

VOLUNTEER

Handbook



Dear Volunteer,

On behalf of Marysville School District, I want to welcome you to our schools and thank you for your commitment to our students.



Our mission is to engage our community, inspire our students, and prepare our graduates. We cannot achieve this mission without the support and involvement of our entire community. Whether you read to a child, help prepare classroom materials, chaperone a field trip or lead an activity, you are contributing to our students' academic achievement.

Once again, thank you for sharing your time and energy with the students and staff of Marysville School District. I look forward to seeing you in our schools.

Warm regards,

Becky Berg, Ed.D.
Superintendent

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Marysville School District

Engage. Inspire. Prepare.

Engaging our Community

Inspiring our Students

Preparing our Graduates

STRATEGIC DIRECTIONS 2014 - 2018

Engaging our community in support of students by:

1. Fostering family involvement;
2. Cultivating collective responsibility among staff for each student;
3. Nurturing partnerships and community support.

Inspiring students to find their passion and pathway by:

4. Ensuring our students and staff have a growth mindset;
5. Embracing students' culture, language and uniqueness;
6. Empowering students to be active partners in their education.

Preparing graduates for economic and social realities by:

7. Building skills in critical thinking, creativity, collaboration, communication, and compassion in a technology-infused environment;
8. Equipping graduates for further education, career, and citizenship in our globally-connected communities.

Our Vision

Students of the Marysville School District are prepared for further education, technology, economic change and social realities because they

Think critically

Create and Innovate

Communicate effectively

Care compassionately.

Volunteer Program Goals

Volunteer programs in Marysville School District will:

- Provide a coordinated means of involvement that will help to raise student achievement;
- Enhance the learning experiences of students; and
- Create collaborative partnerships between schools and community members.

Volunteer Opportunities

Please note that the opportunities listed here may not be available at all schools.

Weekly/Long-Term Support

LITERACY TUTORING

Work one-on-one or with small groups of students, providing them with individualized attention to help them strengthen their reading skills.

MATH TUTORING

Work one-on-one or with small groups of students, providing them with individualized attention to help them strengthen their math skills. Improving math performance is a high priority for schools throughout the district.

CLASSROOM SUPPORT

Support classroom teachers in a variety of tasks, including small group work with students, materials preparation and field trips.

LUNCH BUDDIES

Serve as a positive adult role model as you eat lunch with your assigned student or students every week.

COACHING

Lead or support afterschool sports programs.

TRANSLATIONS/INTERPRETATIONS

Help schools communicate with non-English speaking families by translating documents and/or serving as an informal interpreter.

LIBRARY ASSISTANCE

Support the librarian with read-alouds, organization and other library tasks.

OFFICE SUPPORT

Work outside of the classroom, supporting school staff and teachers with a range of office tasks, including copies, assembling materials for distribution and preparing for school events.

AFTER-HOURS

Collect materials for class projects, collect soup labels and box tops, enlist businesses to donate to a school fundraiser, special projects, tape record a book, assist at school events in the evening, donate food for various events, and put together newsletters or the first-day packet.

SCHOOL AND DISTRICT ADVISORY COMMITTEES

Collaborate with school and district staff, parents and community members to support school and district initiatives.

One-Time/Short-Term Opportunities

SCHOOL EVENTS & ACTIVITIES

Sample events include:

- Family Math/Reading/Science/Fitness Nights
- School concerts and plays
- Book Fairs
- Cultural Days

JOB SHADOWING

Invite high school students to participate in a job shadow at your company, enabling the students to learn about professionalism and career options. Contact the Marysville School District Career & Guidance Counselor for more information.

PRESENTATIONS

Share your knowledge and skills with students during class presentations and assemblies and help create connections between what students are learning in school and the wider world.

SCHOOL BEAUTIFICATION

Periodic workdays focusing on indoor and outdoor beautification projects.

Volunteer Responsibilities

Volunteers will:

- Be prompt, dependable and reliable.
- Provide the volunteer coordinator with as much advanced notice as possible if unable to attend scheduled volunteer shift.
- Maintain confidentiality related to student behavior and work.
- Know and understand all regulations and procedures in assigned school (i.e., fire drills, emergency response, accident reporting, student restroom privileges, inclement weather procedures, etc.).
- Understand and acknowledge the learning styles, values, and backgrounds of all students.
- Serve as a positive role model in behavior, interactions and dress.
- Notify the volunteer coordinator if a student confides in the volunteer about an abusive situation. The appropriate staff person or people will manage the reporting and follow-up process.
- Discuss problems that arise with the appropriate teacher, staff person and/or volunteer coordinator.
- Communicate regularly with assigned teacher, staff person and/or volunteer coordinator via agreed upon communication methods.
- Serve as an assistant rather than a replacement.
- Seek a staff member if you witness actions that should be addressed. Do not take it upon yourself to correct a student.
- Do not give your child special treatment or extra attention when you are volunteering at school. Follow your child's cues about how much interaction he or she feels comfortable with. If your child is not comfortable with your presence at school, consider a behind-the-scenes role.
- Please show respect for the authority of school staff members and school administrators.

Building a Relationship with Students

Building a supportive relationship with students takes time. Consider these tips when volunteering with youth.

- Be patient when working with students. Give yourself time to find your niche.
- Names are important. Make sure you say and spell the student's name the way s/he wants it to be said and spelled. Likewise, make sure the student knows your name and can correctly pronounce it.
- Treat individuals with respect and courtesy and expect the same in return.
- Show you are interested in the student as a person by listening carefully to what they say and using caring words and actions.
- Encourage and support student success. Build self-confidence by praising the student honestly and frequently. Remember that attentiveness and effort can be as important as performance.
- Avoid making comparisons between students, between teachers and between schools.
- Be fair, consistent, trustworthy and honest in your approach, attitude and interactions with students.
- Students, staff and volunteers make mistakes. Reinforce for students that mistakes are a part of learning, and show that you are not afraid to make mistakes yourself.

Appropriate Interactions with Students

These guidelines are provided to volunteers in order to assist them in creating a safe working environment for themselves as well as for the students with whom they work.

LOCATION OF WORK WITH STUDENTS

The location where volunteers meet with students will vary depending on the task, the size of the student group and the needs of the staff member. However, in general, volunteers should attempt to meet in areas with limited distractions.

If a staff member asks you to work with a student or students in an empty room, leave the door open and sit in an area with the student(s) that is clearly visible to passers-by.

PHYSICAL CONTACT

It is natural for some students, particularly in the younger grades, to seek affection, attention and contact with volunteers. In contrast, culture, beliefs and personal history may cause other students to feel uncomfortable with physical contact and seek more physical space. All of these situations must be handled with respect and sensitivity.

Appropriate signs of affection

- Praise focused on effort, performance, etc. (rather than appearance);
- High-fives; and
- Side hugs: if a student approaches you for a front hug, carefully put your arm around his/her shoulder and turn it into a side hug.

Inappropriate signs of affection

- Front hugs;
- Allowing a student to sit on your lap;
- Touching or patting in areas other than the shoulders, upper back, arms or hands; and
- Any contact that causes a student to feel uncomfortable or unsafe.

Volunteer Checklist

- ✓ Complete a Volunteer Application form (available at all schools and the district office; good for two years) and undergo a Washington State Patrol Criminal History Request.
- ✓ Review Volunteer Handbook and Policy 3207 Prohibition of Harassment, Intimidation and Bullying
- ✓ Tour the school
- ✓ Meet with teacher/staff member with whom you will be volunteering
- ✓ Visit area of school in which you will be volunteering
- ✓ Review responsibilities and expectations with teacher/staff member
- ✓ Confirm date, time and location of volunteer session
- ✓ Sign in and out at the school's front desk in the volunteer hours log for every volunteer session
- ✓ While onsite, wear a visitor identification badge

Prohibition of Harassment, Intimidation and Bullying

Marysville School 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. These actions are forms of violence and may be direct or indirect.

Direct or identifiable actions may include:

- Tripping, shoving or physically harming another person;
- Verbal threats, name calling, racial slurs and insults; and/or
- Demanding money, property, or some service to be performed.

Indirect actions may be more difficult to detect and may include:

- Rejecting, excluding or isolating target(s);
- Humiliating target(s) in front of friends;
- Manipulating friends and relationships;
- Sending hurtful or threatening e-mails, text messages, instant messages or written notes;
- Blackmailing, terrorizing or posing dangerous dares; and/or
- Using the Internet to taunt or degrade a target and inviting others to join in posting humiliating notes or messages.

Any volunteer who observes, overhears or otherwise witnesses harassment, intimidation or bullying, or to whom such actions have been reported is urged to promptly make a report to any school staff member.

Reports of harassment, intimidation and bullying may be made verbally or in writing.

For questions or more information about the district's harassment, intimidation and bullying policy, please call 360-653-0877.

For emergency school closure information, visit www.flashalert.net