

Welcome to the La Center School District's
Volunteer Orientation!



Thank you for your interest in volunteering in our schools.

Each year, volunteers just like you give thousands of hours of their time, energy and experience to help enrich the educational programs for our students.

Volunteers make a difference by . . .



- strengthening school programs
- establishing parent groups
- sponsoring special events and projects
- serving on advisory committees and school boards

Volunteers are vital links between school and the community.

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The first step to ensuring a successful volunteer partnership is education!

All volunteers have a right to know what the District's expectations are
as well as their rights and responsibilities.

That's what this session is all about!

Giving YOU the information you need!



So, let's get started!!

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CONFIDENTIALITY

Next ➞

Volunteers must protect the teachers' and students' rights to privacy.

Remember that some of the information you will encounter while volunteering in the schools will be of a highly confidential nature.

As a volunteer, you must respect the confidential nature of anything you see or hear.



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As a general guideline...

If you obtained the information in your role as a volunteer . . .



**that information needs to stay in the
classroom!**

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It doesn't matter if it's good news or not-so-good news . . .

It is never a volunteer's place to share ANYTHING relating to a student's

➤ **behavior**

➤ **academic progress**

➤ **personal information**



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If other parents or friends ask about your work at the school,
tell them you enjoy working with the children

and discuss the activities you do rather
than specific information about the child,
the teacher or the school.

[Family Educational Rights and Privacy
Act \(FERPA\) protects everyone.](#)



Of course... everyone involved in school activities has
the responsibility to report any threats of violence or
harm to designated school officials.

[Procedure 3143P –](#) Notification and
dissemination of information about student
offenses and notification of threats of
violence or harm

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COMMUNICATION

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All volunteers are responsible for communicating their needs to the school volunteer coordinator or the staff.



Please share your interests, based on your strengths, with the school staff before starting your assignment and whenever clarification is needed.

Volunteers are also responsible for communicating any concerns they may have.

Concerns you have with staff or other parents/volunteers should be taken to them directly. If that is not possible, or you are unable to come to a mutually agreeable resolution, the issue should be referred to the building Principal.

Mutual respect between staff and volunteers is expected and we recognize that there is always room for improvement.

If you have a creative solution or constructive criticism...tell us!



We welcome your comments and encourage your ideas!

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DEPENDABILITY

Next ➞

Volunteers are responsible for maintaining a professional attitude.

- **Take your volunteering seriously – the kids you serve do!**
- **Remember that you are included in the day's lesson plan – the staff and students count on you to be there.**
- **If illness or any emergency arises, please call the office of the school where you volunteer as soon as possible.**
- **Ask the secretary to inform the teacher you will not be there or leave a message on the teacher's voice mail.**
- **The plans of at least one teacher and the learning of several children may be interrupted if you are not where you're expected at the scheduled time.**

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SIGN-IN AND IDENTIFICATION

Every person in the school building must be identified if the school is to be a safe learning environment for the students.

Please sign in each time you come into the building.



In order for you to be covered by District liability insurance for volunteer activities,
we must have a record of your having been in the school.

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It is also important for you to sign-out when you leave the school.

In the event of an
emergency,
the staff must be able to
immediately identify who
is in the building.



Emergency Response Procedures are posted in prominent locations and include exit maps, lockdown procedures and other emergency information.

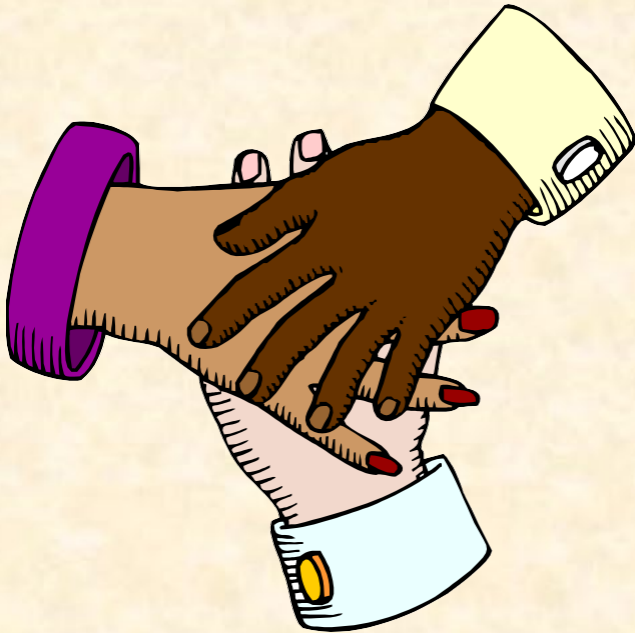
While you are in the building, always wear your I.D. badge!



By wearing a name badge designated for volunteers,
you will be immediately recognized
as a person whose specific purpose is helping staff and students.

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Your name badge will enable staff to recognize you as a registered volunteer



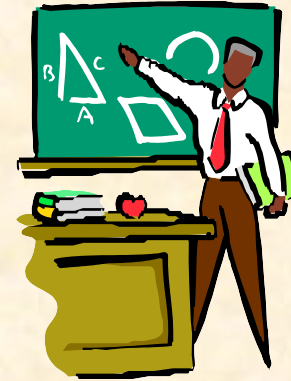
**and an important part of the school's
educational team!**

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SAFETY

Next ➞

The roles and responsibilities of paid staff and volunteers are very different.



Among those differences is the issue of discipline.

Discipline is not your responsibility!



With the exception of a case of immediate danger
you should refer all disciplinary issues
to a staff member.

There is a distinction between reminding students of appropriate behavior or rules, and disciplining.

It is perfectly fine to remind students to walk in the hallways or speak quietly in the library.



But for issues requiring more than a friendly reminder of appropriate behavior, always refer the matter to staff!

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Because the physical and emotional safety of our children is of utmost importance
please don't ever put yourself in the
position of working one-on-one
with a student in an unsupervised area.



You should be visible to staff members at all times.

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We need to protect our children from assuming that it is always okay to be alone with a volunteer.



You also need to protect yourself from the possibility of a student's misinterpretation of circumstances.

For your safety, as well as that of our students,
it is required that when working with a child
you must be within sight and sound of school staff.

**At no time are volunteers allowed to
be alone with a child.**

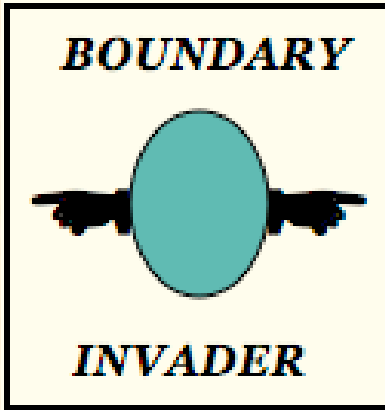


“... staff members will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that is related to the staff member’s duties in the district.”

As an adult volunteer you are responsible for maintaining appropriate professional staff/student boundaries as well. If you have any questions or concerns, please speak with the building principal.

Click [here](#) for a link to our district’s Boundary Invasion Policy (5253)

[Next](#) ➞



Avoid even the appearance of impropriety.

In addition to not being alone with an individual student...

Avoid addressing or being addressed by students with pet names or names of endearment,

Do not exchange personal gifts, cards, contact info or letters with an individual student

AND do not give a student a ride alone even in an emergency situation.

If you have any questions or concerns, don't hesitate to speak
with the building principal.

Click <https://www.lacenterschools.org/policy-5253p/> for a more comprehensive and detailed list of unacceptable conduct examples.
(5253P)

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As a caring adult in the lives of children,
children are likely to open up to you
and share information about themselves
and their families.



**Should you feel uncomfortable or concerned about
any of the information children share with you,
please share this information with the child's
teacher immediately.**

Washington state law mandates that teachers must make reports if they have reasonable cause to suspect abuse or neglect of a child.

Washington law also states that all citizens have a responsibility to protect those who cannot protect themselves

and that members of the general public may report suspected abuse and neglect if they choose.

We at La Center School District request that if you are making a report concerning one of our children that you contact us as well.



The Department of Social and Health Services 24-hour child abuse hotline is [866-363-4276](tel:866-363-4276)

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To keep every school a safe environment

make certain that all personal possessions
are out of the reach of children.



Ask staff members where you can safely store these items while in the building.

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It is important to remember that items that we carry and consider harmless or helpful can be extremely dangerous to others.



Especially children!

For example, those of us who carry medications must be especially cautious and make certain that these are kept from within reach of children.

And, of course, please leave personal protection devices and weapons at home.

For more information, click on the link(s) below:

- Staff Safety Program ([Policy 6511](#))
- Weapons/Firearms ([Policy 4210](#))
- Tobacco ([Policy 4215](#))
- Drug Free Workplace ([Policy 5201](#))
- Pesticide ([Policy 6895](#))

Next ➞

It is a sign of the times that we must be concerned with blood-borne pathogens.

Volunteers need to know that all staff members have a special “kit” within their classrooms and thus they are prepared to assist children safely.



The general rule...

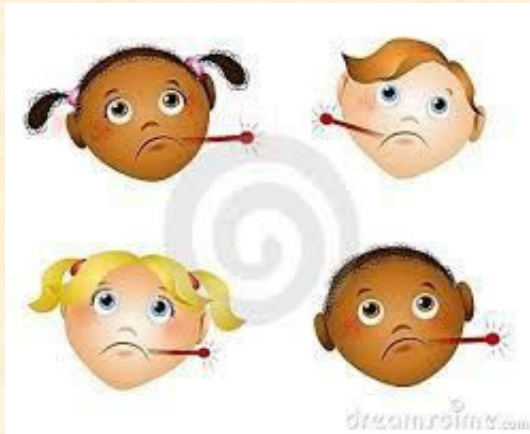
“If it is sticky and wet and it’s not yours, don’t touch it.”



Only staff should assist students with incidents involving any bodily fluids.

Please see the link to [Policy 6511](#) for additional information on our Staff Safety Program.

All “accidents” should be immediately referred to the office or custodial staff!



Employees and volunteers who do not have current immunization information on file during a communicable disease outbreak will be required to provide such information before being allowed to return to their duties.

Staff and volunteers who have contracted a reportable disease must notify the superintendent immediately – information will be treated confidentially but must be reported to the local health officer.

All “accidents” should be immediately referred to the office or custodial staff!

Link to policies [6512](#), [3414](#)
Infection Control Program

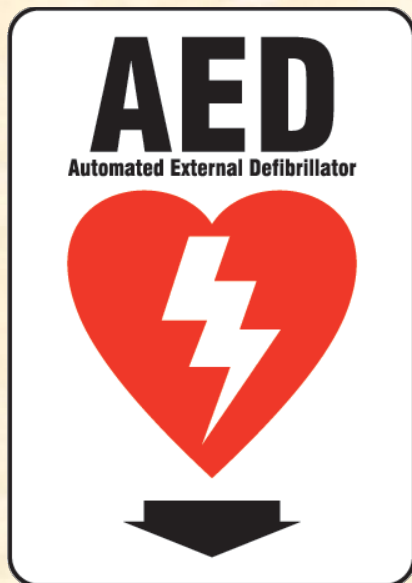
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Current First Aid/CPR/AED training is required for all Physical Education and Science teachers, coaches and one staff member per building office.

Each office has a list of all staff with current training for your review.

The board of directors recognizes that by equipping and training employees in the use of Automated External Defibrillators (AED's) the potential to save lives through AED intervention is increased. The Board authorizes the district to place AEDs at designated school sites.



HS AED's are located in the high school commons on the wall near the restrooms and in the ticket booth during games.

MS AED's are located in the middle school commons and adjacent to the middle school gyms

ES AED's are located near the larger ES gym and in the cafeteria near the restrooms

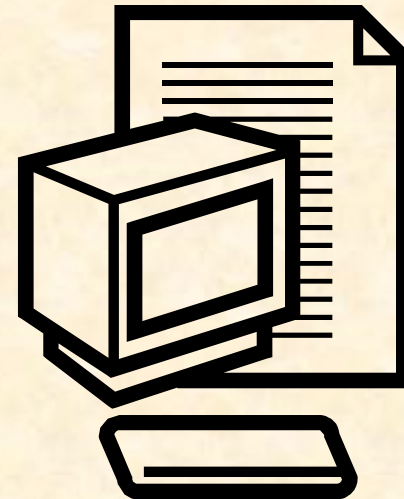
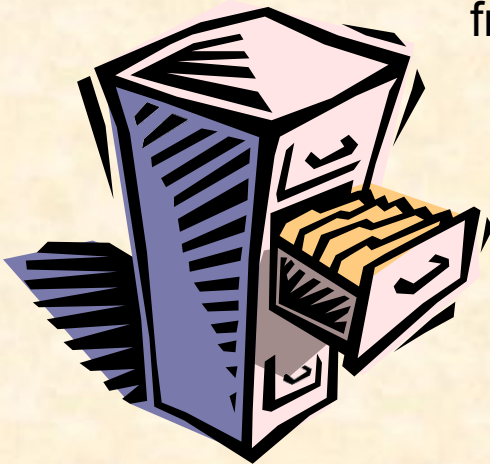


In a further effort to protect our children and maintain the safety of our school environments, La Center School District requires that all adult volunteers fill out a

Volunteer Registration Form

along with a **Criminal History Verification form**.

Both forms are available
from your school's offices.



These forms will be kept on file at the school offices.

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Responsibilities of the Volunteer

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All adults, including volunteers, are responsible for maintaining a professional attitude of mutual respect and confidence.

Everyone's cooperative attitude, expressed in the willingness to be of service to others, is highly valued and appreciated.

Click here for more details on

- Staff Treatment ([Executive Limitations-3](#))
- Sexual Harassment of District Staff Prohibited ([5011](#))
- Harassment, Bulling and Intimidation Policy ([3207](#))



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In addition, all volunteers are expected to:

- ✓ Review an orientation prior to beginning volunteer work at the school. (Like you are doing right now!)
- ✓ Wear a volunteer I.D. nametag while volunteering at school.
- ✓ Be punctual and reliable.
- ✓ Notify the school in case of an absence.
- ✓ Sign in and out every time you come into a school to work as a volunteer.
- ✓ Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time).
- ✓ Follow La Center School District's expectations regarding mandatory reporting of abuse and neglect.

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- ✓ Be willing to offer supportive and supplemental service under professional supervision and direction.
- ✓ Be capable of adjusting to each teacher's individual style and following his/her directions.
- ✓ Be willing to have short conferences periodically to allow for a more rewarding volunteer experience.
- ✓ Set a good example of appearance and behavior for students.
- ✓ Contact the school's volunteer coordinator if unsatisfied with your placement or if having other difficulties regarding your role as volunteer.



District Electronic Information System (K-20 Network) Policy 2022

Access to the K-20 network is provided to enhance and enrich the educational and administrative functions of the district and is not intended to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the activities authorized under and within this policy and procedures and under the specific limitations contained therein.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Staff Responsibilities

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Volunteers are an important part of the educational team.



The suggestions and opinions of volunteers are always welcome.

However, it is the professional staff that is held responsible by school board policy and law for the decisions that are made regarding the instruction of students and school management.

For this reason, volunteers always work under the supervision of the professional staff.

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Volunteers are an important part of the educational team.



Our district procedures for field trips are found in district procedure [2320P](#)

It is the professional staff's responsibility per school board policy to communicate pertinent information to chaperones. If you aren't sure about your roles and responsibilities, please ask.

For this reason, volunteers always work under the supervision of the professional staff.

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Review

[Next](#) ➞

Remember...



Sign-in and out at the school office each time you volunteer.

Wear your I.D. badge.

Ask for and take advantage of training sessions.

If you have constructive criticism...

tell us! We welcome your comments.

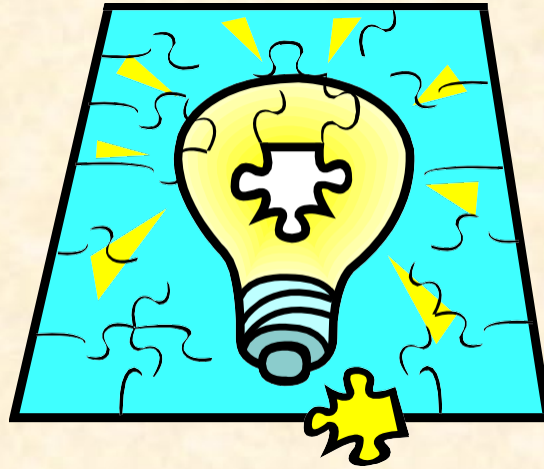
If you are unhappy with the assignments or are having a problem concerning them...



tell us that, too!

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Now let's . . .

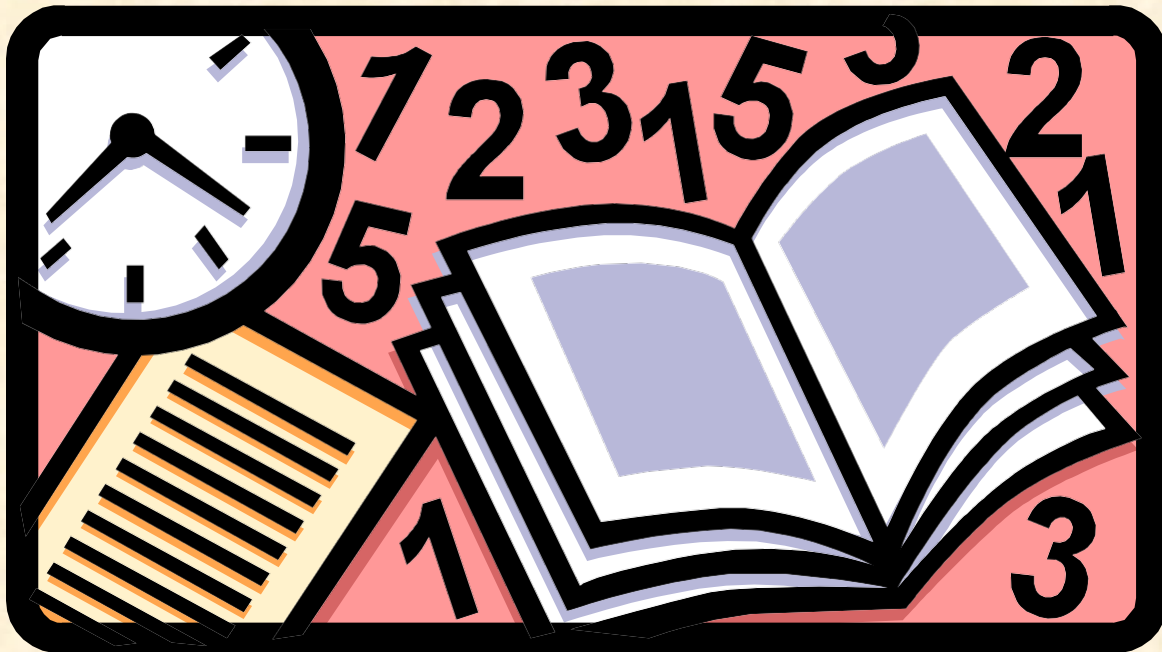


Check your knowledge!

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The following true or false questions will help to test your volunteer knowledge.

Good luck!



[Begin Quiz](#)

Volunteers only need to sign in at the School's Office if they will be working in the building for more than 15 minutes.

☒ True

☐ False

False: Volunteers need to sign in at the school office every time they volunteer, regardless of length of time.

Volunteers should always be within sight and sound of school staff when working with students.

☒ True

☐ False

True: Volunteers should always be within sight of school staff when working with students and never work alone with students.

The wearing of volunteer I.D. badges is required any time you are volunteering in the school.

☒ True

☐ False

True: Badges should always be worn by volunteers for identification purposes.

Because they are not paid staff, it is not important for volunteers to notify the school if they are unable to volunteer as scheduled.

☒ True

☐ False

False: Since teachers rely on volunteers, it is important to notify them if you are not able to attend on a scheduled day.

Whether it is good news, or not-so-good news, volunteers should never share any information about a student's behavior, academic progress, or personal information with anyone except the student's teacher or principal.

☒ True

☐ False

True; Due to confidentiality, volunteers should never share information about any student with others, besides the student's teacher or principal.

Congratulations!

You've completed La Center School District's volunteer orientation.

We hope you've found it helpful and informative.

We consider it the first step towards a terrific
partnership between you and our schools!

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The next step is letting us know!

To complete the orientation process . . .

- obtain and fill out the required Volunteer Registration
- obtain and fill out the required State Patrol's Criminal History Verification

Turn all paperwork into your school's office as soon as possible.

□

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That's it! You're done!!



Thanks again for your interest in volunteering
In La Center Schools.

We thank you for your contributions
and welcome you to the team!

