



# Granger School District

## Volunteer Handbook

Guidelines and expectations for serving as a  
volunteer in the district.



**\*\*Please submit 2 weeks before the event to allow for processing\*\***

(A new volunteer packet must be filled out each school year)

## **Expectations and Guidelines for Volunteering**

Thank you for your interest in volunteering in Granger School District. District schools depend on volunteers and value highly 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 a safe and successful experiences for students, staff and volunteers.

### **You are part of an educational 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 children'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 direct 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
- 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

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
- Use 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:

- Prearrange the date and time of volunteering with the school and/or teacher
- Sign in and wear an ID badge on school grounds at all time
- Wear professional attire, in accordance with the Granger School District dress code
- Show respect for all staff and students
- Share concerns regarding students with the school staff only

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.

### **Dress Code**

The district has a board approved dress code. Principals and/or supervisors may designate times when you may dress according to your work assignment or activity for that day. For example: Physical Education Teachers may wear clothing that is appropriate for gym class or on Spirit Day, you may wear appropriate clothing that reflects the theme for the day.

If, in the judgment of an administrator or supervisor, an employee is not appropriately dressed, the problem will be handles professionally between the administrator/supervisor and the employee volunteer to reserve the issue.

The dress code can be found in Appendix A.

### **Ground Rules for School District Facilities**

- No smoking or tobacco allowed
- 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. Disclosure of student information by a volunteer is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability.

### **Harassment at School**

The Granger School District 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. The district asks you to review each of these policies in detail prior to volunteering. These policies can be located in Appendix A.

### **Human Dignity**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged. A major aim of education in the Granger School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual difference and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers.

## **Important Guidelines**

### **Safe interactions with students**

All interactions with Granger School District students, staff and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers.

- Avoid being alone with students. If alone with a student, be visible and in an open location.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and student
- If you sense that a student may be developing a personal interest in you, see the principal immediately
- Giving gifts to student(s) is not encouraged and cannot occur without teacher and/or administrator approval.

Granger School District does not encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities.

Do not:

- Take students on private outings
- Transport students alone
- Initiate social activities with students

### **Physical Contact with Students**

Granger School District encourages all volunteers to avoid physical contact with students.

If you have physical contact with students it should be limited to encouraging and acknowledging student's efforts and accomplishments. This type of physical contact with students should be limited to:

- Handshakes
- High five
- Pat on upper back or **shoulder**

### **Communication With Students**

Only say or write things to a student that you would be comfortable sharing with the student's parent, teacher or administrator.

Do not:

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendo that is sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Share personal religious or political beliefs
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students
- Provide your contact information to any student or ask for the phone number or any student

### **Field Trips and Off-Campus Activities**

Volunteers must be at least 18 years old to serve as a chaperone for off-campus field trips and activities.

### **Extra-Curricular and Enrichment Activities**

Schools often provide before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of Granger School District 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. The district asks you to review each of the abuse/neglect policies in detail prior to volunteering. These policies can be located in Appendix A. A copy of these policies can be obtained for review at each of the Granger School offices.

## **Volunteer Coaching Guidelines**

A. The purpose of this document is to give Granger School District coaches a guideline for using “Volunteer Coaches” in our Granger School District athletic program.

Proper steps:

1. Your contact information will be given to the Athletic Director
2. The coach, Athletic Director and administrator will discuss and approve/deny the candidate for a volunteer position.

B. WIAA requirements for volunteer coaches (23.3.1 (G) see appendix for details):

1. Washington State Patrol Criminal History
2. The OSPI Moral Character Supplement form 4020b will be completed

C. Volunteer coach must satisfy the following requirements:

1. Be a high school graduate
2. Be at least 19 years of age to be a volunteer coach
3. Hold a valid First Aid card
4. Hold a valid CPR card or be enrolled in a CPR class
5. Complete Final Forms “Staff Agreements”
6. Complete online WIAA trainings
7. Complete Safe School trainings

If you have any questions regarding these expectations, please contact your direct supervisor for clarification. (Principal, Vice-Principal, Athletic Director, or Head Coach)

Appendix A - information can be found via our district website at [www.gsd.wednet.edu](http://www.gsd.wednet.edu)

[Dress Code](#) via the Granger School District website, and also found in the Volunteer Application.

[Discrimination/Sexual Harassment](#) via the Granger School District website.

[Reporting suspected abuse or neglect RCW 26.44.030](#)

[WIAA Requirements](#)

## **GRANGER SCHOOL DISTRICT #204**

### **Professional Dress:**

#### **EMPLOYEE DRESS CODE**

##### **DRESS AND PERSONAL GROOMING**

The Board of Education believes that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in businesslike attire in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school related activities. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of grooming or dress judged by the principal to be inappropriate shall not be allowed. Buildings can implement a more restrictive dress code. This includes all staff professional development days, parent nights, conferences, school board meetings, and others as directed by the building administrator or supervisor.

##### **DRESS CODE FOR CUSTODIAL, MAINTENANCE, TECHNOLOGY and TRANSPORTATION DEPARTMENTS.**

The Granger School District shall project an image that emphasizes the professional services provided to students, staff and the community. It is desirable that these employees be distinguishable from other individuals, authorized or unauthorized, who are located on school grounds, as a safety issue. As such, a uniform look is required and sets and supports a significant safety standard. Therefore, all employees in the Custodial & Maintenance, Technology and Transportation Departments shall be required to wear a uniform shirt with the Granger School District logo that will be provided by the District. These employees may wear work type and/or denim pants. In addition, the employee must wear appropriate footwear. The maintenance and custodial staff may wear caps when appropriate, and may wear appropriate knee length shorts during the hot summer months.

##### **DRESS CODE FOR FOOD SERVICE WORKERS**

Granger School District Food Service employees shall project a professional image and comply with all Department of Health regulations. Food Service employees are required to follow the guidelines provided in the annual Food Service procedures booklet, including hair net, shoe, uniform, and apron specifications.

Adopted: 06.27.2011

Revised: 12.19.18

## GRANGER SCHOOL DISTRICT #204

### ALL OTHER EMPLOYEE DRESS CODE

Friday's/last working day of week **ONLY**: Same dress code applies with the exception that jeans are permissible.

#### Tops Men

- Any short or long sleeved shirts with collars only, including polo shirts
- Ties are acceptable with any dress shirt
- Shirts should be tucked in unless designed to be worn out
- T-shirts are allowed as part of spirit day as described below

#### Tops Women

- Blouses, knit shirts, turtlenecks, sweaters
- T-shirts are allowed as part of spirit day as described below
- Tank shirts are allowed if worn under a jacket, over shirt or sweater
- Sleeveless blouses are allowed if professional
- No visible cleavage or midriffs
- Shirts should be tucked in unless designed to be worn out

#### Bottoms

- Any dress or tailored pant
- **No blue jeans, cargo pants, or yoga style leggings/pants**
- Leggings may be worn with a dress
- Pants must be knee length or longer,
- No shorts of any kind
- Capri's permissible

#### Dresses/Skirts

- Must cover the entire back
- Must be no more than 3 inches above the knee
- Sleeveless dresses are allowed **Shoes**
- No flip flops at any time (defined as flat rubber or plastic footwear with a toe strap making a "Y" strap)

#### Spirit Days (College, Tech, other post-secondary schools, etc.)

- Spirit Days will be designated by the supervisor
- District/school spirit shirts include t-shirts, sweatshirts or jackets
- On Spirit Days exceptions to the employee dress code are permissible

#### Additional

- **Any other article of clothing that is NOT on this list, is NOT APPROVED ATTIRE.**
- District ID badges are required to be worn above the waist at all times.
- Headwear: no hats, caps, scarves, hoods, visors or bandanas may be worn unless medical conditions require its use.
- During special activities such as field trips, field days, and other similar events, staff may be exempted from the regulations but are expected to adhere to standards of good taste.
- Certain areas of instruction such as physical education will be allowed to wear knee-length shorts, jogging suits and sweat suits while teaching physical education. However, coaches or others shall wear outer pants or wind suits when going into settings other than gyms and practice fields.
- Employees performing duties in lab or shop settings or extracurricular activities shall dress in a manner befitting their profession or befitting the occasion (which may require work type clothes, aprons or other protective items, as approved by the principal or supervisor).

Adopted: 06.27.2011

Revised: 12.19.18



## Acknowledgement

I acknowledge having received the Granger School District Volunteer Handbook and understand that it is my responsibility to familiarize myself with the contents and agree to abide by all Granger School District policies, procedures, and administrative direction. I understand that every volunteer must obtain a Washington State Patrol criminal history clearance (WATCH) at no cost to me. I acknowledge that I will not be provided with L&I or liability insurance as a volunteer.

\_\_\_\_\_  
Printed name of Applicant                      Signature of Applicant                      Date

\_\_\_\_\_  
Signature of school official                      Date

This receipt of acknowledgement form must be signed and returned to the Central Office, and will be maintained with the volunteer application before any volunteering is performed.

### For Athletic Department Volunteers Only:

*I wish to volunteer with this sport:* \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (print please)                      Date

\_\_\_\_\_  
Head Coach                      Date

\_\_\_\_\_  
Athletic Director                      Date

\_\_\_\_\_  
Superintendent                      Date

Legal References:  
RCW 43.43.830-840 Washington State Criminal Code Records  
WAC 446-20-285 Employment-Conviction Records

This page intentionally left blank

**GRANGER SCHOOL DISTRICT #204**

**PARENT/COMMUNITY VOLUNTEER FORM**

Date \_\_\_\_\_ \*This form requires picture identification – preferably a driver’s license\*

Full Legal Name (exact spelling) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

The above information will be used to secure Washington State Patrol criminal history search (WATCH).

Name & Grade of Children enrolled in GSD:	Volunteer’s Signature
_____	_____
_____	_____
_____	_____

**EMERGENCY INFORMATION**

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

Name _____	Relationship _____
Home Phone _____	Work/Cell Phone _____

Name _____	Relationship _____
Home Phone _____	Work/Cell Phone _____

BUILDING(S) IN WHICH VOLUNTEER WORK IS BEING PERFORMED \_\_\_\_\_

DURATION OF VOLUNTEER WORK \_\_\_\_\_

ADMINISTRATOR/DESIGNEE SIGNATURE \_\_\_\_\_

**\*This form requires picture identification – preferably a driver’s license\***

**Attach a copy of photo identification to this form**

NOTE: The above form to be completed by volunteer and supervisor/designee and returned to the personnel office.

\*Confidential Form

CLEARED WATCH DATE: \_\_\_\_\_

NO EXACT MATCH: \_\_\_\_\_

**(Please allow 2 weeks for processing)**

This page intentionally left blank

# GSD VOLUNTEER <sup>(1)</sup> DISCLOSURE STATEMENT - Page 1 of 2

(Reference RCW 28A.400, RCW 43.43)

## YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Custodial Assault                                  | <input type="checkbox"/> First, Second, or Third Degree Child Molestation       | <input type="checkbox"/> First or Second Degree Manslaughter          |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child  | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape          |
| <input type="checkbox"/> First, Second, or Third Degree Assault             | <input type="checkbox"/> Patronizing a Juvenile Prostitute                      | <input type="checkbox"/> First or Second Degree Robbery               |
| <input type="checkbox"/> Simple Assault                                     | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s)    | <input type="checkbox"/> Indecent Liberties                           |
| <input type="checkbox"/> First or Second Degree Custodial Interference      | <input type="checkbox"/> Sexual Exploitation of Minor(s)                        | <input type="checkbox"/> Felony Indecent Exposure                     |
| <input type="checkbox"/> Incest   | <input type="checkbox"/> Communication with a Minor for Immoral Purposes        | <input type="checkbox"/> Vehicular Homicide                           |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child     | <input type="checkbox"/> First Degree Arson                                     | <input type="checkbox"/> Unlawful Imprisonment                        |
| <input type="checkbox"/> Child Abandonment                                  | <input type="checkbox"/> First Degree Burglary                                  | <input type="checkbox"/> Malicious Harassment                         |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder                                      | <input type="checkbox"/> Criminal Abandonment                         |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order         | <input type="checkbox"/> First or Second Degree Murder                          | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Buying or Selling                            | <input type="checkbox"/> First or Second Degree Extortion                       | <input type="checkbox"/> Promoting Pornography                        |
|   | <input type="checkbox"/> First or Second Degree Kidnapping                      | <input type="checkbox"/> First Degree Promoting Prostitution          |
|   |   | <input type="checkbox"/> Prostitution                                 |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)

- First, second, or third degree extortion
- First second or third degree theft
- First or second degree robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER:     NO             YES            IF YES, EXPLAIN BELOW

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER:     NO             YES            IF YES, EXPLAIN BELOW

<sup>(1)</sup> All volunteers who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults must complete this form.

# GSD VOLUNTEER DISCLOSURE STATEMENT – Page 2 of 2

4. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER:  NO  YES IF YES, EXPLAIN BELOW.

---

---

5. 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:  NO  YES IF YES, EXPLAIN BELOW.

---

---

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

ANSWER:  NO  YES IF YES, EXPLAIN BELOW.

---

---

7. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

ANSWER:  NO  YES IF YES, EXPLAIN BELOW.

---

---

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 7 above?

ANSWER:  NO  YES

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Volunteer, Print Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date and Place: \_\_\_\_\_

Witness, Print Name: \_\_\_\_\_

(Signature must be witnessed by district employee receiving this form)

Witness, Sign Name: \_\_\_\_\_