

TO: Manson School District Volunteer Applicants
FROM: Human Resources Department
RE: Volunteer Applicant Procedures

Thank you for your interest in volunteering with the Manson School District. School and student safety is our priority. In order to assure safety of kids to the best of our ability and meet legal requirements, the following forms are necessary to complete to serve as a volunteer.

To be considered for volunteering with the Manson School District, please complete the following required forms and return them to the building secretary.

- ✓ Volunteer Information Form
- ✓ Disclosure Form

Note: The Volunteer Information Form will be retained by the school secretary. The school principal will determine the eligibility of volunteers in the school contingent upon a satisfactory background check annually. This is done simply by providing a copy of your driver's license.

MANSON SCHOOL DISTRICT



VOLUNTEER INFORMATION FORM

Last Name, First, Middle:	Date:
Current Address:	Date of Birth:
City State Zip	WDL#
Telephone: Message Phone:	School: (EL/HS)

Work Experience

Employer Name and Address:	Date Employed:
	Job Title:

Education, Training and Special Interest

High School:
College/University:
Specialized Training or Special Interest:

References:

Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:

I understand and agree that the Manson School District reserves the right to deny approval of volunteers within the school district programs.

Signed: _____

Date: _____

MANSON SCHOOL DISTRICT
DISCLOSURE FORM

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

1. Have you ever been convicted of any crimes?

ANSWER: _____ IF YES, EXPLAIN BELOW:

2. Have you ever been found in any dependency action under RCW 12.24.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused a minor?

ANSWER: _____ IF YES, EXPLAIN BELOW:

3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER: _____ IF YES, EXPLAIN BELOW:

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor to have physically abused any minor?

ANSWER: _____ IF YES, EXPLAIN BELOW:

Pursuant to RCW 9A.72.085, I certify under penalty or perjury under the laws of the state of Washington that the foregoing is true and correct.

Applicant Signature: _____

HANDBOOK FOR VOLUNTEERS



Manson School District #19

2013/2014

District Office 687-3140/Secondary 687-9585/Elementary 687-9502

The Manson School District is committed to equal employment and educational opportunities. The District encourages inquiries and applications from all qualified individuals, including members of any protected group. It is the policy of the district not to discriminate in employment on the basis of race, creed, ethnicity, color, national origin, gender, marital status, veteran status, age, or disability, as required by state and federal laws.



On behalf of the Manson School District, I would like to sincerely thank you for volunteering in our schools. Your dedication and leadership to assist our school district, staff and students is greatly appreciated.

We are extremely proud of our community, parents, staff and students for their commitment to "Continuous Student Learning." This focus ensures that we provide opportunities for our students to be successful citizens. We are committed to helping everyone succeed in their role...students, staff and our partners within the community. Manson is a great place to live learn and be involved in an outstanding community.

Again, thanks for being a "Manson Volunteer." We hope the experience is as rewarding for you as it is for our students. Thanks for all you do to help kids succeed!

Goals of the Volunteer Program

- To enlist and strengthen the cooperation of parents and the community in the education of children
- To provide volunteer help to the school, staff and classroom teacher to better meet the needs of individual children
- To develop an environment that encourages friendly communication between home, school and the community

Sincerely,

Matt Charlton

Matt Charlton, Superintendent



District Policies

- A. **Drug Free Workplace** – It is a violation of the Manson School District policy (reference policy 5201) for any employee to unlawfully manufacture, distribute, dispense, possess, or use in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance including alcohol and tobacco as defined by the Controlled Substances Act.
- B. **Medications** – Medication should not be administered by any school personnel, including volunteers. This includes aspirin. The exception to this is the school nurse when a guardian of the student has filled out the proper forms.
- C. **Sexual Harassment** – The Manson School District recognizes its responsibility to provide a working environment that is free from all types of discrimination (reference policy 3207). Harassment is defined as deliberate verbal, visual or physical advances made within the work setting and unwelcome by the person for whom they are intended. Such unwelcome conduct is seen as harassment when submission to the conduct:
1. is made a term or condition of the staff member's employment.
 2. results in a denial of promotion or other career enhancing opportunities.
 3. or interferes with the staff member's work performance or otherwise creates an intimidating, hostile, or offensive working environment.

Any employee, who has been found to have sexually harassed another employee or student, will be subject to legal action and/or discharge.

Any employee who believes he or she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of his or her immediate supervisor. All such complaints will be promptly investigated and where appropriate, corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in the strictest confidence.

Volunteer Guidelines

Volunteers/Visitors and Younger Children

Parents are encouraged to volunteer and/or visit in your child's classroom. Please be sure to complete a volunteer packet before working in the classroom. If you have younger children, please make arrangements for them while you are volunteering or visiting in the classroom to avoid distracting the learning environment.

Punctuality

Always arrive on time for any volunteer activity. The school day and class periods are set for specific times and if you are 10-20 minutes late, the activity may be over when you arrive.

Dependability

Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day it is essential that you contact the secondary school at 687-9585 or the elementary school at 687-9502 so other arrangements can be made.

Confidentiality

As a matter of professional ethics, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times.

Your Responsibility As A Volunteer

As a volunteer, you are responsible for maintaining a professional attitude of mutual respect and confidence. Your cooperative attitude, expressed in the willingness to provide needed services, is deeply valued.

You should:

- Be punctual
- Notify the school in case of an absence
- Sign in and out on the time sheet provided in the office
- Wear your volunteer name tag while volunteering at school
- Practice the professional ethics of confidentiality (Not discussing teachers, students or school affairs at anytime.)
- Be supportive and offer assistance under professional supervision and direction
- Be willing to have short conferences periodically with the teacher
- Set a good example of appearance and behavior for students
- Contact the principal if you are not satisfied with your placement or have any concerns
- Accept individual teachers' decisions not to utilize volunteers in their classroom

Remember That...

- The principal has the basic responsibility for the local volunteer program.
- The teacher or staff member has responsibility for content and technique of instruction and discipline procedures.
- It is important to identify yourself at school by signing-in and wearing your name tag.

Accentuate The Positive

Student's who feel accepted and liked can learn and be successful in school. Here are some ways in which school volunteers are able to help students have that feeling:

- Learn the student's names
- Let them know they are important
- Praise student's for success
- Always be sincere and honest
- Listen carefully to what the student's tell you
- Show a genuine interest in each student
- Accept the students as individuals

What Should I Do If I Can't Make it to School?

There maybe times when you just can not make it to school. If this happens, please call the teacher or school to inform us of your absence as soon as possible. Ask that the student's be told that you will be absent that day. We all will miss you, but your call will indicate that you are responsible and that you care.

If you plan ahead of time to be absent from school, please discuss this with your teacher so that they will have plenty of time to create an alternate activity for that day. You may also want to explain this to your students; it will help to prepare them for your absence.

What Should I Do If I Am Not Happy?

Please talk to the principal. It may be that all you need is a change of class room, subject area, or grade level. It is very important to all of us that you are happy and feel comfortable. We will try our hardest to help you find your right volunteer area, and happiness within our school.

What Should I Do If A Child Shares Personal Information That Causes Concern?

Please bring this to the principal immediately so action can be taken.

Can I Touch or Hug A Student?

No. Hugs or touching should not be initiated by adult volunteers. Given the climate that we live in today, we ask volunteers not to pat students on the back, hug them or touch them in any manner. However, students often will initiate a hug for those special adults in their life. If a student initiates a hug, thank them for the hug, tell them you're welcome if it's a hug of appreciation or say "It's good to see you" and then move away from the student without making them feel bad or awkward.

WHAT VOLUNTEERS NEED TO KNOW:

GUIDELINES:

To help things run smoothly and safely, all volunteers must...

- Fill out the Volunteer Information Form and Disclosure form.
- Read the information in this packet and please let us know if you have questions.

RESPONSIBILITIES:

- Respect confidential information seen or heard at school.
- Respect schools as drug-alcohol, tobacco, violence and weapons free zones.

SIMPLE SAFETY PRACTICES WHEN VOLUNTEERING:

- Refrain from coming in contact with another person's body fluids. Please contact a teacher, custodian or have the student clean and treat their own conditions involving bodily fluids. Always consult with school staff and report any exposure to body fluids.

(Copy of School District Administrative Policy relating to the handling of body fluids is available upon request.)

INDUSTRIAL INSURANCE BENEFITS

- Sign in and out at the school office every time you volunteer. As a volunteer you are covered under the district's Self Insured Industrial Insurance Benefits plan. If you are hurt while volunteering, please report the accident to the building secretary and pick-up appropriate forms at the district office. (Complete handbook available at the district office upon request.)