



**Volunteer Handbook
2016-17**

**Guidelines and expectations for
serving as a volunteer in the
Richland School District**



Richland School District

615 Snow Avenue
Richland, WA 99352
509-967-6000
Fax 509-942-2401
www.rsd.edu

Dear Richland School District Volunteer:

In accordance with RCW 43.43.830 (Regulatory Code of Washington), Richland School District is required to register all volunteers and perform a background check through the Washington State Patrol. The volunteer application is now online at:

<https://richlandvolunteers.hrmpplus.net>

Please be assured all information supplied will be kept confidential. The Volunteer Application including all requirements to complete the application and Washington State Patrol Background check must be completed for all volunteers.

Please note that the processing of your volunteer application may take up to ten days to complete.

We appreciate your cooperation with the above procedures which will assist us to ensure children in Richland schools are always safe. We also thank you for your time and efforts as a volunteer in the Richland School District. Your contribution is truly appreciated!

Please contact the district at the number above if you have any questions.

Sincerely,

Tony Howard
Executive Director
Human Resource Services

Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering in Richland School District. District schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of the district is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through Richland School District must take place with students on the school campus during school hours or at other authorized school activities only.

You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Goals:

- Enrich the curriculum
- Enrich student's learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

Working closely with the classroom teacher and school staff includes:

- Following the direction of a school staff member
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher.
- Committing to working in a classroom to support and improve education for all students
- Seeking help from the teacher when you need additional information or instruction
- Sharing ideas and constructive comments with the teacher
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

Enjoy working with students by:

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school for whatever

reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

Volunteer Expectations

Volunteers are expected to:

- Sign in and wear an ID badge on school grounds at all time
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- Comply with all district and school policies and regulations

Dependability and Punctuality

Students, teachers and staff members rely on the services performed by volunteers. We ask that you contact the school if you are unable to volunteer on your scheduled day and time. Arrive ahead of time for your volunteer service.

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 other children to the school during your volunteer hours. You will also be asked to turn off your cell phone while you are volunteering in the classroom and are discouraged from making personal calls while on the school campus.

Ground Rules for School District Facilities

- 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

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. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

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. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

Community Service Hours

RSD strives to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, Richland School District cannot allow volunteers to complete court-ordered community service hours through our schools.

Harassment at School

The Richland School District Harassment, Intimidation, Bullying, and Cyber-Bullying 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 both the Richland School District Policies. The district asks you to review each of these policies in detail prior to volunteering. These policies can be located under “Important School District Policies” at the end of this handbook.

Important Guidelines

Safe Interaction with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines for Safe Interaction with Students:

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

Do not:

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to baby-sit for your family
- Share personal political and religious beliefs
- Provide your contact information to any student or ask for any student’s contact information, such as but not limited to: telephone number, mailing address, e-mail, etc.
- Text message or use e-mails to contact students
- Do not take a photograph of students unless under direct staff supervision.
- 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

Communication

Focus conversations on academics, school events, and school activities. Refer personal issues to the school administrator, counselor or classroom teacher; refrain from making comments that could have sexual overtones.

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with.

Be very cautious about physical contact with students, contact including but not limited to lap sitting, tickling, frontal hugs, and shoulder massages are never appropriate.

Stay in a group or public part of the school/activity; avoid being alone with a student.

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

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

Gifts

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value
- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program

Physical Contact with Students

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

Field Trips and Off-Campus Activities

It is the general policy of Richland School District that all off-campus field trip and activity chaperones must be at least 21 years of age. Volunteers who wish to drive students should be at least 25 years of age and must have a valid Washington State driver's license. Volunteer drivers must also complete the required driving forms and file them with the school.

Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of Richland School District or its PTO/PTA/PTSA partners and comply with all applicable rules and regulations.

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.

Nondiscrimination Notification

The Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Richland School District
615 Snow Avenue
Richland, WA 99352
(509) 967-6000

Title IX Coordinators:

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Students	Todd Baddley (Todd.Baddley@rsd.edu) Assistant Superintendent

Section 504 Coordinators:

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Facilities	Mark Panther (Mark.Panther@rsde.edu) Executive Director, Support Services
Student Services	Mike Hansen (Mike.Hansen@rsd.edu) Assistant Superintendent

Compliance Coordinator for State Law (RCW 28A.640/28A.642)

Galt Pettett (Galt.Pettett@rsd.edu)
General Counsel

The Richland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the RSD Special Programs Office at 509-967-6050.

Important School District Policies

Harassment, Intimidation, Bullying, and Cyber-Bullying of Students

All students have the right to learn in an environment that is free from harassment, including sexual harassment, intimidation, or bullying. Harassment, intimidation, bullying, or cyber-bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military

status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

Behaviors/Expressions

Harassment, intimidation, bullying, or cyber-bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

Reporting Form

The District has a reporting form to better allow any community member, volunteer, student, parent, or employee to report situations of harassment, intimidation, bullying or cyber-bullying. If you receive this form or any report of one of these forms of harassment, it is critical that you immediately provide such report or information to the teacher or administrator.

Sexual Harassment

Sexual harassment is a type of harassment and occurs when the types of verbal, visual, or physical conduct described above are sexual in nature or are based on gender. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or educational decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates a work or educational environment that is intimidating, hostile or offensive.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and interferes with efficacy or creates uneasiness.

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer:

For Students Contact Todd Baddley, Assistant of Superintendent, 509-967-6002.

For Staff and Patron Contact Tony Howard, Executive Director of Human Resources, 509-967-6029

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. www.rsd.edu.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff, and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will work in partnership with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Any volunteer who is found to have violated this policy will be removed from the volunteer list.

VOLUNTEER FREQUENTLY ASKED QUESTIONS

1. How do I become a volunteer?

Go onto the District's website at www.rsd.edu and click "Jobs". All the information to become a volunteer is explained on the website.

2. What types of crimes would preclude a volunteer from working in schools?

The following list is not exhaustive:

- Felony sexual offenses with adults or minors
- Crimes against minors (misdemeanor or felony)
- Possession, sales, or use of controlled substances
- Illegal possession or use of weapons or dangerous objects
- Assault, domestic violence, and battery
- Burglary, theft, shoplifting, or robbery
- DUI, driving with a suspended license

3. What about something serious that happened many years ago?

The more time has passed, the less likely it will prevent someone from volunteering. Each application is taken on a case by case basis. If the offense involved children, it is unlikely the prospective volunteer will be cleared.

4. I recently filled out the Volunteer Application Form, how long does it take to find out if I cleared my background check?

It can take up to ten days for volunteer applicants to be cleared.

5. Do I need to re-do my volunteer application every year?

Yes. All District volunteers must update the required information on the electronic application annually.

6. What kind of supervision do I need to provide to students on a field trip?

Volunteers are expected to operate under the direction of teacher assigned to the activity. They must be within the sight and sound of the staff member while working with students. This applies to parents as well as non-parent volunteers.

7. What do I do if I am unsure whether a criminal conviction or other legal issue is required to be disclosed?

Always be honest about your past history. It is much easier to work with you to determine whether a conviction would restrict you from volunteering than it is to deal with a conviction that you did not properly disclose. Any questions should be directed to the Executive Director of Human Resources at 967-6023.

8. Do driving issues restrict me from volunteering?

Not necessarily. If the only conviction issues are driving-related, it is possible to be cleared for all volunteering activities except for those involving transporting students. Once again, be honest and forthright on the application and work with the Executive Director of Human Resources if you have any questions.

Richland School District
Transporting Students By
Personal Auto, Borrowed Auto, or Rental Car
By Employees and Volunteers

DRIVING RECORDS (ABSTRACTS)

REQUIREMENTS

- TO TRANSPORT STUDENTS, THE DRIVER MUST HAVE ON FILE WITH THE SCHOOL A DRIVING ABSTRACT AND HAVE AN ACCEPTABLE DRIVING RECORD
- DRIVING RECORDS MUST BE PROVIDED/OBTAINED ANNUALLY
- IF A DRIVER'S MOTOR VEHICLE RECORD HAS CHANGED SINCE A PREVIOUSLY SUBMITTED ABSTRACT WAS PROVIDED TO RSD, THE DRIVER MUST INFORM RSD BEFORE TRANSPORTING STUDENTS

OBTAINING A DRIVING RECORD (ABSTRACT)

- TYPE OF DRIVING RECORD TO OBTAIN
 - Three-year non-commercial insurance record** (record will include convictions, violations, collisions)
- WHERE TO OBTAIN DRIVING RECORD
 - Department of Licensing**, 3811 W. Clearwater, Suite 110, Kennewick, WA – Phone 734-7130 – Cost \$10.00
 - Online**, <http://www.dol.wa.gov/driverslicense/requestyourrecord.html> - Cost \$13.00

UNACCEPTABLE DRIVING RECORD

- IF A DRIVER HAS ANY OF THE FOLLOWING VIOLATIONS OR CONVICTIONS, HE/SHE WOULD NOT BE ABLE TO TRANSPORT STUDENTS (i.e., having any of the following violations or citations on the driving abstract would be an **unacceptable driving record**)
 - More than one moving violation in the past 12 months
 - More than two moving violations in the last 3 years
 - Driving while intoxicated
 - Driving while under the influence of drugs
 - Negligent or reckless driving
 - Speed contest (racing)
 - Hit and run
 - Driving while license is suspended or revoked
 - Driving without valid driver's license
 - Vehicular assault, homicide, or manslaughter
 - Any citations for failure to maintain auto insurance
 - Any at-fault accidents



HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING POLICY AND PROCEDURE NOTIFICATION FOR COACHES AND VOLUNTEERS

The Richland School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

Supervision of common areas is critical in maintaining a safe environment for students. Coaches and volunteers are essential partners in making sure students are safe. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, bullying, or cyber-bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, bullied, or cyber-bullying by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Harassment, intimidation, and bullying shall mean any intentionally written message or other visual communication, verbal communication or physical act, gesture or omission when engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- a) Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property or that of the immediate family such persons; or
- b) Substantially interfering with a student's educational experience; or
- c) Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d) Having the effect of substantially disrupting the orderly operation of the school; or
- e) Casting a student, staff member, volunteer, patron or member of such person's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
- f) Constituting a crime pursuant to Federal, State or local laws, statutes or ordinance; or
- g) Subjecting any student, staff member, or volunteer, unwanted/ illegal pornographic material; or
- h) Portraying any student, staff member, volunteer, or patron in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment.

Coaches shall intervene when witnessing or receiving reports of harassment, intimidation, bullying or cyber-bullying. Minor incidents that are able to be resolved immediately or incidents that do not meet the definition of harassment, intimidation, bullying or cyber-bullying may require no further action. Volunteers who observe similar misconduct must report the matter immediately to a staff member.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, bullying, or cyber-bullying, may report incidents verbally or in writing to the building administrator.

The Richland School District has developed an Incident Reporting Form. This form can be used by anyone who believes they have witnessed an incident of harassment, intimidation, bullying, or cyber-bullying. Additionally students and their parents can use this form to report similar instances. If you receive a report or an Incident Reporting Form it is critical that you personally deliver this information to the building administrator immediately. This form can be located at www.rsd.edu.