



**North Mason School District**  
“Educate, Empower, Inspire & Prepare”

# **Volunteer Handbook**

**Dana Rosenbach, Superintendent**  
**250 E. Campus Dr. Belfair, WA 98528**  
**(360) 277-2300 (360) 277-2320 FAX**  
[www.nmsd.wednet.edu](http://www.nmsd.wednet.edu)

**School Board: John Campbell, Art Wightman, Laura Boad, Craig Patti, Leanna Krotzer**

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Dear Volunteer,

We are very pleased that you have decided to participate in the North Mason School District Volunteer Program. As parents, grandparents, neighbors and community members, you have ideas, talents and time to share with our students and our schools. It is our belief that volunteer programs are beneficial to everyone involved. These programs also help to foster stronger school/community relationships by creating a common ownership in the success of our schools. They also demonstrate the importance of community service to all involved in the program, especially students.

Making the decision to volunteer your time and talents to the students of the North Mason School District is a very honorable one... and a decision with which we hope you will be pleased.

School volunteers enhance the educational experience in so many ways:

- ✚ By helping to ensure that vital programs like music, sports, and the arts are available in the school
- ✚ By working as the extra hands, ears, and hearts of teachers whose responsibilities extend to many students
- ✚ By working to ensure the smooth operation of many school activities, we sometimes take for granted – for example, concessions at sporting events or equipment management at band competitions
- ✚ By listening, caring, and supporting the most important person in any school – the student.

This handbook was designed to help ensure that your volunteer experience with the North Mason School District is a good one. It contains lots of information about district procedures and policies (located in Appendix A) that affect you in your volunteer role, as well as tips and ideas that might make your experience more valuable.

Please let us know if there is anything we can do to help you as you give of yourself to our number one priority – **our students!**

Please read through this handbook carefully. It is designed to give volunteers much of the information necessary to make your experience rewarding. If you have any questions, please direct them to the Volunteer Coordinator or the principal of your school.

Thank you for devoting your time to this worthy endeavor.

Sincerely,

Superintendent Dana Rosenbach

LOCATION of NORTH MASON SCHOOL DISTRICT FACILITIES

All district buildings can be reached by phone at 277-2300

**District Administration Office**

250 E Campus Drive, Belfair (360) 277-2300

Superintendent's Office

Business & Finance Services

Payroll & Human Resources

Special Education Office

Technology & Facilities

**Transportation Office**

**Director, Jamie Wilhelm**

50 Campus Drive, Belfair (360) 277-2301

**North Mason High School**

**Principal Chad Collins**

150 E North High School Rd, Belfair (360) 277-2303

Office Coordinator, Dannette Hull

Grades 9-12

**James A. Taylor High School**

**Principal Anne Crosby**

90 E North Mason School Rd, Belfair (360) 277-2329

Office Coordinator, Amalea Hendrickson

Grades 9-12

**Hawkins Middle School**

**Principal Joanne Warren**

300 E Campus Drive, Belfair (360) 277-2302

Office Coordinator, Eileen Kronquist

Grades 6, 7, and 8

**Belfair Elementary School**

**Principal Dan King**

22900 NE Highway 3, Belfair (360) 277-2233

Office Coordinator, Cathy Hadley

Grades K - 5

**Sand Hill Elementary School**

**Principal Jason Swaser**

791 NE Sand Hill Road, Belfair (360) 277-2330

Office Coordinator, Barbara Boad

Grades K – 5

**HomeLink**

**Principal Anne Crosby**

90 E North Mason School Rd, Belfair (360) 277-2294

Office Coordinator, Naree Crabb

Grades K-12

## ***MISSION***

**North Mason School District,  
together with our community,  
educates, empowers, inspires and  
prepares all students.**

## ***VISION***

**North Mason School District  
graduates every student  
academically prepared  
to confidently and productively  
meet future challenges.**

## Role of the Volunteer

Volunteers in the classroom can assist teachers in a variety of ways, thereby freeing the teacher to focus more time on the teaching/learning process. An organized program of volunteer assistance can provide a unique contribution to the educational program by helping assume some of the many roles of the teacher.

### Before You Begin

Volunteers will meet with the teacher before beginning as a classroom volunteer. The first visit or two should be spent observing the classroom, getting to know the students and the style and routines of the teacher. This will help the children to become familiar with you before you begin.

The teacher is in charge of all phases of classroom activity and the volunteers will take directions from the teacher. Your activities should support the efforts of staff members but not replace them or exceed their authority.

It is not in the best interest of the child to have a parent, grandparent, guardian, etc. volunteer in their child's classroom, so therefore, volunteers will be utilized in classrooms other than those in which their children are enrolled.

Try to match your interest, abilities and time availability with the school needs. Contact the building principal for specific details regarding school need, requirements and scheduling options.

Maintain good communication especially in the event of an absence or schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.

Follow school and district procedures regarding signing in and out, wearing badges, using school materials and maintaining health/security standards. Know emergency procedures for fire, illness, etc.

Seek advice from those directly in charge, including teachers, secretaries, aides, or other school personnel who are trained and responsible for the tasks. Maintain a spirit of partnership and cooperation with school staff.



## **DISTRICT POLICIES CONCERNING VOLUNTEERS**

### **GENERAL**

- 1) The building principal or designee shall approve long term and overnight volunteers. A record of their names and a brief description of the service performed shall be maintained in the district office files for a period of six (6) years.
- 2) Volunteers shall be required to have a Criminal History Report on file in the district office prior to the commencement of volunteer service.
- 4) If, under the pertinent laws or regulations, his/her criminal history report would preclude him/her from being hired as an employee, that person may not be a volunteer.
- 5) Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.
- 6) Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- 7) The district Volunteer Coordinator shall ensure the background check is completed satisfactorily.
- 8) The classroom teacher shall be responsible for training said volunteers to perform the specific duties associated with their assignments.
- 9) The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.
- 10) Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages from the district.
- 11) Volunteers are not permitted to transport students in their personal vehicles.
- 12) The volunteer position is not a right, but rather a privilege that is conferred by the board and the administration. As such, any volunteer position may be eliminated at any time for any reason. In addition, any volunteer may be removed from a volunteer position for any reason.

### **ACCIDENT REPORTS**

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the school office using the appropriate district accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. After review by the administration, two additional copies will be made and forwarded to the district office. Accident report forms can be secured from the building secretary.

### **DRUG/SUBSTANCE ABUSE POLICY**

It is the intent of the board of directors of the North Mason School District to make a good faith effort to maintain an alcohol and drug-free school environment. The following policy applies to all employees/volunteers of the North Mason School District, whether part-time or fulltime, during normal working hours and during all other official work assignments by the North Mason School

District. The policy applies whether or not the assigned work is carried out in areas under direct operational control of the school district. ([Policy 5201](#))

Drug Free Workplace Act

41 USC §§ 701-707

Safe & Drug Free Schools and Communities Act

20 USC §§ 7101-7118

Controlled Substances Act

21 USC §§ 812

### **FUNDRAISING**

The principal must approve the sale of all items to students (i.e. T-shirts, Tab books, etc.) as well as all other fundraising activities undertaken by volunteers associated with his/her building.

The school district is liable for the payment of state sales tax for sales of any items that are taxable under state law.

### **HARASSMENT POLICY ([POLICY 3207](#) & [PROCEDURE 3207](#))**

The North Mason School District is committed to providing a safe, positive environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against anyone. This policy covers all district students, staff members, contracted individuals, vendors, and volunteers in the schools.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee and volunteer by publication in handbooks, orientation/training sessions and/or posting of notices/signs. No employee or volunteer of the school district is exempt from this policy. ([Policy 5011](#) & [Procedure 5011](#))

Offensive conduct or harassment may include but is not limited to:

- .. Offensive physical action, written or spoken language and graphic communications
- .. Any type of physical contact when the action is un-welcome by the recipient.
- .. Expectations, requests, demands or pressure for sexual favors.
- .. Slurs, jokes, posters, cartoons and gestures that are offensive.
- .. Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
  - . There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.

Such conduct has the effect of creating an intimidating, hostile, or offensive work environment, or

- . unreasonably interferes with a person's work performance.
- . A third party is offended by the sexual conduct or communications of others.

Harassment is considered a form of employee/volunteer misconduct. Disciplinary action, up to and including termination, will be taken against any employee/volunteer engaging in this type of behavior.

Anyone who believes they have been harassed is encouraged to report promptly orally and in writing such incidents to the designated administrators. Complaints will be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be

maintained, consistent with the district's legal and investigative obligations. Under no circumstances will an employee/volunteer be penalized for reporting what they believe to be harassment under this policy.

## **SMOKING AND TOBACCO**

In order to protect students, staff and visitors from the health hazards of smoking, and to promote a pleasant, smoke-free environment, the law and board prohibits smoking or the possession of tobacco products by any person in school buildings, in school buses, and on school grounds. This ban is in effect at all times and specifically includes the regular school program as well as all co-curricular and community events held on school property. ([Policy 4215](#))

## **CONFIDENTIALITY**

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families should be considered privileged information. Trust must be established and maintained in order for this volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or building principal.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
  
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or principal. Direct inquiries about students to the professional staff.
  
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to the principal.
  
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
  - scholastic and health records
  - test scores and grades
  - discipline and classroom behavior
  - character traits of children
  
- **All volunteers are required to sign a statement of confidentiality.**

## **DISCIPLINE**

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

## **VOLUNTEER PROCEDURES**

.. Be sure to sign in and out of the building on the volunteer log each time you visit the school to volunteer.

.. ALWAYS wear the volunteer badge while in the school and return it to the building office prior to your departure. Volunteer badges may not be removed from the building or campus.

.. Be reliable. Call if you cannot be at school.

.. Confidentiality is highly important!

Remember that anything overheard concerning students or staff should never leave the building.

.. Keep in mind that you are here to support teachers, not replace them. Please refer to the classroom teacher for his/her preferred method of dealing with day-to-day situations.

.. Remember – if you don't know – ASK! We appreciate your assistance and will be glad to help!



YOUR help makes a  
**BIG** difference  
in the lives of our students!

## **VOLUNTEERING WITH STUDENTS**

- .. A student's name is VERY important. Make every effort to remember the names of the students with whom you are working.
- .. Be sure the students know your name – establish in the beginning how they are to address you.
- .. Demonstrate your interest in the students by asking them about their activities and LISTENING!
- .. Help build students' self-confidence by pointing out the improvement you see in their work, manner, etc. Even when helping to correct a student's work or manner, try to start the conversation by discussing the positives!
- .. Discuss student behavior and/or progress ONLY with the teacher.
- .. Make sure you always leave the students on a positive and friendly note.
- .. Keep in mind that students will model the behaviors they see adults displaying – whether that adult is a staff person or a volunteer.
- .. Common sense and cool heads are always the best in any situation.
- .. Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- .. Always be consistent with specific rules and practices maintained by your staff partner. Also, be familiar with school and classroom rules. Read parent or teacher handbook, if necessary.
- .. Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.



## The **DOs** and **DON'Ts** of Volunteering

To capably assist the school with additional services, all volunteers are requested to keep in mind the following:

- **DO** take a personal interest in helping and working with teachers, staff and students.
  - **DO** be willing to learn more about fostering the process of growth and development in children.
  - **DO** participate in training programs offered to volunteers.
  - **DO** be willing and able to follow directions from teachers and staff.
  - **DO** be adaptable and flexible when working with children.
  - **DO** have a cooperative attitude in working with school personnel.
  - **DO** be imaginative, creative and optimistic.
  - **DO** be consistent and dependable.
  - **DO** keep all student information strictly confidential.
  - **DO** have a sense of humor as well a patience and understanding.
  - **DO** accept each child for who they are.
  - **DO** let the teacher be responsible for discipline.
  - **DO** limit your conversation with teachers while on-duty to direct work-related issues so as not to distract them from their work.
- \*\*\*\*\*
- **DON'T** forget to sign in and out of the office every time you're in the building.
  - **DON'T** scold when pointing out errors. Use a positive approach.
  - **DON'T** become annoyed when students don't understand something the first time.
  - **DON'T** be afraid to laugh at yourself.
  - **DON'T** lose your temper.
  - **DON'T** do a student's work for them.
  - **DON'T** discuss student's work with anyone but the teacher.