

# NEW PALESTINE COMMUNITY SCHOOLS

## Volunteer Handbook



--In Pursuit of Excellence--  
2024-2025

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# GENERAL INFORMATION

## INTRODUCTION

Welcome to the New Palestine Community Schools (“NPCS” or Corporation). We hope that you will find volunteering with the school system rewarding. We are proud of our reputation in the area as a leader in education, which has been earned as a result of many years of high expectations and high standards in education and service to the community. Your commitment to volunteering makes you a part of a well-respected team in which everyone plays an important role in the success of the NPCS.

This Volunteer Handbook outlines our current personnel policies. It is designed to be a reference and does not address all issues or have all of the answers.

If you have any questions about the information provided in this Handbook, please speak with the building administrator or contact the Human Resources Department.

Please note that the information contained in this Handbook does not and is not intended to create a contract of employment or employment benefits. It does not create any express or implied contractual rights or give any basis for any cause of action. The New Palestine Community Schools has the right to interpret, modify or deviate from this Handbook at any time and at its sole discretion.

## POLICY AND PROCEDURES

Volunteers should be familiar with all School Board Policies and administrative procedures. The following summaries include links to School Board Policies where applicable. The full listing of School Board Policies may be found on the Corporation website under “School Board”.

### EQUAL OPPORTUNITY [NPCS Policy A100](#)

The New Palestine Community Schools does not discriminate on the basis of race, color, national origin, sex, gender, age, religion, genetic information or disability in its educational programs or employment practices.

If a person believes that s/he has been discriminated against or denied equal opportunity or access to the Corporation’s programs, activities, or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following personnel are the designated contact persons for complaint proceedings:

Title VI Coordinator (Race, color, national origin) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463	Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463
Section 504 Coordinator (Disability) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463	Non-discrimination Coordinator (All other forms) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: (312) 730-1530, Fax: (312) 730-1576; TDD: 877-521-2172; E-mail [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov); Web: <http://www.ed.gov/ocr>.

## **NON-DISCRIMINATION & ANTI-HARASSMENT** [NPCS Policy A100](#)

NPCS does not discriminate or tolerate harassment. All students, administrators, teachers, support personnel, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Corporation has designated certain employee(s) as coordinators of non-discrimination and anti-harassment. The identity and contact information for these employee(s) are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an individual's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

<p>Title VI Coordinator (Race, color, national origin) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463</p>	<p>Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463</p>
<p>Section 504 Coordinator (Disability) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463</p>	<p>Non-discrimination Coordinator (All other forms) Mrs. Katy Eastes, Assistant Superintendent keastes@newpal.k12.in.us 317-861-4463</p>

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

Any Corporation volunteer who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) days.

## **FAIR LABOR STANDARDS ACT**

The FLSA requires that non-exempt employees must be compensated for all hours they are required or permitted to work. Thus, even though employees volunteer to work beyond their normally scheduled hours, the employer must compensate employees for those hours worked.

An individual is considered to be a volunteer only if the following conditions are met:

- A. Services are performed for which no compensation is received beyond expenses of a nominal fee; and
- B. Services rendered are not the same type of services that the individual is employed to perform for the school employer.

Example: A custodial employee wishing to volunteer as a lay coach for a sports team. This individual is not considered an employee while volunteering.

## **BACKGROUND CHECKS AND MANDATORY REPORTING** [NPCS Policy D325](#)

All volunteers of the NPCCS are required to complete one of the following, depending on volunteer type:

- Regularly scheduled volunteers (volunteer coaches, club sponsors, and anyone else working with children in an unsupervised or school-external setting): An Expanded Criminal History Check and Expanded Child Protection Index (ECPI) Check at the time of hire, and then once every five (5) years.
- Occasional volunteers (working with children in a supervised school setting): Parent background check, and then once every three (3) years.

Volunteers are required to report his/her arrest or the filing of criminal charges against the volunteer; any substantiated report of child abuse or neglect, and conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence. The Superintendent or designee shall review each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued volunteering.

Failure to timely complete the Expanded Criminal History Check, ECPI Check or report criminal arrests and charges under this policy may result in removal from the approved volunteer list.

## **DRUG-FREE WORKPLACE** [NPCS Policy D275](#)

The unlawful possession, use, and/or distribution of drugs or alcoholic beverages on the school premises or as part of any of its activities is prohibited. Being under the influence of drugs or alcoholic beverages on the school premises or as part of any of its activities is also prohibited.

## **TOBACCO-FREE WORKPLACE** [NPCS Policy A250](#)

The NPCCS prohibits the use of tobacco in any form and the use of e-cigarettes or “vaping” in any building owned or leased by the Corporation, on Corporation property, or in Corporation owned or operated vehicles.

## **CONFIDENTIALITY**

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through volunteering is an act of prohibited conduct. Any information concerning a student or employees’ family, financial condition, or personal situations is strictly confidential and must not be shared.

## **USE OF SCHOOL DISTRICT PROPERTY AND MATERIALS**

All NPCCS property including buildings, vehicles, equipment, office supplies, and materials is intended for school district business only. Any misuse of NPCCS property and/or materials may result in revocation of the volunteer’s status/privileges.

## **INTERNET AND TECHNOLOGY RESPONSIBLE USE** [NPCS Policy A300](#)

NPCCS maintains computers for student instruction and school administrative functions. In some cases volunteers have a direct need to use school computers for school related business. Users should not expect that the files stored on school-based computers will always be private. Internet activities will be monitored by the Corporation to guard against the access of inappropriate sites.

Volunteers shall not communicate with students utilizing personal technology. Volunteers shall not view or allow students to view or have access to inappropriate Internet sites at any time, including while on school sponsored field trips or extra-curricular activities.

Volunteers' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment. Social media use should be in a manner sensitive to the Student Code of Conduct and the volunteers' responsibilities.

## **STANDARD OF CARE AND SUPERVISION OF STUDENTS** [NPCS Policy D200](#)

All NPCS volunteers shall uphold the highest standards for supervision, control, and protection of students commensurate with their assigned duties and responsibilities. All volunteers shall establish and maintain professional boundaries with students that are consistent with their legal, professional, and ethical duty of care for students. Further, volunteers shall not communicate with students by any electronic means except on School-approved applications for educational purposes. Communications exchanged via any electronic platform shall not be deleted unless first uploaded to the School's data management system.

## **SAFETY**

The following general safety practices have been established.

### **GUIDELINES**

- Inspect your work area before you start working and report hazards, accidents or incidents to your supervisor.
- Keep aisles and fire exits clear at all times.
- Clean your work area as you work and if spills or other hazards occur that could lead to an accident.
- Provide suggestions on how to improve safety and participate in safety training.
- Use tools only for their designed purpose. Never tamper or remove any warning sign or interfere with any form of safety/protective device provided.
- Only operate machines and/or equipment if you are trained and authorized to do so. If you are not sure you thoroughly understand the job, ask your supervisor for help.
- Personal protective equipment may be required for certain jobs (e.g., gloves, safety footwear, eye protection, etc.).
- You are the best judge of what you can lift. Never try to lift what you know you can't.
- Read and be familiar with the label on every container of material you handle to ensure you understand how to protect yourself from chemical hazards.

### **STANDARD RESPONSE PROTOCOL**

This is the standardized Corporation terminology for safety procedures:

- Hold - This protocol should be used when the building is being used as a shelter.
- Secure - This protocol should be used when people outside of the building need to be moved inside the building in response to an exterior threat.
- Lockdown - This protocol should be used to secure the building against an imminent man-made threat.
- Evacuation - This protocol should be used when people inside of a building need to move outside of the building in response to an interior threat.
- Shelter - This protocol should be used when there is a tornado or earthquake.
- Media Protocol - This protocol is for dealing with the media.

### **GENERAL EMERGENCY EVACUATION PROCEDURES**

1. Recognize the emergency evacuation signal. This will be an audible alarm, or an announcement signaling an evacuation.
2. Know the location of emergency exits in your area. Evacuate your work area through the nearest emergency exit. Remember to always know the alternate route planned in case the primary route is blocked.
3. Remain in the staging area until you are notified to do otherwise. It is important for everyone to stay accounted for during a time of emergency.
4. Evacuation protocols are posted in classrooms
5. Rely on your instincts to protect yourself and your students

## **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT** [NPCS Policy A225](#)

The New Palestine Community Schools is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of suspected cases of child abuse and neglect in accordance with law.

If a volunteer has reason to believe that a student is the victim of child abuse or neglect, that volunteer shall either immediately contact a school administrator, or immediately make an oral report to the Department of Child Services (DCS) at 1-800-800-5556 or to local law enforcement. After the report is made, the volunteer shall immediately notify the building administrator if the building administrator was not with the volunteer when the report to DCS or law enforcement was made. If appropriate, the building administrator may also immediately report to the Superintendent or designee utilizing the [Report of Suspected Child Abuse or Neglect form](#).

Information concerning alleged child abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

Per Indiana Code 31-33-22-1, knowingly failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 6 months in jail and up to a \$1,000 fine.

## **REPORTING ACCIDENTS**

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students, employees, and volunteers of this Corporation. To that end, and so that legitimate employee and rostered volunteers' claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury to a student, an employee of the Corporation, or a visitor to the schools must be reported promptly. Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be needed.

An injured coach or club sponsor should call 911 or use the Rave Panic Button in the case of a medical emergency. Otherwise, they must call the 24/7 Work Comp Nurse Triage Line as soon as possible (855-262-9879) to report their injury.

An injured visitor, or the employee or volunteer responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **BLOODBORNE PATHOGENS**

Designated volunteers will be provided with proper training in universal precautions against exposure and/or contamination. NPCS will also provide designated volunteers with appropriate protective supplies and equipment.

### **EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS**

All school volunteers should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

Volunteers must adhere to the proper procedures for reporting, evaluating and following up to any and all incidents of exposure. All records that are required to be maintained will be maintained by Human Resources.

## FIREARMS, WEAPONS AND DESTRUCTIVE DEVICES [NPCS Policy A200](#)

No volunteer in the scope of his or her work may possess a firearm, ammunition, or other dangerous weapon in or on school property, in or on property that is being used by a school for a school function, on a school bus, or in a motor vehicle that is owned, leased, or controlled by the Corporation. The Superintendent will report a volunteer who violates this policy to law enforcement officials. The volunteer may be subject to revocation of volunteer status/privileges.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.

## OUTSIDE ACTIVITIES

Volunteers should avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten a volunteer's effectiveness within the Corporation, the Board reserves the right to evaluate the impact of such activity upon the volunteer's responsibility to the students and to the Board.

- A. Volunteers shall not campaign on school property during school time on behalf of any political issue or candidate for local, State or National office except on election day at election polls on school property.
- B. Volunteers should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

## NON-FRATERNIZATION

Any romantic relationship that interferes with the Corporation's culture of teamwork, the harmonious work environment, or the productivity of volunteers may subject the volunteer to revocation of volunteer status/privileges.

## GUIDELINES FOR APPROPRIATE DRESS

The following guidelines shall apply to all volunteers.

Volunteers should model professional dress in a work environment and are expected to dress in the following manner, unless the day's tasks and responsibilities require otherwise or they are told otherwise by their supervisor:

- Business casual attire (Recommended for daily teaching and working with students)
  - Examples may include khaki or cotton pants, dresses or skirts. Long-sleeved button-down shirts, collared polo/knit shirts, sweaters, and cardigans. Pants and shirts should be neatly pressed. Shoes should be nice.
- Smart casual attire (Recommended for daily teaching and working with students)
  - Examples may include a pair of slacks or a nice pair of dark wash denim slacks with a dressy shirt, cardigan, sweater, or blazer. Shoes should be relaxed but nice. This dress code typically excludes shorts, casual/worn jeans, sweatpants, flip flops, sweatshirts, tank tops and T-shirts.
- Business attire (Recommended for parent meetings, board meetings, and important meetings outside of the Corporation, etc.)
  - Examples may include a shirt, tie, jacket, and dress shoes or a skirt or pants suit and dress shoes. All clothing should be clean and pressed.

Items to avoid:

- Clothing should be within the guidelines and be free of holes, tears, or rips.
- Clothing should be without offensive language or inappropriate designs.
- Clothing should not be too revealing.
- Clothing and accessories shall not disrupt the educational process.

Exceptions to Guidelines:



- Due to the nature of some jobs, and during times of celebration or recognition, exceptions may be made to the volunteer dress code. The number of occasions and rationale shall be monitored by the Principal or supervisor.
- Reasonable accommodations may be made for volunteers with disabilities and based on sincerely-held religious beliefs.

If there are questions about what constitutes suitable attire and appearance, volunteers should confer with the Principal or designee.

## WHISTLEBLOWER PROTECTION [NPCS Policy A175](#)

The New Palestine Community Schools Board of School Trustees requires its members, employees and volunteers to be careful stewards of public funds and the resources of the Corporation entrusted to them, and to comply with Indiana and federal law, Board policies, and administrative guidelines in the performance of their duties for the Corporation. The Board therefore requires its members, employees, volunteers, and independent contractors providing services to the Corporation ("Reporters") to report possible violations of these Board expectations in writing in accord with this Policy. For purposes of this Policy, an email shall be considered as a written report.

## SCHOOL SCHEDULE

### SCHOOL DAY

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students, employees and volunteers.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time.

## TRAINING AND DEVELOPMENT

### REQUIRED ANNUAL TRAINING

All volunteer coaches and volunteer club sponsors are required to complete annual training to ensure they are aware of a variety of procedures and best practices. This training is provided online and annual completion is due between June 1 and September 30 of each school year.

## PERFORMANCE AND INVESTIGATION

### EVALUATION

Volunteer coaches and volunteer club sponsors will be evaluated annually.

The purpose of the evaluation process is to provide the volunteer with accurate assessment of their performance. This purpose reflects a correlating concern for volunteers' growth and development. The process also facilitates free and open communication between the volunteer and supervisor so that both parties receive needed feedback.