

Volunteer Expectations & Guidelines – Keep for your records

These pages outline the expectations and guidelines that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through Chimacum School District must take place with students on the school campus during school hours or at other authorized school activities only.

Working closely with the classroom teacher and school staff includes:

Follow and accept direction from school staff

Do not discuss school matters away from the classroom

Understand that evaluation of a student's learning can only be done by the teacher

Commit to working in a classroom to support and improve education for all students

Seek help from the teacher when you need additional information or instruction

Acknowledge that teachers are responsible for discipline in the classroom

Volunteers are expected to:

Sign in and wear an ID badge on school grounds at all time

Wear appropriate attire in accordance with school policy

Show respect for all staff and students

Share concerns regarding students with the school staff only

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone ringer while you are volunteering in the classroom and are discouraged from making personal calls (unless there is an emergency) while on the school campus.

Ground Rules for School District Facilities

No smoking (includes e-cigarettes) or tobacco allowed, including on athletic fields and in district vehicles

No weapons allowed

No drugs or alcohol allowed

Do not use school equipment for personal purposes

Do not administer any medications, prescription or nonprescription, to students

Maintain Student Confidentiality

Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. In fact, Federal Law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student's abilities in front of other students. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

Harassment at School

The Chimacum School District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold Chimacum School District Policy 6590 Harassment and Policy 3207 Prohibition of Harassment, Intimidation and Bullying Policy. Prior to volunteering, the district asks you to review each of these policies and procedures in detail on the district website at www.csd49.org under School Board Policies.

Maintaining Professional Staff/Student Boundaries

The Chimacum School District Policy #5253 Maintaining Professional Staff/Student Boundaries calls for volunteers to maintain the highest professional, moral and ethical standards in their interaction with students. Volunteers are required to review the policy and procedure in detail at www.csd49.org prior to volunteering.

General Guidelines for Safe Interaction with Students:

All interactions with students should be professional and focused on teaching and learning.

Do not:

- Take a student or students on private outings
- Initiate social activities with students
- Provide childcare for students
- Ask a student to babysit for your family
- Engage in Social Networking with students via Facebook, MySpace, Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries
- Take photos or videos of students and post them on social networking or personal websites

Communication

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, your administrator or supervisor

Do not:

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School

Volunteering will always be under the direct supervision of a staff member. Unsupervised access is not allowed unless the volunteer is an athletic volunteer who has passed an FBI Criminal History Background Check. Volunteers under the age of 19 are only allowed supervised access to students.

Gifts

In general, giving gifts to students is not encouraged. If gifts are provided, they should be of nominal value and/or identical for all students in the class.

Physical Contact with Students

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee

Transportation of Students in Private Vehicles

Chaperones who transport students in their personal vehicle must complete SBP 2320F-3 Approval for Use of Private Vehicle District form.