RIVERVIEW SCHOOL DISTRICT

VOLUNTEER
HANDBOOK
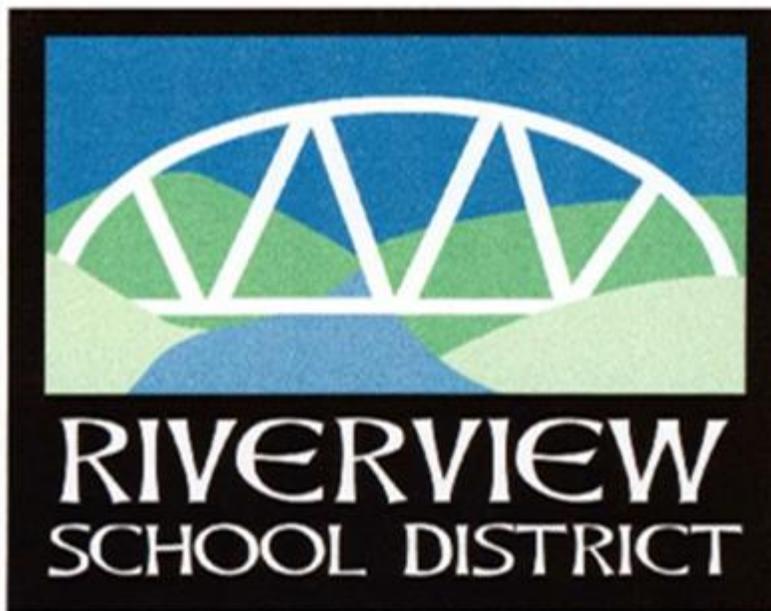
Guidelines and Expectations for Volunteers

In the Riverview School District

Volunteer Welcome

Thank you for recently completing a volunteer application. The Riverview School District is pleased that you are choosing to devote time to students and their learning needs. The school district is fortunate to have you volunteering in our schools!

The district is required to complete a Washington State criminal background check. Your status as a volunteer is in effect for a period of two years at which time another application will need to be submitted.

Now that you are prepared to volunteer in the district, this Volunteer Handbook has been developed to provide you with valuable information. We hope this information is helpful in your job as a volunteer.

Thank you again for your commitment to volunteer in the Riverview School District! Please call Stacy Cook at 425-844-4500 for more information about volunteering or for answers to any questions that you may have.

What Makes a Great Volunteer?

Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers and school staff.

A *great* volunteer:

♦ Is friendly, reliable and flexible

♦ Enjoys children

♦ Has a good professional attitude, interest and enthusiasm for working with young people

♦ Works cooperatively with school staff

♦ Recognizes that well-educated children are our greatest natural resource

♦ Feels a deep obligation as a citizen to support and help schools educate each child to his/her highest potential

♦ Already has or is willing to learn the skills that are needed to volunteer in schools

♦ Has talents that can enrich the school program

♦ Has time and a willingness to serve

♦ Understands and appreciates the work of the school staff and the volunteer program

♦ Helps the larger community understand the work occurring in the public schools

Ethical expectations for our volunteers:

♦ All student and staff information remains confidential

♦ Professional dress

♦ Share concerns with the school staff only

♦ No smoking, nicotine substances, drugs or alcohol allowed on school grounds

♦ No weapons allowed on school grounds

♦ Does not use school equipment for personal use

♦ Show respect for all staff and students

♦ Personal religious or political beliefs are not to be shared

Volunteer Guidelines

Safe verbal communication:

♦ Talk to all students in the same manner.

♦ Avoid sexist comments.

♦ Avoid sexual comments and innuendos.

Safe interaction with students:

♦ Treat all students in the same manner.

♦ Maintain appropriate boundaries between adult and student.

♦ If you sense that a student may be developing a personal interest in you-get help. See the principal immediately.

♦ Do not spend too much time with one student or group of students.

♦ Volunteer work should be performed under the direct supervision of a staff member. Avoid working alone with a student—a window or open door is important to be visible to others.

Safe touching: Touching is always an area of caution!

Special circumstances may arise where touch may be necessary. Special education, nursing and coaching may require additional student contact for the health and hygiene needs of the student. Be clear (to yourself and the student) about when, where, why and how you are touching the student.

Professional conduct:

♦ Always wear an identification badge when in the school building.

♦ Do not provide your telephone number to any student and do not ask for the telephone number of any student.

♦ Do not provide your address to any student and do not ask for the address of any student.

♦ Do not email, text or Facebook with an individual student.

♦ Do not offer or agree to transport any student at any time.

♦ Do not give or receive gifts of any kind from a student.

♦ If working one-to-one with a student under the supervision of a staff member, always do so in a public area (i.e. hallway, classroom, library).

REMINDER: Discuss problems or concerns with the principal, teacher, or other appropriate staff member.

Confidentiality

The ideal volunteer.......

- ♦ Respects the confidentiality of his or her relationship to the school

- ♦ Is careful to ensure that a child's work and behavior in school are held in confidence

What should a volunteer know about confidentiality?

Confidentiality is not only a legal responsibility, it is essential for the protection of students and families.

As working relationships develop with students, students will begin to trust you and may start to confide in you. You should take time to listen and show them that you care about them. However, do not make a promise you cannot keep. If a student reveals information relating to a possible abusive situation, let the student know that you care and are there to listen but that you are required to pass this information on to a teacher, counselor, social worker, or principal who can offer them help. There is also a chance that someone may already have insight into the situation, which could help you to understand and work better with a specific student.

Federal and State law requires school districts to inform personnel who may be working with students and/or working with information regarding students, especially students with special needs, of laws regarding confidentiality. Confidentiality refers to the privacy of information regarding these students. There are very tight legal regulations regulating what information may be shared about a student. As a volunteer of the school district, you may have access to information, either verbally or on paper about students, which must be held in strictest confidence and privacy. This information may be essential for you to know in order to work more effectively with that particular individual. It is only for that purpose that this information is shared. This information is not to be shared with others outside of the classroom or school, as it is information that is private and personal, and of no business or concern to others. If you should share such information, it is considered a breach of confidentiality.

Personal information about yourself should be shared only as it is relevant to the work you are doing with students. Avoid giving personal contact information such as your address, telephone and email address.

Electronic Resources
Staff Acceptable Use Agreement

This Staff Acceptable Use Agreement is written to support district [Policy 2035 – Electronic Resources](#), and accompanying [Procedure P2035-1 – Electronic Resources Procedures.](#)

Network
The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and internet content (blogs, web sites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by staff includes:
- Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support education and research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and procedures;
- Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities (phones, tablets) to the district network must be approved and processed through the Riverview Technology Department. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by staff includes but is not limited to:
- Personal gain, commercial solicitation and compensation of any kind;
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan Horses, time bombs and changes to hardware, software and monitoring tools;
- Causing or attempting to cause security breaches or disruptions of network communication and/or network performance
- Unauthorized access to other district computers, networks and information systems;
- Downloading, installing and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Riverview Technology Department;

- Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken;
- Support for or opposition to ballot measures, candidates and any other political activity;
- Actions that result in liability or cost incurred by the district;

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the internet.

Internet Safety

Personal Information and Inappropriate Content:
- Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission.
- Staff will not interact with students in a personal manner on Internet social networking sites such as Facebook, Twitter, or any similar sites.
- No student pictures or names can be published on any public class, school or district web site unless the appropriate permission has been obtained according to district policy.
- Offensive, objectionable, inappropriate content, or content inconsistent with district policies, posted on District-owned or operated internet sites or pages will be deleted at the discretion of the Superintendent or designee.

Social Networking

The Riverview School District recognizes that social media is a tool that can be used to promote and enhance its education and communication goals. The District's use of social media is limited to promoting the mission and goals of the District. The District's electronic resources may include District established social medial sites or accounts, such as Facebook pages, Twitter, or other similar interactive media that allow members of the public to post material onto sites created and maintained by the District. Policy 2036 and Procedures P2036-1 apply to members of the public accessing such sites, and any violation of these requirements will result in removal of prohibited content and/or denial of access privileges for violators.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and internet and avoid objectionable sites;

- Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited: proxies, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

- The district will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district devices;

- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

- Staff must make a reasonable effort to become familiar with the internet and to monitor, instruct and assist effectively.

- The district will provide a procedure for students and staff members to anonymously request access to Internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for request that are denied.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The district will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.
The following procedures are designed to safeguard network user accounts:
- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential
District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy
The district provides the network system, e-mail and internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

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.

Archive and Backup
Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers on a regular basis. Refer to the district retention policy for specific records retention requirements.

In order to comply with laws on public disclosure, archival requirements, and records retention, all official district business in electronic form shall be conducted only on approved district systems. This includes wikis, blogs, email, web sites, and other similar electronic records and communications.

Disciplinary Action
All users of the district's electronic resources are required to comply with district Policy 2035 – *Electronic Resources*, and accompanying Procedure P2035-1 – *Electronic Resources Procedures*. Violation of any of the conditions of use explained in the district's Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or revocation of network and computer access privileges, and up to termination of employment.

Connecting with the School

Checklist for your first contact with the school as a volunteer:

____   Get acquainted with the building office staff!

____   Make sure you know where to sign in and out and where to locate your volunteer badge.

____   Be sure you receive specific information from the school that will be helpful to you as a volunteer, e.g. emergency procedures, school rules.

____   Make sure you know at least one staff person to go to when you have questions, concerns or problems.

Riverview School Board Polices

A number of Riverview School Board policies are important information for volunteers. Please review the attached policies. If you have any questions or would like further information, meet with the school principal at the site where you are volunteering.

COMMUNITY RELATIONS

Civility—Respectful Communication And Behavior	P4005-1
Visitors	P4010-1
Regulation of Dangerous Weapons on School Premises	Policy 4015
Use of Tobacco and Nicotine Substances	Policy 4020
Complaints Concerning Staff or Programs	P4035-1

PERSONNEL

Drug-Free Schools, Community and Workplace	Policy 5020

MANAGEMENT SUPPORT

Infection Control Program	Policy 6512
Infectious Disease Control	P6512-1
Prohibition of Harassment, Intimidation and Bullying	Policy 6580
Sexual Harassment	Policy 6590