



Thank you for your interest in serving the educational needs of children across our community. As a Harrison School District Two volunteer, your time, energy and commitment are an invaluable asset to our students, teachers and schools.

Volunteer Orientation Manual

Welcome!

Harrison School District Two welcomes you as a partner in the education of our students. Thank you for the gifts of time and talent you are offering the children in our community as a school volunteer. Whether you are volunteering in a classroom, helping in a school library, working individually with students or performing office tasks, **you** make a difference in Harrison School District Two.

School is a wonderful place that is made even more outstanding when parents and community members dedicate themselves to their local school district by volunteering. Volunteering in Harrison School District Two provides many benefits to our students, school staff, community, as well as to you, our valued volunteer.

We are fortunate to enjoy strong community involvement in our schools. This support is vital to our continued success in preparing our young people to become productive members of society and lifelong learners. You are to be applauded for making a commitment to support children in our community by volunteering in Harrison School District Two. Thank you!

This School Volunteer Orientation Manual is intended to provide important background information for you as a Harrison School District Two volunteer. **Please take the time to review all sections of this manual before you begin your volunteer experience.** If you have any questions, please ask the front desk staff at your school or call the Communications Department at 719-538-1334 for more information.

District Goals:

- Recruit, develop and retain an effective teacher for every classroom in every school.
- Recruit, develop and retain an effective principal for every school.
- Improve educational technology in every school.
- Design a world-class curriculum.
- Establish a No Excuses district of accountability.

Quick Facts:

- The district includes 19 public schools
- More than 12,000 students attend Harrison School District
- The district covers 19 square miles and serves more than 30,000 residents

Sign In & Volunteer Identification

Every school requires volunteers to sign in via the front office software program and also check out with the front office before departure. Please sign in when you arrive at school and sign out when you leave. You may be asked to present picture identification, such as a valid driver's license. The front desk staff will issue badges to VIP volunteers. Please wear this identification at all times in the schools so you can be recognized as a volunteer and we ask that you please return it when you sign out.

Attendance

The work volunteers do is very important. Staff and students look forward to and depend on your volunteer assistance. Please make every effort to fulfill your volunteer obligations and to arrive on time. If you cannot attend a scheduled volunteer placement, please call the school as soon as possible so that other arrangements can be made for the work you were scheduled to do. If you wish to cease being a district volunteer, please notify your school or the Harrison School District Two Communications Department so that we can process your departure.



Volunteering in Harrison School District Two

Opportunities to make a difference.

Our volunteers represent many different ages, backgrounds, and interests. There are many ways to volunteer at Harrison School District Two.

You may have time to give each week, or maybe you only have time to volunteer for a particular event. In the course of your volunteer work, you may have a regular placement at one school, or you might prefer helping whenever and wherever you are needed, at any school in the district.

Whatever your needs as a volunteer, we can provide the right fit in Harrison School District Two.

Classroom Assistance

In addition to helping teachers with classroom preparation work, reading to students is an important part of the school day. Our

schools appreciate volunteers who are willing to practice reading skills with small groups or individual students. If you would like to help students with the essentials of their schoolwork, consider being a tutor for math or other subject areas. Many of our students would benefit from the guidance of a homework helper, tutor or mentor.

Special Assistance Areas

Consider volunteering in the school library, where you may assist students and staff alike. If you have clerical skills, our school offices need volunteers for general tasks as well as specific projects. There are also opportunities to serve on a district or school committee, or share your talents, career insight and international perspectives with students by giving a classroom presentation.

Events

Special events in Harrison School District Two schools require the efforts of many individuals to make them successful. Each of our schools offer activities before and after school to include literacy nights, Bingo for Books events, school dances, etc. There are also many special community functions throughout the year to include our stakeholder and community luncheons and volunteer recognition event. Perhaps you would like to support our Harrison School District Two athletic teams or extracurricular activities as a volunteer. Field trips offer the opportunity for volunteers to serve as chaperones.

Becoming a Volunteer

All Harrison School District Two volunteers are required to register with the district before they begin working in our schools. Everyone must complete the registration process, which involves completing the Volunteer Application online at www.hsd2.org. Please use this volunteer manual as a reference for your general questions and anticipate more specific training at your placement.

provided) when they are cleared to proceed with the fingerprint check process. All fingerprinting is done at the District Office located at 1060 Harrison Road.

To ensure the safety of our students, individuals are accepted into the Harrison School District Two Volunteer Program after the entire screening process is complete and has been processed in the Communications Department. Once you have

During the first two months of school the volunteer screening process may take longer due to the high number of applications being submitted. Your patience is appreciated! If you have questions or concerns, give us a call at 719-538-1334 or stop by your school's front desk to inquire about the Volunteer Program.



Each online applicant is screened and a criminal background and fingerprint check is performed. Applicants will be notified by email (or telephone if an email address is not

been accepted into the Volunteer Program, the school or department you wish to volunteer in will be notified and your name will be added to the school's Volunteer list.

Health & Safety

We want to ensure that you are safe and secure in all our school facilities. Be sure that you receive proper training on any office equipment or other tools that you will be using in the course of your volunteer time. Also, be sure you are familiar with the school's emergency policies and procedures. Each school regularly practices evacuation and lockout procedures. In addition, each school has emergency procedures in the event of accidents, bomb threats, fire, flood, and other natural disasters, power outages, vandalism and other emergencies. Please ask your classroom teacher or office staff to familiarize you with the particular procedures in your assigned area.

While you are volunteering, do not administer medications of any kind. Do not give food to students. Some students in our schools have severe food or environmental allergies. The district maintains a policy to address this health concern. If you have questions about how this impacts your volunteer service, please ask your classroom teacher, school nurse or principal.

Maintaining Professional Boundaries

All staff, students, volunteers, and community members play an important role in protecting children from inappropriate conduct by adults.

In a professional staff/student or volunteer/student relationship, adults are expected to maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

Students, parents, and volunteers are strongly encouraged to notify the principal or other administrator if they believe a teacher or staff member may be engaging in inappropriate conduct.

Descriptions of acceptable and unacceptable conduct are contained in the Harrison School District Board Policies and Procedures available at www.hsd2.org.

Confidentiality

One of the most important responsibilities of being a school volunteer is to hold personal information about students in the strictest confidence. In the course of volunteering you may see, hear or otherwise encounter personal, academic or medical information about students and their families. You may be told this information by a teacher or a student, you may observe it through your service or you may be asked to assist in the grading or assessment process. Regardless of how personal information about a particular child or family comes to you, note that this information is confidential. It is never to be shared with other volunteers, acquaintances from the community or other students.

Mandatory Reporting

If, in the course of your volunteer work with a child, you become aware that a student has suffered abuse, neglect, endangerment or exploitation of any kind by any student or adult, bring your concern to the immediate attention of the teacher, school counselor, or principal. School employees are required by law to report acts of abuse to the proper authorities. Additionally, they need to know if any students are involved in dangerous or illegal activities so that they may intervene as soon as possible to keep the school community safe.

Harassment

Harrison School District is committed to maintaining a safe, respectful and secure learning environment for all students. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians is prohibited. Harassment,

intimidation or bullying can be:

- Written, verbal or physical
- Slurs, rumors, name-calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing
- Based on race, color, religion, ancestry, national origin, gender, socioeconomic status, sexual orientation, academic ability or mental, sensory or physical disability

While volunteering, carefully examine your own words and actions to be sure you are not engaging in harassment, intimidation or bullying. If you feel that you, a student or staff member has been the victim of harassment of any kind, notify an administrator immediately so that the situation can be addressed.

Diversity

Harrison School District schools are filled with children who are diverse in many ways. When you are volunteering in our classrooms, please be mindful and respectful of the differences that make each of us unique. Diversity may take many forms, including race, color, religion, ancestry, national origin, gender, socioeconomic status, sexual orientation, academic ability or mental, sensory or physical disability. In your words and in your actions, be sensitive to diversity of all kinds.

Interacting with Students

Use the following guidelines to help ensure appropriate volunteer-student interaction:

- Be sure that you are dressed neatly and appropriately, being mindful of any bending, leaning over and stretching that may be required in the course of your volunteer placement.

- Adhere to all school rules while volunteering. This means you may not smoke, and may not possess weapons, drugs, or alcohol on school grounds.
- Remember that many teachers establish discipline and reward systems in the classroom. It is your responsibility to follow this system. If you have concerns about discipline or rewards, discuss this with the classroom teacher privately and/or your building administrator.
- Limit physical contact to brief shows of support or praise.
- When talking to students and giving attention to students be sure to treat all students in the same way.
- Do not make sexist or sexual comments and avoid innuendo.
- Avoid being alone with a student. If you are asked to provide individualized assistance to a student, be visible and in an open location.
- Complete all volunteer activities within the designated time-frame.
- Do not provide your phone number or address to any student and do not ask for the phone number or address of any student.
- Do not give gifts to or receive gifts from students.
- As a school volunteer, do not transport students at anytime.
- Be sure to maintain student confidentiality at all times.
- Only use restrooms reserved for adults.

If you have any questions, please contact us at 719-538-1334.

Harrison School District 2
1060 Harrison Road
Colorado Springs, CO 80905
www.hsd2.org