

Emergency Response:

During your orientation, you will be alerted to fire drill and other emergency signals. As you may be in the building during a crisis or fire drill, it's important that, just like our students and staff, you know how to evacuate the building or respond to an emergency situation.

Additionally, you will receive information about first aid procedures followed by this district. In every building and on every bus, there are staff members trained in first aid and emergency assistance. As a volunteer, you are to call on these individuals to administer first aid – do not attempt to do so yourself unless the situation is critical. The only persons authorized to administer medications are trained school nurses and office staff, so never provide to a student any ointment, tablet, capsule or spray that could be absorbed into the bloodstream.

Some schools ask that volunteers assist with health room staffing. If you are asked to do so, make sure that you receive the specific health room training provided by the school district.

Supervision:

Every building in our school district has a designated coordinator of volunteers who will orient you to the school site, introduce you to your designated teacher, and monitor your participation in the school program. However, these coordinators are not at school at all times, so you may look to the classroom teacher or office staff to whom you're assigned to provide day-to-day direction and support of your volunteering. It is important to recognize that staff are well-trained professionals who can offer many insights, tips, and strategies to help your volunteering be as productive as possible.

If you ever have questions regarding a teacher's management of students or discipline, don't hesitate to ask. Often a teacher may have a specific plan in mind that will be helpful for you to know. Additionally, school counselors and on-site managers of volunteer programs like the Communités in Schools or the BBBS Lunch Buddy program can also be consulted for assistance.

On occasion, you and your supervising teacher may arrange to have some of your volunteer service completed at home. Certain projects may be prepared for you to take off-site, such as conducting research or phone calling, etc. from your home. This arrangement is fine as long as you and your supervising teacher are comfortable with it. However, no students should be involved in the arrangement.

A Final Word:

People volunteer for a variety of reasons. Some are seeking skill development – the potential to access certain trainings. Some are seeking social connection – the opportunity to become a part of a community and make new friends. Some are seeking influence – the chance to make a difference in an area of interest or concern. And some are seeking to affirm the value of their life experiences – what they've learned, what they can share – through giving back to others around them.

Whatever the reason you've chosen to volunteer, we're grateful that you've chosen to be a part of our community. We look forward to tapping the talents and energy you bring to our children.

Please enjoy your stay with us – and let us know what we can do to ensure that you are . . . **confident, comfortable**, and much, much more than **content** during each and every moment in Spokane Public Schools!

For more information, call Volunteer Services at 354-7340 or visit www.spokaneschools.org.

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator. Title IX Officer, Shawn Jordan, (509) 354-7399 Section 504 Coordinator, Wendy Bleecker, (509) 354-7248 • ADA Officer, Tennille Jeffries-Simmons (509) 354-7265 • Affirmative Action Officer, Ramon Alvarez, (509) 354-7344 • Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 • 200 N. Bernard Street, Spokane, WA 99201.

About Spokane Public Schools:

Spokane Public Schools is the largest school district in eastern Washington, and includes 34 elementary, six middle and six high schools, and a variety of special schools and programs. We serve nearly 28,000 students, just over half of whom qualify for free or reduced-price meals. English-language learners in our district speak more than 50 different languages. Our goal is to help every student graduate with the skills needed to find success in post-secondary pursuits. To that end, we are working to:

- Increase K-12 mathematics achievement for all students
- Transform the culture of middle schools to a more rigorous academic learning environment
- Increase on-time graduation, reduce the drop-out rate, and increase post-secondary readiness

To reach these goals, we are assessing students at all grade levels more frequently so that we can provide support before they fall too far behind. In our middle schools and high schools, we are designing and implementing academic interventions to keep students on track to graduate.

And, because we understand the value of having excellent teachers in every classroom, we are working to increase the capacity of each teacher to deliver quality instruction by continuing to provide great professional development.

Thank you for your interest in volunteering with Spokane Public Schools, as this is the work we cannot accomplish without the assistance of a supportive community.



School Volunteer Orientation Manual

Helping to ensure that school volunteers throughout Spokane are confident, competent and comfortable as they help serve the educational needs of children across our community!



Welcome!

Spokane Public Schools welcomes you as a new partner in the education of our city's young people. It's a big job, and an important one for all of us in this community. We are thrilled and thankful that you have chosen to join us.

As a volunteer, you are special. The time you offer is a gift to our students and our staff. You are the extra hand offering a high five of congratulations when a new skill is mastered, the extra smile that welcomes the "new kid" into the morning reading circle, the extra voice that speaks out on behalf of our students and teachers and the important work they do. You bring unique talents, skills and energies into our schools. Our students will learn a lot from you!

Helping you become a successful volunteer is the purpose of the district volunteer program office. Please let us know how we can make your time in our schools more pleasant, productive and personally satisfying. We get our best ideas for program improvements from folks in the field, so call our office or drop us a line anytime.

Again, thank you for your efforts on behalf of all of our kids. We believe working with Spokane's school children is both a pleasure and a privilege and trust that you will find it so as well.

About Volunteering in Spokane Public Schools:

To help recruit and place volunteers, we've created a number of programs and partnerships. Our largest programs are listed below, but many others exist. You may choose to volunteer in one or more of these areas or in other capacities as supervised and approved by school administrators in the sites you select.

General Classroom Assistance Program – You will work in partnership with a classroom teacher and perform duties as assigned. Typical jobs include correcting papers, assisting with class projects, helping specific students with language, reading, math, or other challenge areas, or providing clerical help to busy instructors.

Lunch Buddy Program – You will receive training from Big Brothers Big Sisters of Spokane or Communities In Schools. Programs pair students from various elementaries and middle schools who benefit from weekly sessions with “buddies” from the community. During sessions, students and their mentors meet at the school, have lunch, spend some time in games or brief tutoring sessions, and simply get together on a consistent basis for friendship and fun.

After-School Programs – This exciting program utilizes a variety of community partnerships to deliver enrichment, academic support, and a host of other activities to children throughout Spokane. Volunteers provide homework help, deliver enrichment programs, and assist staff in a variety of ways.

Volunteer Policies:

Regardless of the specific tasks you perform during your volunteer experience, there are certain rules, policies, regulations and procedures that will govern your service. The following sections of this manual will familiarize you with them. If you have any questions or concerns about any of them, please contact your school's volunteer coordinator or the district volunteer office immediately so that we can assist you.

Becoming a Volunteer:

All Spokane Public Schools volunteers are required to register with the district before they start volunteering. The registration process involves a criminal history screening, familiarization with the policies outlined in this manual, and acceptance into the program. After your registration is processed and you are accepted into the program, your name is passed on to a school volunteer coordinator who will contact you as soon as possible to arrange an orientation at the school. Usually, this process takes only a day or two, but in the fall when up to 2,000 applications can come in each week, the process may take up to a month. If you have not received a call within 30 days of your application, please call our office at 354-7340 so we can facilitate your placement. We don't want to lose you along the way!



Orientation and Training:

This manual will provide you with a good deal of the information you need to successfully provide service to students in our district. However, each school will offer a facility tour and orientation to new volunteers. Usually this is a process completed by the volunteer coordinator at the school, although it is perfectly fine if the orientation is completed by a teacher or other staff member. Just make sure that you feel comfortable and confident about your place in the school before you begin volunteering.

Volunteers serving as literacy tutors or Big Brother Big Sister Lunch Buddies receive additional training from district literacy staffers and from BBBS, respectively. You will receive a schedule of training dates and locations when you sign up for those programs.

Attendance:

Once you are placed in a volunteer position, you become an important part of the school educational team. Please work to arrive on time at your school. The children will be looking forward to seeing you, as will the teachers and other volunteers. If you do need to be absent during your scheduled time, please contact the school office so that other arrangements can be made for the work you were scheduled to do. If you wish to cease being a district volunteer at any time, please notify your school coordinator so that we can process your departure appropriately.

Signing In:

Every school has a volunteer sign-in book that is housed in the main office – usually right at the front counter. It is critical that you stop at the office and sign in so that a record of your service is maintained. We are required to report volunteer hours to the Department of Labor and Industries. We use them for grant applications, and for school security purposes; we need to know who is in our school buildings at all times. When you sign in, make sure to put on your approved name badge so that you are recognized as a volunteer in the building.

Appropriate Conduct:

As a member of the educational team at your school, it is important to play by the same rules as others on your team. All employees and students of our district are expected to conduct themselves in a manner that promotes respect for self and others, responsibility for student achievement, and the creation of a positive and safe learning environment. (see School Board Polict 5117)

You can do this by abiding by district rules that forbid the transport of weapons, drugs or alcohol onto school property, including athletic fields, school parking lots, and district-sponsored events off campus; by abstaining from smoking during your volunteer service; by dressing in a manner that is comfortable and appropriate when you come to school; and by committing yourself to considerate behaviors, respectful language, and appropriate touch. Appropriate touches generally occur on the shoulders, upper back, arms, and hands. In touching students, if it is your practice and the age level is appropriate, do so in the same fashion and frequency for both boys and girls. Your supervising teacher or volunteer coordinator can answer questions you might have in this regard.

Unlawful Discrimination and Harassment Prohibited:

Spokane Public Schools is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equity for students, patrons, parents/guardians, applicants, volunteers, contractors, and employees. The district will not tolerate harassment or discrimination in the school district's education or working environment.

Discrimination and harassment on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a

If you become aware of a behavior that might constitute harassment bullying or intimidation, report it immediately to a supervisor or teacher so that it will be investigated and addressed.

person with a disability, sexual orientation, including gender expression or gender identity, or honorably discharged veteran or military status are prohibited.

Discrimination is to deny or limit a person or group access and opportunity to belong or be involved in or participate in education, work, contract or other allied activities based on protected class status. Harassment means to say or do something to hurt another person or group (either physically or emotionally), because of that person's or group's protected class status.

If you become aware of a behavior that might constitute harassment, report it immediately to a supervisor or teacher so that it will be investigated and addressed. Make sure to examine your own behaviors and word choices closely too. Sometimes adults forget that phrases like “You throw like a girl!” are not only wholly inappropriate, but illogical in an era of female athletic accomplishments like we see today! (see School Board Policy 5170)

Confidentiality:

As a volunteer, you may become aware of personal information regarding a child's academic performance, social interactions with peers, private familial situations, etc. The child may share the information with you, a teacher may choose to share it with you in order to enhance your ability to appropriately serve a student's needs, or another student may do so.

Regardless of how personal information about a particular child comes to you, note that that information must be held in your strictest confidence. It is never to be shared with other volunteers, acquaintances from the community, or certainly other students. Should you be concerned that the information needs to be addressed by a classroom teacher or counselor, report it to him or her immediately. As employees, they are required by law to report any suspicions regarding abuse, neglect, endangerment or exploitation immediately. Additionally, they need to know if any students are involved in dangerous or illegal activities so that they may intervene as soon as possible and keep the school community safe.

Regardless of how personal information about a particular child comes to you, note that that information must be held in your strictest confidence.

Personal Safety:

We want to ensure that you are safe and secure in all of our school facilities. Contact your school's volunteer coordinator to find out about parking procedures, space for your personal belongings while at school, and training on all machinery and equipment. Make sure that you are thoroughly trained on all equipment you are expected to operate.

In terms of exposures to infectious organisms borne in the blood or other body fluids, remember that the risk of infection due to such exposures is VERY LOW. Your own unbroken skin is an excellent barrier to such organisms. However, to reduce the potential risk of infection, specific procedures called universal precautions are practiced in Spokane Public Schools. All district staff members receive training in universal precautions and will manage situations in which bodily fluids are exposed. Volunteers are expected to obtain assistance from trained staffers in any situation requiring universal precautions.

If direct skin contact with blood and/or body fluids occurs, scrub hands and other affected skin areas thoroughly with soap and running water as soon as feasible. If direct mucous membrane contact with blood and/or body fluids occurs, flush affected mucous membranes thoroughly with copious amounts of running water as soon as feasible. In the event of a human bite or puncture wound, encourage back bleeding by applying pressure and milking the wound as with a snake bite, then wash the area thoroughly with soap and warm running water. Make sure to keep cuts and open wounds covered with clean bandages at all times.