

Volunteer

HANDBOOK

Adams12 
Five Star Schools

www.adams12.org

Adams 12 Five Star Schools

Volunteers:

- recognize that well-educated children are our greatest natural resource
- are dependable
- have good health and moral character
- are willing to accept supervision and responsibility
- have talents that enrich the school program
- understand and appreciate the work of the school staff
- maintain confidentiality

Adams 12 
Five Star Schools

Human Resources

1500 E. 128th Ave.

Thornton, CO 80241

Phone: (720) 972-4071 Fax: (720) 972-4072

Welcome

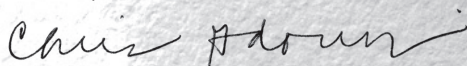
Dear Volunteer:

Thank you for your decision to contribute your valuable time and talents to your neighborhood schools and district. As a volunteer, you are part of an important team working for the success of our young people.

I hope you will find your volunteer time interesting, challenging and personally rewarding. In addition to the valuable service you contribute, I hope you'll get to know even more about your Five Star Schools. Others may look to you for answers to questions about your neighborhood schools. As a volunteer, you'll be able to put a face on the issues people want to know more about. Our goal is to operate in a transparent manner and the more you know about the schools and district, the more you'll be able to answer questions and share with us your insights.

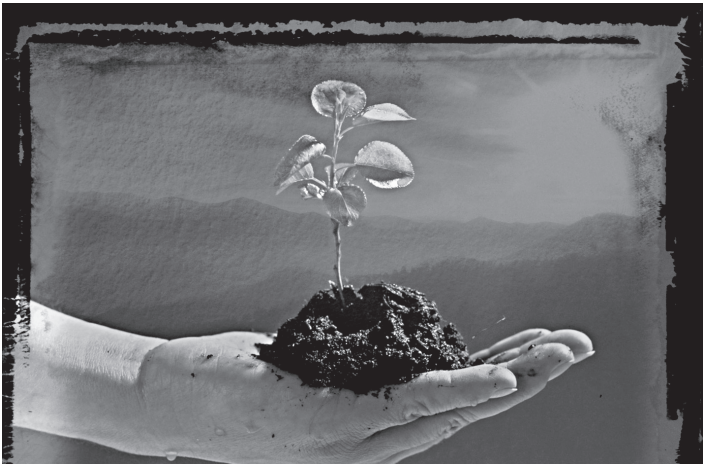
Your contributions to the lives of our students and community are invaluable. We are grateful to have a community of citizens of all ages that values the future of our kids.

Sincerely,

A handwritten signature in cursive script that reads "Chris Gdowski".

Chris Gdowski
Superintendent of Schools

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Volunteers Are Important

Volunteers are among the district's most valuable assets used to assist schools in providing the best possible education for each student. Volunteers help:

- to provide teachers with more time to work with students
- to enrich children's learning opportunities
- to provide individual attention to children who may need more one-on-one assistance than the classroom teacher is able to provide
- to promote a school/home/community partnership for quality education
- to assist teachers and support personnel in non-instructional tasks

Volunteer Opportunities

Adams 12 Five Star Schools offers a wide variety of volunteer opportunities based on what each school or department needs. Some jobs provide volunteers with a chance to work with children, while many other jobs focus on clerical or support functions. Each school's principal or superintendent's designee determines where volunteers are most helpful and what tasks are most needed. Here's a sample of some volunteer assignments:

Classroom Instructional Volunteer—Works directly with individual or small groups of students. Volunteers listen to students read, reinforce basic math skills or assist students with written assignments.

Classroom Assistance Volunteer—Works with a teacher and performs tasks such as putting up bulletin boards, correcting papers, preparing teaching aids and special learning materials, duplicating worksheets and other jobs which will provide the teacher with more time to plan for and teach students.

Office Clerical Assistant—Works with the school secretary and office staff to provide support and assistance with duties such as sorting mail, duplicating school newsletters and fliers, getting classroom supply orders ready for distribution to teachers, typing, answering phones and preparing bulletin boards for the office area.

Health Office Assistant—Works in the health office with the school nurse providing clerical assistance and helping with health screenings such as vision tests.

Library or Media Center Volunteer—Works with the teacher-librarian or media specialist by repairing and shelving books, doing clerical work or preparing bulletin boards and displays. Volunteers may also work with students helping them to locate and use library materials or assisting them with research projects.

Educational Support Center – The Educational Support Center offers volunteer opportunities in a variety of support departments such as the warehouse, mail room, print shop, front reception area and many offices.

Application Procedures

Authorization of Volunteer Participation:

Superintendent Policy Code: 8800 authorizes the use of volunteers when they perform duties on behalf of the school district as authorized by the principal, or by the superintendent's designee for services to be performed at the district level.

Volunteer Application and Screening:

All volunteers shall complete a volunteer application and be screened by the superintendent's designee prior to providing ongoing volunteer services. The district reserves the right to require background checks and/or fingerprinting of any current or prospective volunteers.

The principal or designee determines a volunteer's schedule, work location and duties. The principal also has the right to deny or revoke any person's volunteer status at any time. As a part of the application process, volunteers must submit two references who can speak to the applicant's skills, abilities and character. Specific legal information will also be requested regarding criminal charges, terminations or resignations in connection with any position in which you worked with children, and any allegations of immoral conduct affecting the health, safety or welfare of children.

Applications can be obtained from any Five Star District school or by calling (720) 972-4071.

Registration and Information:

Volunteers must:

- register their presence in school buildings by signing in and out
- fill out an emergency card, to be kept in the school's health office
- wear a volunteer name tag
- be informed of applicable district policies

It is important that our volunteers understand our district policies and guidelines.

District Policies

As a volunteer, you should be familiar with some important district policies. While we've included brief summaries below, we encourage you to read these policies in their entirety. You can find the full policies by visiting www.adams12.org/superintendent_policies. Simply search for a specific policy by code number. You can also request a paper copy from Human Resources, 720-972-4071.

Supervision of Volunteers

(Superintendent Policy Code: 8800)

School volunteers work during the regular school days under the supervision of the principal or designee. Volunteers at the Educational Support Center work under the supervision of the superintendent or designee. Volunteers shall complete a volunteer application and be screened prior to providing ongoing volunteer services.

Discipline

(Superintendent Policy Code: 8800)

Per Superintendent Policy 8800, "All volunteer activities shall be conducted under supervision of school or District staff."

Although students rarely have behavior problems while working with volunteers, our schools have detailed discipline plans. The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while working with a student.

Dismissal of Students

(Superintendent Policy Code: 5700)

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.

Dress and Behavior

(Superintendent Policy Code: 4100)

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine.

Volunteers, like school staff, set an example for students.

Volunteers' speech and behavior should serve as good models for students to follow.

Student Dress

(Superintendent Policy Code: 5060)

The following items are prohibited throughout the district: Spaghetti straps, tank tops and halter tops; transparent/mesh clothing; make-up that makes a student unidentifiable; exposed undergarments; pajamas and house slippers; shirts with revealing necklines or armholes; shirts hanging longer than the fingertips when arms are fully extended; hats, caps, or sunglasses worn indoors; gloves worn indoors; hairnets, bandanas, and du-rags; caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event); clothing or accessories that promote drugs, alcohol or tobacco either by brand or message; clothing or accessories with sexually suggestive language or messages; clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle); clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains; attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks,

badges, insignia, logos, belt buckles, colored shoe strings, and jewelry; trench coats and other like jackets capable of easily concealing weapons; clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; professional athletic team attire.

Since volunteers may not discipline students, please refer an offending student to a district employee.

HIV and Other Communicable Diseases

(Superintendent Policy Code: 4310)

Because of increases in the general population of HIV and other communicable diseases, the district has adopted "universal precautions," as recommended by the Center for Disease Control.

To safeguard students and adults, employees and volunteers should regard all body fluids as potentially infectious; avoid direct contact if possible; wear gloves; wash hands thoroughly; and report injuries to the nurse. Students are instructed not to touch blood or body fluids and to seek adults for assistance. For more information, consult the school nurse or health aide.

Student Records

(Superintendent Policy Code: 5300)

Access to student records is limited to:

- parents or legal guardians of students under age 18 who present proper identification;
- students age 18 and over who present proper identification;
- staff members, such as the principal, teachers, counselors, nurses and other personnel of the school district who have a legitimate interest in inspecting such records; and
- upon request from other schools, when a student graduates, transfers or withdraws.

Information may be released or may be denied to other third parties by parents, legal guardians and/or adult students.

Tobacco Use

(Superintendent Policy Code: 3740)

The use of tobacco products at any school-sponsored event or activity and on all Adams 12 Five Star Schools property, including all district buildings, district grounds, district-owned and leased vehicles and sites leased by the district is prohibited. This policy applies to employees, students, visitors and all other members of the public.

Nondiscrimination/Harassment

(Superintendent Policy Code: 8400)

The Board of Education is committed to a policy of nondiscrimination in relation to race; color; sex; religion; creed; national origin; age; marital status; sexual orientation and disability. District policies, programs and activities should foster a climate of inclusiveness, in which all individuals have the opportunity to participate. The district encourages positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.

Harassment is expressly prohibited throughout Adams 12 Five Star Schools. All persons associated with the school district are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Harassment may include, by way of example only:

- derogatory remarks
- demeaning comments or behavior
- mimicking
- graffiti
- gestures
- stalking
- bullying
- display or circulation of written materials
- jokes
- slurs
- name calling
- innuendo
- physical contact
- threatening
- restraining someone's movement

Grievance procedures are available to any person performing services on behalf of the school district, including volunteers. All matters involving harassment shall remain confidential, to the extent possible and provided by law. Filing of a grievance shall not reflect upon the individual's status, except in the case of knowingly making a false allegation. For guidance in use of this policy, contact the Office of Legal Services, 720-972-4005.

Use of Alcohol or Illegal Drugs

(Superintendent Policy Code: 4210)

The consumption of or being in an impaired state apparently caused by the use of alcoholic beverages while on the job or so as to affect job performance is grounds for disciplinary action. The district may require testing by an experienced, reputable laboratory for reasonable suspicion that one's use of alcohol or illegal drugs is affecting job performance.

Employee/Authorized Volunteer Protection

(Superintendent Policy Code: 4300)

The district has policies and procedures providing protection for employees and volunteers in the instance of assault upon, disorderly conduct toward, harassment of, the making knowingly of a false allegation of child abuse or any alleged criminal offense and/or damage to personal property directed toward a district employee or other person performing services on behalf of the school district, which occurs on school district property or while performing assigned duties. To initiate this process, the district employee or volunteer shall file a written complaint with the building principal.

For more information about the Five Star District's volunteer program, call Human Resources, 720-972-4071.