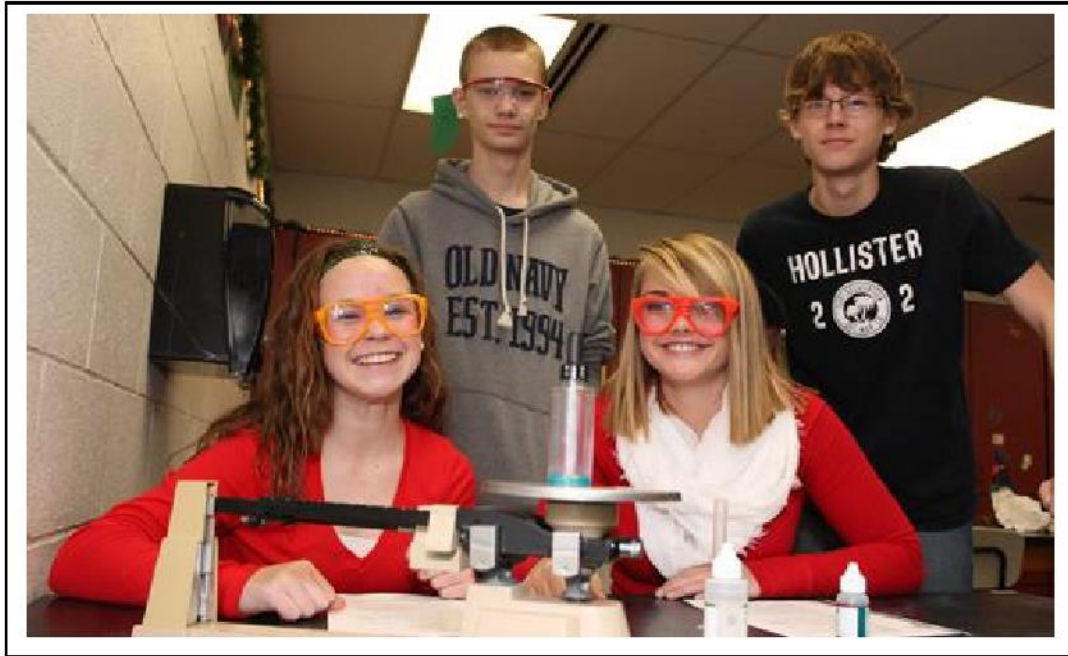


Baugo Community Schools Volunteer Handbook



*Guidelines and
Expectations for
Working as a Volunteer
in Our Schools*

Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering in the Baugo Community Schools. District schools depend on volunteers and value 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 safe and successful experiences for students, staff and volunteers. All volunteering relationships established through the Baugo Community Schools must take place with students on the school campus during school hours or at other authorized school activities only.

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:

- Enriching the curriculum
- Enriching student's learning opportunities
- Providing help for individual students
- Providing opportunities for meaningful service
- Relieving teachers of some non-instructional tasks
- Establishing a school and community partnership for quality education
- Enhancing all aspects of the educational process

Working closely with the classroom teacher and school staff includes:

- Following the direction 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
- Understanding that evaluation of a student's learning can only be done by the teacher
- 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
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

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
- Using 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

General Ground Rules: Volunteers are expected to:

- Sign in and wear an ID badge on school grounds at all time,
- Wear professional attire,
- Show respect for all staff and students,
- Share concerns regarding students with the school staff only,
- Please call the school so the teacher and students will know you will not be there, if you cannot make your scheduled volunteer time,
- Please not bring younger children to the school during your volunteer hours, and
- Turn off your cell phone while you are volunteering in the classroom.

Ground Rules for School District Facilities:

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- 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. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others -even their parents. Do not make references to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

Community Service Hours

The Baugo Community Schools strive to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, the Baugo Community Schools cannot allow volunteers to complete court-ordered community service hours through our schools.

Harassment at School

The Baugo Community Schools Harassment 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. Volunteers are expected and required to respect and uphold the Baugo Community Schools Harassment Policy. The district asks you to review each of these policies in detail prior to volunteering. These policies can be located under "Important School District Policies" at the end of this handbook.

Important Guidelines

Safe Interaction with Students

The school board expects by virtue of School Board Policy 8120 that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines for Safe Interaction with Students: All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer. Do not:

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to baby-sit for your family
- Engage in Social Networking with students via Facebook, MySpace, Instagram, Snapchat, Vine or Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

Communication: Do not:

- Say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with
- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School:

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

Gifts:

- In general, giving gifts to students is not encouraged. If gifts are provided they should be:
 - of nominal value
 - Identical for all students in the class
 - Approved by the teacher or administrator in charge of the program

Physical Contact with Students:

- It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

Field Trips and Off-Campus Activities:

- It is the general policy of the Baugo Community Schools that all off-campus field trip and activity chaperones must be at least 21 years of age.

What is the difference between a chaperone and a volunteer?

For the purpose of volunteering in the Baugo Community Schools, a chaperone is a person who is over the age of 21 who has the responsibility of supervising students during an off-campus field trip or activity. During these types of activities, teachers are expected to maintain specific chaperone-to-student ratios. (The exact ratio varies based upon age of students and type of activity). Volunteers are not necessarily eligible to chaperone activities.

Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of the Baugo Community Schools or its Parent Teacher Organization partners and comply with all applicable rules and regulations.

Volunteer Coaches

Individuals who wish to become volunteer coaches for any school in the Baugo Community Schools must complete the following steps:

- 1) Complete the Baugo Community Schools Volunteer Application and be approved as a volunteer. (This process can take up to two weeks to complete, so volunteers are recommended to begin this process early).
- 2) Provide proof of valid First Aid and CPR card to the building athletic director. Classes are available through the district if the volunteer does not have current certifications.
- 3) Review and agree to comply with mandatory reporting information.
- 4) Review and agree to comply with social media policy and procedure.

Please note: Volunteer coaches must be at least 21 years of age to chaperone off-campus activities. Volunteers who wish to drive students must be at least 25 years of age and must have a valid Indiana State driver's license. Volunteer drivers must also complete the required driving forms and file them with the school office.

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.

Nondiscrimination Notification

The Baugo Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Bruce Perry, Director of Business Services, Baugo Community Schools, 29125 County Road 22 West, Elkhart, Indiana, 46517, 574-293-8583.

Important School District Policies

Harassment, Intimidation, and Bullying of Students

The Baugo Community Schools recognizes its responsibility to provide a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct for each building and as set forth in our Harassment, Intimidation, and Bullying of Students Procedures. Any staff member who has been found, after appropriate investigation, to have harassed a student will be subject to disciplinary action and/or discharge, as appropriate pursuant to collective bargaining agreements and state and federal laws.

All students have the right to learn in an environment that is free from harassment, including sexual harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property,
- Has the effect of substantially interfering with a student's education,
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, and/or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Sexual Harassment

Sexual harassment is a type of harassment and occurs when the types of verbal, visual, or physical conduct described above are sexual in nature or are based on gender. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or educational decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates a work or educational environment that is intimidating, hostile or offensive.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and interferes with efficacy or creates uneasiness.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff, and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will work in partnership with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions may include counseling, correcting behavior and discipline, and referral to law enforcement.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with collective bargaining agreements and state and federal laws. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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 Baugo Community Schools 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 differences and/or, characteristics including for example, but not necessarily limited to race; gender; creed; religion; color; national origin; honorably discharged veteran or military status; sexual orientation, including gender expression or identity; marital status; age; 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. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be subject to discipline as appropriate, pursuant to collective bargaining agreements and state and federal laws.

I.C. 20-33-1-1

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 6101 et seq.

34 CFR Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

Revised 5/9/11

Adopted 7/9/07

Revised 8/9/10