams County School District #8 Volunteer Handbook. I understand that District policies and practices govern the expectations for volunteers. I understand that volunteers will be held accountable for reading and abiding by the Volunteer Handbook.

I understand that Williams County School District 8 reserves the right to revoke my volunteer status at any time.

Volunteer Signature

Date

(To Be Completed by District)

Background Completed: Yes No

Business Manager Signature

Date

Principal Approval: Yes No

Principal Signature

Date