

Volunteer HANDBOOK



TABLE OF CONTENTS

The Starfish Story 3

Volunteer Program Goals 4

Family Involvement..... 4

Volunteer Opportunities 5

Volunteer Responsibilities 7

Building a Relationship with Students 8

Appropriate Interactions with Students 9

Prohibition Of Harassment, Intimidation And Bullying 10

Cell Phone Use 11

Volunteer Checklist 11

COVID VOLUNTEER EXPECTATIONS

- Will wear a mask at all times while on school property
- Will observe appropriate physical distancing guidelines
- Will be fully vaccinated

THE STARFISH STORY

(adapted from The Star Thrower by Loren Eiseley. 1907-77)

Once upon a time, there was a wise man who used to go to the ocean to do his writing. He had a habit of walking on the beach before he began his work.

One day, as he was walking along the shore, he looked down the beach and saw a human figure moving like a dancer. He smiled to himself at the thought of someone who would dance to the day, and so, he walked faster to catch up.

As he got closer, he noticed that the figure was that of a young man, and that what he was doing was not dancing at all. The young man was reaching down to the shore, picking up small objects, and throwing them into the ocean.

He came closer still and called out "Good morning! May I ask what it is that you are doing?"

The young man paused, looked up, and replied "Throwing starfish into the ocean."

"I must ask, then, why are you throwing starfish into the ocean?" asked the somewhat startled wise man.

To this, the young man replied, "The sun is up and the tide is going out. If I don't throw them in, they'll die."

Upon hearing this, the wise man commented, "But, young man, do you not realize that there are miles and miles of beach and there are starfish all along every mile? You can't possibly make a difference!"

At this, the young man bent down, picked up yet another starfish, and threw it into the ocean. As it met the water, he said, "It made a difference for that one."

VOLUNTEER PROGRAM GOALS

Volunteer programs in Clover Park School District Schools will:

- Provide a coordinated means of involvement that will help to raise student achievement;
 - Enhance the learning experiences of students; and
 - Create collaborative partnerships between schools and community members.
-

CLOVER PARK SCHOOL DISTRICT

Policy Series: Community Relations • Policy No. 4129

FAMILY INVOLVEMENT

It is the policy of the Clover Park Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance.

The board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The district's family involvement efforts will be comprehensive and coordinated.

The board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools.

The board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

The Clover Park Board of Directors support the development and implementation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles.

Adoption Date: 06.11.12

VOLUNTEER OPPORTUNITIES

WEEKLY/LONG-TERM SUPPORT

Literacy Tutoring

Work one-on-one or with small groups of students, providing them with individualized attention to help them strengthen their reading skills.

Math Tutoring

Work one-on-one or with small groups of students, providing them with individualized attention to help them strengthen their math skills. Improving math performance is a high priority for schools throughout the district.

Classroom Support

Support classroom teachers in a variety of tasks, including small group work with students, materials preparation and field trips.

Lunch Buddies

Serve a positive adult role model as you eat lunch with your assigned student or students every week.

Afterschool Program Support

Serve as a tutor and support for the afterschool program. In some schools this program is organized and led by Communities of Schools of Lakewood. Interested volunteers will be referred to Communities in Schools for more information.

Mentors

Meet weekly with a student who has been identified by school officials as in need of a supportive, adult role model. This program is organized and led by Communities in Schools of Lakewood. Interested volunteers will be referred to Communities in Schools for more information.

Coaching

Lead or support afterschool sports programs. A Volunteer Coaching application must be approved before volunteer coaching can begin.

Translation/Interpretation

Help schools communicate with non-English speaking families by serving as an informal interpreter or parent ambassador welcoming families in their native language.

Library Assistance

Support the librarian with read-alouds, organization, and other library tasks.

Office Support

Work outside the classroom, supporting school staff and teachers with a range of office tasks, including copies, assembling materials for distribution, and preparing for school events.

Classroom Support

Work in the classroom, assisting the teacher with various tasks such as making copies, passing out and collecting classwork, displaying student work on bulletin boards, listening to students read-aloud, or overseeing a class project.

School and District Advisory Committees

Collaborate with school and district staff, parents and community members to support school and district initiatives.

ONE-TIME/SHORT-TERM OPPORTUNITIES

Culminating Project Judges

Serve on a panel with fellow community members, and judge high school students' culminating projects. These multi-disciplinary reflections on one's education are one component of graduation requirements for all students.

Science Fair Judges

This is an annual event in the Clover Park School District at all schools. Judges are needed at both the school level and the district level to judge student work using a judging rubric for content and quality of the project.

Event Support

Sample events include:

- Family Math/Reading/Science/Fitness Nights
- Cultural Days
- School concerts and plays
- Field Day
- Book Fairs
- Open House

Job Shadowing

Invite high school students to participate in a job shadow at your company, enabling the student to learn about professionalism and career options. The job shadow is one element of the Culminating Project, a graduation requirement in the Clover Park School District.

Presentations

Share your knowledge and skills with students during class presentations and assemblies, and help create connections between what students are learning in school and the wider world.

School Beautification

Join a group for periodic work days focusing on indoor and outdoor projects to make schools more inviting and welcoming to families.

Additional Information

All potential volunteers need to complete a Washington State Patrol Criminal History form each school year before beginning their service in Clover Park School District.

Please note that availability of the volunteer options listed above may vary between schools, depending on need and infrastructure. We will work diligently to place all interested volunteers in service, however, placement is not guaranteed.

For more information regarding the volunteer program, please contact:

Holly Bocchi, Family & Community Partnership Coordinator

Clover Park School District

hbocchi@cloverpark.k12.wa.us

253-583-5043

VOLUNTEER RESPONSIBILITIES

Volunteers will:

- Attend recommended or required orientation and training sessions.
- Be prompt, dependable and reliable.
- Provide the volunteer coordinator with as much advanced notice as possible if unable to attend scheduled volunteer shift.
- Maintain confidentiality related to student behavior and work.
- Know and understand all regulations and procedures in assigned school (i.e., fire drills, accident reporting, student restroom privileges, inclement weather procedures, etc.).
- Understand and accept the students in terms of their own background and values.
- Serve as a positive role model in behavior, interactions and dress.
- Notify the volunteer coordinator if a student confides in the volunteer about an abusive situation. The appropriate staff person or people will manage the reporting and follow-up process.
- Discuss problems that arise with the appropriate teacher, staff person and/or volunteer coordinator.
- Communicate regularly with assigned teacher, staff person and/or volunteer coordinator via agreed-upon communication methods.
- Serve as an assistant rather than a replacement.
- Stay engaged in the learning process by muting or silencing a cell phone and refrain from using a cell phone while working with students.
- Not give students medication of ANY kind. In the event that a student becomes ill, please notify a teacher or other school staff and direct the student to the health clerk or school nurse.

BUILDING A RELATIONSHIP WITH STUDENTS

- Be patient when working with students. Give yourself time to find your niche.
- Names are important. Make sure you say and spell the student's name the way s/he wants it to be said and spelled. Likewise, make sure the student knows your name and can correctly pronounce it.
- Treat individuals with respect and courtesy, and expect the same in return.
- Show you are interested in the student as a person by listening carefully to what s/he says, and by using caring words and actions.
- Encourage and support student success. Build self-confidence by praising the student honestly and frequently. Remember that attentiveness and effort can be as important as performance.
- Avoid making comparisons between students, between teachers and between schools.
- Be fair, consistent, trustworthy and honest in your approach, attitude and interactions with students.
- Students, staff and volunteers make mistakes. Reinforce for students that mistakes are a part of learning, and show that you are not afraid to make mistakes yourself.
- If you know in advance that you will be unable to attend your next session with a student, make sure to inform the student and the volunteer coordinator.

APPROPRIATE INTERACTIONS WITH STUDENTS

These guidelines are provided to volunteers in order to assist them in creating a safe working environment for themselves as well as for the students with whom they work.

Location of work with students

The location where volunteers meet with students will vary depending on the task, the size of the student group and the needs of the staff member. However, in general, volunteers should attempt to meet in areas with limited distractions.

If a staff member asks you to work with a student or students in an empty room, leave the door open and sit in an area with the student(s) that is clearly visible to passers-by.

Physical Contact

It is natural for some students, particularly in the younger grades, to seek affection, attention and contact with volunteers. In contrast, culture, beliefs and personal history may cause other students to feel uncomfortable with physical contact and seek more physical space. All of these situations must be handled with respect and sensitivity.

Appropriate signs of affection (with approval from student)

- Praise focused on effort, performance, etc. (rather than appearance);
- High-fives;
- Elbow or knuckle bumps;
- Side hugs: if a student approaches you for a front hug,

carefully put your arm around his/her shoulder and turn it into a side hug.

Inappropriate signs of affection (this is not a complete list)

- Front hugs;
- Allowing a student to sit on your lap;
- Touching or patting in areas other than the shoulders, upper back, arms or hands; and
- Any contact that causes a student to feel uncomfortable or unsafe.

Confidentiality

Although volunteers are expected to maintain confidentiality regarding student behavior and work, volunteers are required to notify a school staff member if the student reveals, or you suspect, that:

- The student plans to harm himself or others;
- The student is currently harming himself or others; and/or
- The student is being harmed by others.

If a student does confide in you regarding such a situation, please listen respectfully, but do not promise to keep this information confidential. Tell the student that in order to help, you must share this information with a staff member. When your session with the student is over, immediately contact the volunteer coordinator or appropriate staff person to report your conversation.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Clover Park School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. These actions are forms of violence and may be direct or indirect.

Direct or identifiable actions may include:

- Tripping, shoving or physically harming another person;
- Verbal threats, name calling, racial slurs and insults; and/or
- Demanding money, property, or some service to be performed.
- Indirect actions may be more difficult to detect and may include:
- Rejecting, excluding or isolating target(s);
- Humiliating target(s) in front of friends;
- Manipulating friends and relationships;
- Sending hurtful or threatening e-mails, text messages, instant messages or written notes;
- Blackmailing, terrorizing or posing dangerous dares; and/or
- Using the Internet to taunt or degrade a target and inviting others to join in posting humiliating notes or messages.

Any volunteer who observes, overhears or otherwise witnesses harassment, intimidation or bullying, or to whom such actions have been reported is urged to promptly make a report to any school staff member. Reports of harassment, intimidation and bullying may be made verbally or in writing.

For questions or more information about the district's harassment, intimidation and bullying policy, please contact the district compliance officer: 253-583-5154.

USING MOBILE PHONES, TABLETS & CAMERAS

Volunteers are restricted from taking images (photos, videos and audio recordings) of students at school, school sponsored events or on field trips. Student images may not be posted on Facebook or other social media sites, sent via email or distributed using other communication channels.

If a volunteer has received prior approval to take images for school-related use, appropriate district and school procedures must be followed (ask the principal).

Federal law prohibits school districts from releasing student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Mobile devices (cell phones) can be disruptive in a learning environment. Please keep cell phones out of sight (put away) and inaudible (silent or muted) while you are working in a classroom or with students.

We understand that emergencies do happen, if you must take a phone call, we ask that you step into a hallway or outside the classroom to accept a call. Please make sure the teacher is aware of the situation before you walk out and never leave students unsupervised.

If you are using a cell phone in a place where students are not present, please be courteous of others in the school building and keep phone conversation to a minimum.

VOLUNTEER EXPECTATIONS

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office and always wear an ID badge/label on school grounds
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with school staff only
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while working with students

Ground Rules for School District Facilities/Buildings:

- No smoking 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

