

Plainfield Community School Corporation

Volunteer Handbook



Bringing joy to learning

Thank you for your interest in serving as a Plainfield Schools volunteer! Every day, Plainfield students and teachers benefit from the generosity of volunteers who share their time and talents. The countless tasks performed by volunteers are vital to the continued operation and success of our schools. Sharing your life experiences, technical know-how, and friendship with a young person can make a huge impact on their life, both today and in the future.

This Volunteer Handbook provides important information regarding how to sign up to be a volunteer, guidelines and responsibilities for all volunteers, and school safety procedures. At the end, we have included a space for you to indicate that you have read and agree to abide by our volunteer expectations.

ADMINISTRATION

Mr. Scott Olinger, Superintendent
Mr. Patrick Cooney, Assistant Superintendent
Mr. Jud Wolfe, Assistant Superintendent
Dr. Laura DeVecchio, Director of Student Learning
Mrs. Beth Shepperd, Director of Special Education
Mr. John Crum, Director of Technology

Mr. Mel Siefert, PHS Principal
Mrs. Kyle Tutterow, PCMS Principal
Mrs. Nicole Walker, Brentwood Elementary Principal
Mrs. Julie Thacker, Central Elementary Principal
Mrs. Marisa Donovan, Clarks Creek Elementary Principal
Mr. Ray Helmuth, Van Buren Elementary Principal
Dr. Mary Giesting, Director of the Imagination Lab
Ms. Jacki Rogers, Director of Little Quakers Academy

MISSION STATEMENT

Bringing Joy to Learning!

POLICIES & PROCEDURES

PCSC Volunteers are expected to:

- Register to volunteer through our online student registration process.
- Abide by the Volunteer Agreement as described in the Volunteer Handbook
- Complete the limited criminal history background check through Safe Visitor
- Adhere to the district's sign-in/sign-out procedures
- Wear appropriate attire when volunteering
- Wear a visible nametag at all times while volunteering
- Maintain communications with the volunteer supervisor
- Adhere to all PCSC policies

Absence and Punctuality

Volunteers are asked to commit to specific times and days, as teachers need to plan accordingly. If you are unable to volunteer when scheduled, or if you will be late, please let the teacher know as soon as possible to ensure that student needs are met.

Background Check

All Plainfield Community School volunteers are required to complete a limited criminal history background check. For those volunteers who attend overnight field trips, an extended background check must be completed. The extended background check costs \$35 which is to be paid by the volunteer.

Plainfield Community Schools reserves the right to run random background checks and to deny volunteer privileges as necessary. In general, persons convicted of a felony may not volunteer in our schools, although the Superintendent will make the final decision.

Cell Phones

Volunteers will follow school policy on personal communication devices. For more information, contact the Principal at the school where you are volunteering.

Children Not Registered at the School

Volunteers may not bring non-registered or non-school-aged children with them on volunteer assignments.

Confidentiality

Federal laws mandate the privacy of student information. As such, volunteers are expected to respect the confidentiality of all students, staff, and data.

Discipline

Student discipline is the responsibility of school staff, not volunteers. Any problems a volunteer might have with student behavior should be reported to the classroom teacher or building principal.

Dress Code

Volunteers are expected to dress in accordance with school standards. If you have questions about this, ask the school principal.

Protecting Our Students: Mandatory Reporting

School staff will help you follow proper procedures established by state law and School Board policies when dealing with the following concerns.

- If child abuse and/or neglect is suspected, **immediately** report your concerns to the building principal or report concerns **immediately** to the Department of Child Services (DCS) hotline: 800-800-5556.
- If a student talks about harming themselves or others, report the conversation **immediately** to school staff or report the incident to DCS **immediately**.
- School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property) must report the incident to a staff member **immediately**.
- Volunteers do not take pictures or videos of students without the appropriate staff permission.
- Volunteers do not email or contact students.
- Anti-Bullying Policy

Bullying is defined as:

1. Unwanted, aggressive behaviors that are repeated over time.

2. The behavior includes verbal or written communications, images or messages sent digitally, physical acts, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.
3. In addition, it is considered bullying if the actions towards a student create a hostile school environment that:
 - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. Has the effect of substantially interfering with the targeted student's academic performance;
 - d. Or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The bullying discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the same school corporation.

PCSC employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to school staff within 24 hours of when an incident was witnessed or when reliable information regarding the occurrence of an incident was received.

PCSC employees, volunteers or contracted service providers who promptly report an incident of harassment, intimidation or bullying, are protected against any legal actions arising from the incident.

Protecting Our Volunteers

For your safety, you should always remain in sight of school staff when working with students. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued. Avoid physical contact beyond handshakes and hands on shoulders.

Sign-in/Sign-Out Procedures

All volunteers must sign in at the school office each day that they are volunteering. Once signed in, volunteers will receive a volunteer badge which

must be worn at all times when acting as a volunteer with PCSC. At the end of their shift, volunteers must sign-out in the school office.

Standard Response Protocol (SRP)

The first responsibility of a volunteer is to tend to the safety of students in their care. PCSC has adopted the Standard Response Protocol (SRP) as a way to communicate actions that all school personnel must take for student safety.

SRP is action-based

- The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.
 1. **Lockout** is followed by the directive: “**Secure the Perimeter**” and is the protocol used to safeguard students and staff within the building when there is suspicious activity outside the school or nearby.
 2. **Lockdown** is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep students quiet and in place.
 3. **Evacuate** is always followed by a **location**, and is used to move students and staff from one location to a different location in or out of the building.
 4. **Shelter** is always followed by the **hazard** and a safety strategy and is the protocol for group and self-protection.
- The following SRP graphic is posted near every classroom door, and in all hallways, restrooms and public spaces.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

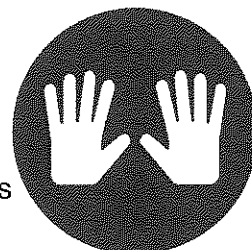
LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Check hallway
Lock classroom doors
Increase situational awareness
Business as usual
Take attendance



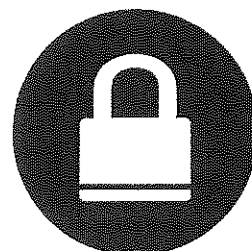
LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Check hallway
Lock classroom doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



SHELTER! HAZARD AND SAFETY STRATEGY.

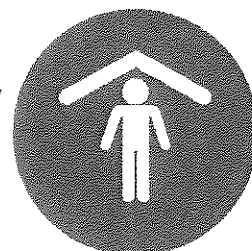
STUDENTS

Hazard
Tornado
Hazmat
Earthquake

Safety Strategy
Move to shelter area
Seal the room
Drop, cover and hold

TEACHER

Lead safety strategy
Take attendance



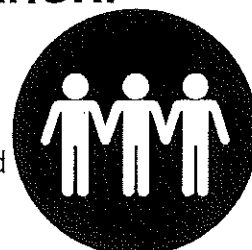
EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



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Frequently Asked Questions

I signed up to volunteer last school year. Do I need to sign up again?

PCSC requires limited background checks prior to your first volunteer experience, and we use a system called Safe Visitor. Through their service, each limited background check will expire after three years. You will receive notifications once you approach the expiration, so you can complete the process again for a seamless approval.

Please be sure to communicate with your child's teacher, letting them know of your interest in being a classroom volunteer.

While completing my child's online registration, I indicated that I would like to be a volunteer. Do I need to select yes for each of my children?

Yes, you will need to select yes for each child, but one background check will cover each student.

I have children at multiple schools. Do I need to complete the Volunteer Agreement for each student?

You only need to complete one volunteer agreement, regardless of how many children you have in school.

Where is the Volunteer Agreement located?

We prefer you complete the process during this online registration. However, if you do not have internet access, you may complete the process at your child's school.

Are my child's grandparents and other relatives allowed to volunteer?

Yes. The link to complete the Volunteer Agreement can be found on our website at <https://secure.safevisitorsolutions.com/Safe/Volunteer/plainfield2807/volunteer>

Will I be contacted to volunteer by other schools?

No. You will only be contacted to volunteer at schools where you have expressed an interest in helping.

My teacher knows when I come and everyone at the school knows me. Do I really have to sign in and out at the front desk every time I volunteer?

All visitors, including volunteers, must check in and out of all Plainfield schools during each visit. This is a vital part of our school safety plan.

How soon can I start volunteering after completing the Volunteer Agreement and limited background check?

All volunteer agreements will be processed as quickly as possible. You may begin volunteering once we receive notice that your limited background check has been approved.

For the 2019-2020 academic year, all volunteers are being required to update their limited background check. Because of this, we strongly encourage you to complete the process now in order to ensure that you are approved before the school year begins.

As always, classroom teachers have the final decision about how and when volunteers will be scheduled.

I have children who are not yet in school. May I bring them when I volunteer?

No. For their safety, and the safety of all students, children who are not students may not be in the building during the school day.

Who can I contact with more questions about the Volunteer Agreement?

Please contact your child's building principal with questions.