



Volunteer Handbook

Volunteer Guidelines and Expectations

Thank you for your interest in volunteering at Cedar River Academy. This handbook includes the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers.

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Cedar River Academy Volunteers are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the Cedar River Academy team. Volunteers are important as we bringing the outside world to our students. 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.

The primary goals of the Cedar River Academy volunteer program are to:

- Provide support for our teachers
- Enrich the curriculum.
- Enrich children's learning opportunities.
- Provide opportunities for meaningful service.
- Establish an academy and community partnership for quality education.

The basic requirements of volunteers who work closely with the classroom teacher and Cedar River Academy staff include:

- Following the direction of a academy staff member. Classroom teachers are responsible for guiding student behavior to ensure safety and consistency of rules and expectations.
- Accepting direction and suggestions from the certified teacher.
- Respecting the privacy of teachers and students by not discussing academy matters away from the classroom. This includes student behavior, academic performance, and health conditions.
- Understanding that evaluation of a student's learning can only be done by the classroom teacher.
- Committing to working to support and improve education for all students.
- Seeking help from the teacher when a volunteer needs additional information or instruction.
- Sharing ideas and constructive comments with the classroom teacher, not the parents.
- Realizing that because of allergies and other considerations, volunteers may not provide food to children, other than their own child, without permission from a Cedar River Academy staff person.
- Realizing that should an emergency occur, volunteers follow the Cedar River Academy staff directions and do not remove their child(ren) from school without properly notifying the Cedar River Academy staff.

Volunteers should enjoy working with students through:

- Finding ways to establish a good rapport with students.
- Providing help and assistance without doing the work for students.
- Showing a genuine interest in all students.
- Accepting each student and encouraging the personal-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 academy. If your volunteer placement does not work for you, the teacher, or the academy 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

At Cedar River Academy, volunteers are expected to:

- Sign in and wear an ID badge on academy grounds at all times.
- Wear professional attire.
- Show respect for all staff and students.
- Share concerns regarding students with the academy staff only.

If you cannot make your scheduled volunteer time, please call the academy so the teacher and students will know you will not be there.

Ground Rules for Volunteers for Cedar River Academy

The following ground rules for academy volunteers are reasonable and simple to follow:

- No smoking or tobacco allowed on campus or on exploration trips.
- No weapons are allowed while volunteering.
- No drugs or alcohol may be used while volunteering.
- Volunteers may not use academy equipment or facilities for personal activities.

Maintain Student Confidentiality

Volunteers are expected and required to keep confidential all student information that they obtain while working as a volunteer. Federal Law strictly prohibits schools and volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, behavioral, medical, and personal information. 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 to civil liability.

Human Dignity Policy

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 at Cedar River Academy is the development of a commitment to the core values of a democratic society. In accordance with this aim, the academy 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, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of student, staff, and volunteers.

Important Guidelines for Safe Interaction with Students

All interaction with Cedar River Academy students, staff, and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

- Avoid being alone with students whenever possible. If alone with a student, be visible and in an open location.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and students.
- If you sense that a student may be developing a personal interest in you, see the principal immediately.
- Giving gifts to students is not encouraged and can not occur without teacher and/or management approval.
- Cedar River Academy does not encourage or sanction volunteer/student contact outside the structure of the academy day, building, or academy-related activities. Volunteers must not:
 - Take students on private outings.
 - Transport students alone.
 - Initiate social activities with students.
- All communication with parents, whether written or verbal must be done through the classroom teacher. There is no exception to this rule. If there is something that the volunteer would like to share with a parent, tell the classroom teacher and s/he will then transmit the message, if appropriate.
- Volunteers must be at least 18 years old to serve as a chaperon for off-campus field trips and activities. Volunteers who wish to drive students must have a valid driver's license. Volunteer drivers must also complete the required driving forms and file them with the academy.
- Cedar River Academy may sponsor before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of Cedar River Academy and comply with all applicable rules and regulations.
- 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 Academy CEO or another Cedar River Academy employee.

Harassment Policy and Procedure

It is the policy of Cedar River Academy that all employees and volunteers be able to work in an environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful and violates Cedar River Academy policy.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to that which is not welcome and is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by managers or non-management personnel (including clients and client sites), is specifically prohibited. This 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 his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

Any individual who believes that he/she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of the Head of academy or Human Resources. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken. Employees shall not be retaliated against because they have made complaints or concerns of sexual harassment to management.

Cedar River Academy Volunteer Application Instructions

To ensure the safety of our students and staff, there is an application packet you must complete before you can begin your volunteer assignment. The following steps will assist you as you complete the volunteer application packet:

1. **Volunteer Application Form.** This form provides basic information about you and your volunteer interests. All applicants must fill out section 1 of the Volunteer Application form. Section 2 is only for those volunteers who may wish to serve on a regular basis. Read the Volunteer Handbook thoroughly. Sign and date at the bottom of the page to indicate that all the information on your form is accurate and that you have read, understood, and agreed to the guidelines included in the handbook.
2. **Washington State Patrol (WSP) Background Check Form.** All volunteer applicants must receive a background check through Washington State Patrol. Please complete sections c and d. Be sure to include any maiden or former names in section c. Sign and date the form to indicate that the information you provide is accurate.
3. **Disclosure Form.** This form provides information about any past or current criminal or civil offenses. It also gives permission for the academy to conduct the background check. Please answer each question completely and truthfully. Add an extra sheet of paper if necessary. Sign and date the form to indicate that the information you provided is accurate.
4. **Review Your Forms.** Double-check to make sure you have filled out each form completely and that you have signed and dated all forms in the packet.
5. **Copy of Your Driver's License.** Attach a copy of your current driver's license, or other photo identification that includes your legal name and date of birth. This helps to verify identity during the background checks.

Cedar River Academy Volunteer Application

Background Information

Date: ___/___/___ Check one: ___ Parent/Guardian ___ Non-Parent/Guardian ___ Student

Please check one: ___ New application ___ Renewal

Full legal name: _____

First

Middle

Last

M ___ F ___ Date of Birth: ___/___/___ Birthplace (city / state or country): _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Name of child(ren) / student(s): _____

Reason for volunteering (include specific details): _____

Employer: _____ Phone: _____

Emergency local contact: _____ Phone: _____

Volunteer Interests and Availability

Grade level preference: _____ Languages spoken: _____

Volunteer interests: _____

Best days of week: _____ Hours available: _____

All information in this application is accurate to the best of my knowledge. I have received and thoroughly read the Cedar River Academy Volunteer Handbook. I understand the information in the handbook and agree to comply with the guidelines. As a condition of being permitted to volunteer for Cedar River Academy, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience, including but not limited to, any activity while volunteering on academy property. I hereby agree to waive any and all claims arising out of any such injury or damage. I also authorize Cedar River Academy to conduct a criminal history background check through the Washington State Patrol.

Applicant signature

(parent/guardian if under 18): _____ Date: _____

Please attach a copy of your driver's license.

For Office Use Only

Approved
 Disapproved

Signature: _____ Date: _____