

D.C. Everest Area School District

EVERGREENS VOLUNTEER PROGRAM EXPECTATIONS AGREEMENT

As a new or continuing volunteer, you will have the support of a site volunteer coordinator or other staff as you carry out your volunteer assignment. In addition to this assistance, we are providing the following guidelines and commitments to outline expectations about your volunteering experience. Enjoy knowing your investment of time and interest is making a difference for DCE students!

To ensure your volunteer experience is positive and safe and expectations are clearly communicated please read the following summary of volunteer expectations.

PROVIDING A POSITIVE & MEANINGFUL VOLUNTEER EXPERIENCE

- Enjoy your experience! The students you are working with look forward to your time with them. You are providing a valuable service to the students and the District.
- Don't worry about making mistakes. We all make them.
- Complete the Criminal Background Check: Per D.C. Everest Area School District Board Policy 8102, volunteers must submit to a background check. This includes (but is not limited to) volunteer coaches, classroom help, community partners, chaperones, and other level 2 and 3 volunteer activities. The background check is built into the Volunteer Application found on the district website.
- Sign In and Out: Volunteers are expected to sign into the and out of the building when volunteering utilizing the Volunteer Tracker application at the school site volunteer kiosk or the Volunteer Tracker site using a mobile device.
- Identification: In an effort to increase safety and security, all volunteers need to wear a school-issued volunteer nametag at all times when in the building. Adults not wearing proper identification will be directed to the school office.

VOLUNTEER ASSIGNMENT

All volunteers must complete a volunteer application to view specific volunteer opportunities listed within the Volunteer Tracker application. Once approved:

- Level 1 Volunteer Engagement opportunities require a volunteer application, but do not require a criminal background check.
- Level 2 & 3 Volunteer Engagement opportunities require a volunteer application and require criminal background check. See Levels of Engagement chart on page _ or on the district volunteer website www.dce.k12.wi.us for detailed information.
- The staff member that you are working with provides daily tasks/assignments.
- Enjoy your time as a volunteer. You are appreciated and a valuable part of our district programming.
- Enjoy the students. Allow the teacher or administrator to handle student discipline issues. Please bring any discipline problems to the attention of the teacher. It is inappropriate for volunteers to discipline children verbally or any other way.
- Staff is great about providing clear directions. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
- Feel free to ask other teachers or volunteers for help when you need it. Everyone is happy to help.

STUDENT CONFIDENTIALITY, REPORTING AND BOUNDARIES

- I understand that in providing my services as a volunteer with DC Everest Schools I will respect the confidential nature of the knowledge I will gain concerning the academic performance, behavior and personal information of the students with whom I work. You may discuss concerns with the student's teacher or the school's volunteer leader. You may **not** discuss with other community members, volunteers, parents/family members or acquaintances.
- Students share all kinds of information, remember, all information concerning students is *strictly confidential* and should not be shared with others. All volunteers must adhere to the requirements of federal and state law regarding student and pupil records confidentiality as noted below.
 - It is not appropriate or permissible to repeat stories and personal information that students share with you.
 - Do not discuss children with who you work with staff members who do not work with the student or with community members.
 - If a student tells me something or I notice something that may indicate his/her safety is at risk or he/she is in emotional distress, I will report that information to my supervising teacher or a support staff member.
- I agree to not initiate contact with the students with whom I work or their families outside of the school or program setting to which I have been assigned.
- Protect privacy. For the students' safety and your own safety. Do not ask for students' addresses or phone numbers or "friend" them on social media and do not share your information with the students. Please do not take a photo of the student(s) you work with. Do not to engage with students on any social media site, email, texts, or take or show pictures on your phone or other media device.
- I agree not to engage with students off-site unless they are on a school authorized and sponsored field trip accompanied by DCE staff. I understand that I am not allowed to transport students in my personal vehicle at any time.

CONFIDENTIALITY OF STUDENT AND PUPIL RECORDS

- Federal and state law requires the District to protect the privacy of student and pupil records. The Family Education Rights and Privacy Act ("FERPA") is the federal law that is designed to protect the privacy of parents and students in educational institutions that receive federal funds. Wisconsin Statute § 118.125 is the state law that requires that all pupil records maintained by a public school be confidential except as provided in the statute.
- As a district volunteer, you may interact with students and have incidental access to information about a child's school performance and behavior. This information could constitute an educational or pupil record that must be treated confidentially.
- Only those individuals who have a "legitimate educational interest" in the educational or pupil record may be provided such information. You may not share information about a student even with others who may be genuinely interested in the student's welfare, such as a child's neighbor, scout leader or clergy member. You must refer all such inquiries to the student's teacher or principal.
- Unauthorized disclosure of confidential information by a volunteer who has access to student information by any means may result in the revocation of an individual's ability to volunteer with the District. It is imperative that any disclosure or use of student information be limited to approved, authorized use. If you believe you have impermissibly disclosed an educational record, notify the principal immediately.

COMMITMENT TO ANTI-RACISM, INCLUSION AND ALLIANCE TO ALL CHILDREN AND THEIR FAMILIES

- Be a positive role model for children and youth in attitude, behavior and language. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory, sexist, or offensive.
- Be respectful of children's diversity of culture, language, religion, and background. Don't assume that all students celebrate the same holidays (Christmas, Easter, Halloween, or even birthdays). Don't assume the make-up of a student's "family" (size, race, gender or financial resources). Practice correct pronunciation and spelling of students' names if they are unfamiliar. Show interest in students' cultures and learn more about those cultures.

COMMITMENT TO STUDENT, STAFF, SCHOOL SAFETY

- Complete the required application and background check in Volunteer Tracker
- Attend any available orientation and applicable training sessions.
- Dependability & Punctuality: Students, teachers and staff members rely on the services performed by volunteers. Please call the school or email the coordinating staff member if you are coming late, will be absent, or are unable to complete the volunteer assignment. Please arrive at least 10 minutes ahead of time for your volunteer service.
- Professionalism: Although the job is voluntary, the commitment is professional. Maintain an attitude of mutual respect and confidence. Become familiar with school and classroom policies and practices. Be flexible and willing to follow directions.
- Sign in and out upon arrival and departure according to school procedures. Wear your nametag for identification.
- Notify the teacher or principal if a student tells you something or you notice something that may indicate his/her safety is at risk or he/she is in emotional distress. Staff will do the necessary follow up.
- Follow "safe touch" suggestions. For everyone's safety, Volunteers do not initiate touching a student (pats on arm or back, or for younger children, hand-holding, hugs, or lap-sitting), however you may respond to student's initiation of appropriate touch.

PROHIBITED CONDUCT

- Never arrive to your volunteer assignment while under the influence of alcohol or drugs, or use alcohol, drugs or tobacco during your assignment.
- Never carry a weapon on school premises or other program sites. The District does not permit the possession or use of destructive devices (including explosives), firearms or other dangerous weapons (as defined by Wis. Stat. §948.61(1)(a) of any kind at any time. "District premises" shall include:
 - Any school or other building/facility that is owned, occupied or controlled by the District; on the grounds of a school or on other school premises; or at any District-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the District.

COMMITMENT TO SCHOOL AND CLASSROOM RULES AND REGULATIONS

- Follow the lead of school staff in appropriate dress and footwear. Different schools and after-school programs reflect varying levels of casual and business casual wear.
- Follow universally accepted norms regarding non-harassment and safe work-place rules and regulations.
- Communicate. Ask questions, share ideas, get to know the staff and other volunteers. Don't hesitate to call, leave a note, or ask for a meeting to discuss any problems or concerns that may arise. Every problem is solvable with respectful, honest communication.
- Support the work of the classroom teacher and school staff. The volunteer's role is one of assistance.
- Gifts for students are inappropriate. Don't bring gifts or food treats for individual students. With teacher or program coordinator approval, volunteers may bring snacks for the entire class or group, or they may make a donation of books or supplies for the class or group.
- Know and adhere to school district regulations regarding Internet use and social media.
- Silence cell phones during volunteer assignments.
- Fundraising, solicitation of donations, and using a volunteer placement for personal gain are prohibited.
- Promotion and/or solicitation on behalf of your own personal interests or those of your organization, political affiliation or business is not allowed.
- Ensure positive closure. If you plan on ending your volunteer involvement before the end of the agreed upon timeline, please notify your teacher and the volunteer coordinator. It is especially important when mentoring or tutoring. The student needs to be left with the clear message that you have enjoyed working with him/her.
- Concerns regarding a school volunteer's suitability to begin or continue volunteer service shall be addressed by district volunteer coordinator or the building principal, and as appropriate, in conjunction with the Human Resources Department.

If you have questions regarding district volunteer opportunities and/or expectations, please [contact Jennifer Golbach](#), D.C. Everest Volunteer Coordinator at (715)359-6561, extension 4326 or

As part of the online application process, you will be required to provide a signature confirming that you acknowledge reading and understanding this agreement and will follow the expectations and guidelines set forth.



**DCE EVERGREEN
VOLUNTEERS**