



# Volunteer Handbook



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# Superintendent's Message

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Dear Volunteer:

On behalf of the Washington Unified School Board, staff, and students, I want to thank you for your interest in and involvement with Washington Unified School District.

Reaching the District's educational goal of insuring that all district students master the California standards for their grade level by the end of each school year requires a community-wide effort. In addition to the support from our teachers, administrators, and support staff, strong community partnerships must be in place. School volunteers play a critical role in this effort.

Our volunteer program serves students in a variety of ways, both on-campus and off-campus. Volunteers are true partners in our schools. Schools need your support in order to be successful.

Thank you in advance for helping to increase the quality and effectiveness of education that our students deserve.

Sincerely,

*Dayton Gilleland*

Dayton Gilleland, Ed.D.  
Superintendent

# Volunteer Program Policies

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Washington Unified School District AR 1240  
Updated: 03/10/2011

It shall be the policy of each school principal to encourage parent and community participation in the programs of the district for the primary purpose of enriching the opportunities for all students. For the purposes of processing, volunteers are divided into two categories:

**Category 1:** These volunteers are assisting while in view of the teacher. This category does not require fingerprint clearance.

*Examples:* Room parent, day field trip chaperones, dance chaperones, science fair/carnival volunteers, & one-time classroom volunteer/presenter.

**Category 2:** These volunteers assist on a regular basis, sometimes out of the teacher's view. This category requires fingerprint clearance as well as other documentation.

*Examples:* Adult safety patrol, field trip chaperone (outside teacher's view), club sponsor, coach, overnight trip chaperone, student mentors.

## How to Get Started?

If you want to volunteer at a school, contact the individual school directly. The school will provide you with information on available volunteer opportunities and direct you to complete the appropriate paperwork. If you have any other questions, please contact the individual school.

### ***Choose the right way to volunteer for you.***

- ✓ Volunteering does not mean you have to come every day.
- ✓ Volunteering does not mean you have to stay at school all day long.
- ✓ Volunteering does not mean you have to volunteer all year long.
- ✓ Volunteering does mean you care.
- ✓ Volunteering does mean you want to be involved in your child's school.
- ✓ Volunteering does mean you are committed to doing your part to make our schools and community a better place to live and grow.

# Volunteer Responsibilities

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Identification: In an effort to insure safety and security, all volunteers need to wear a school name tag at all times while on school property. Adults not wearing proper identification should be directed to the school office.

Sign In/Sign Out: Please sign in and out of the school office when you volunteer. This allows for proper accounting in event of an emergency.

Confidentiality: Volunteers must protect the teachers' and students' right to privacy. You may not disclose school information or personal matters which you may have overheard. Student concerns are to be discussed only with the teacher, staff member with whom you are working, or the school principal.

Professionalism: Although the job is voluntary, the commitment is professional and the proper dress code should be followed. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Dependability & Punctuality: Students, teachers, and staff members rely on the services performed by volunteers. Arrive on time for your volunteer service. If you are unable to volunteer on your scheduled day/time, please contact the school and advise the office of your absence.

Universal Health Precaution: All body fluids (vomit, blood, etc) are to be treated as if they are infected with a blood-borne disease. Please obtain direct instruction from your school principal on locating and utilizing personal protective equipment. Proper hand-washing and hand-sanitizing techniques are the most important thing you can do to prevent getting sick.

*The District reserves the right to place and remove volunteers from service*

# Teacher/Staff-Volunteer Checklist

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When a teacher or staff member and volunteer initially meet, the following items should be discussed:

1. Confidentiality
2. Days and times the volunteer will work
3. Procedures the volunteer will use to keep in touch (i.e. informal meetings, e-mail, or telephone).
4. Alternate plans for days when the teacher is absent and a substitute is in charge of the class.
5. Procedure to follow if the volunteer will be absent.
6. How the teacher will communicate the assignments to the volunteer (folder, note, or other means).
7. Where room materials are kept and the location of a convenient workplace.
8. The teachers' own classroom policies, procedures, and rules such as management system, reinforcement techniques, and where the volunteer can leave personal belongings.
9. Volunteers should intervene if the safety of a child is in question, however, volunteers should not discipline students.
10. Procedures to prevent heat illness and universal precautions.
11. Pertinent background information about the student(s), including tips such as learning style and reinforcement techniques.
12. Special needs and strengths of the student(s) and skills that need to be developed.
13. Alternate plans if student(s) is/are absent.

# Working with Students

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As you observe and work in the classroom, you will notice that instruction is delivered in many ways. Changes in technology, new jobs, and career requirements have changed the way teachers teach and students learn.

## Children learn by:

- Doing, not by observing.
- Asking questions and searching for answers.
- Discovering, experimenting, and repeating experiences which build confidence.
- Using all of their senses whenever possible

## Volunteers can help students by:

- A relaxed, friendly attitude creates the best atmosphere for learning. SMILE! ☺
- Learning their names and use them often.
- Listening carefully to the students.
- Accepting students as individuals.
- Being patient. Refer disciplinary problems to the teacher or an administrator when necessary.

# 34 Ways to Say “Good Job”

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WOW!!  
Super  
Excellent  
Good job  
Terrific  
Beautiful  
Marvelous  
Nice going  
Fantastic  
Very good  
Much better

Good for You!  
That's right  
That's amazing  
Great  
Good thinking  
Way to go  
Congratulations!!  
That looks great  
Now you've got it!!  
That's really nice  
Keep it up

Thank you very much

I'm so proud of you!!

You're working hard

That's a good point

That was first class work

Keep up the good work

That's the right answer

You're on the right track

You're really working hard today

Now you've got the hang of it

I knew you could do it

I appreciate the way you're trying



# Benefits for Volunteers

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## Fingerprint Reimbursement:

Upon request by the volunteer, the cost of fingerprint clearance will be reimbursed by the district after twenty (20) hours of service. Please retain your original Live Scan form, indicating the ATI # and the amount paid. Please see your site administrator on the process for reimbursement. Payments are mailed to the volunteer's address approximately 14-21 days after the request for reimbursement has been submitted.

## Workers' Compensation Coverage:

Washington Unified School District has adopted Board Resolution 967-20 to cover authorized volunteers for the purpose of Workers' Compensation benefits. Workers' Compensation benefits will be provided in accordance with the California Labor Code for any injury or illness sustained while performing volunteer services for Washington Unified School District.

Should you be injured while serving as a volunteer, and therefore covered under the District Workers' Compensation policy, you will not be eligible to file any civil claim, action, or proceeding and hold Washington Unified School District harmless from any civil liability.

## Transferable Work Skills:

Volunteers are advised to keep an accurate and updated record of the skills and experiences developed while volunteering. Many corporations accept volunteer work as bona fide work experience. Also, principals and staff are usually happy to provide references or letters of recommendation.

## Tax Deductions:

Volunteers who itemize income taxes may deduct some expenses. These are subject to change and have to be done in accordance to the IRS guidelines for "Charitable Contributions". Please refer to your tax preparer, the Internal Revenue Service, and/or the Franchise Tax Board for specific deduction information and documentation.