



# Communities In Schools of Puyallup Volunteer Policies and Procedures

*Approved November 17, 2016*

It is the responsibility of all Communities In Schools volunteers to become familiar with the policies and procedures set forth in this handbook. These policies and procedures are designed to help volunteers be more effective in working with students, in working with program staff, and to blend into the operation of the school. Violations of any of these policies may lead to your termination. Communities In Schools reserves the right to modify, add, or delete any policy or procedure at any time. We will notify you of these changes as they occur.

## *Open Door Policy*

Communities In Schools of Puyallup (CISP) encourages volunteers to bring their concerns, questions, and suggestions to your CISP On-Site Staff member. We value your input, and we want to resolve any problems that may develop. We do ask that such discussions occur at a time and place, which will not interfere with the delivery of our program's services or with other activities in the school.

## *Affirmative Action*

It is the policy of CISP that equal opportunity will be provided, promoted, and insured for all qualified persons. CISP will take affirmative action to insure that all applicants receive fair consideration for service and that volunteers are treated equitably during their term of service without regard to color, race, religion, gender, sexual orientation, age, national origin or any physical or mental disability or status as a special disabled veteran.

## *Harassment and Unprofessional Conduct*

Sexual harassment is a violation of CISP policy. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and the Title IX of the Education Amendments of 1972. You have a right to a volunteer environment that is free of bias, intimidation or hostility. We urge you to report any problem you have with sexual harassment. If you feel you are being subjected to sexual harassment, CISP urges you to immediately contact your CISP On-Site Staff member or the CISP Executive Director.

Volunteers are expected to act in a professional manner at all times during their service. The use of inappropriate language or behavior at the service site is prohibited. Volunteers are prohibited from engaging in any activity that may physically or emotionally damage other volunteers, staff, or youth in the program or community.

## *Drug Policy*

Volunteers are prohibited from being under the influence of alcohol or illegal drugs, or possessing or using any illegal drugs or consuming alcoholic beverages during the performance of service activities. Any volunteer coming to service under the influence of any un-prescribed substance will be automatically terminated. As a volunteer, you are bound by the CISP policy on substance abuse. You are responsible for abiding by this policy.

## *Updating Volunteer Address and Phone Number*

It is important that Volunteers report any changes of address or home phone numbers immediately to the CISP Resource Coordinator or to your CISP On-Site Staff member.

### *Volunteer Application Approval*

All volunteers must visit the Puyallup School District Website and complete and [Online Volunteer Application here](#) and complete an *Online Volunteer Application*. You will need to select COMMUNITIES IN SCHOOLS OF PUYALLUP for the "Volunteer Category." You will not be able to volunteer until your application has been approved and you complete all the PSD volunteer requirements. Once approved you will be able to volunteer for 2 years with the Puyallup School District. Upon expiration you will then need to reapply and be reapproved. If need to check the status of your application or when your expiration date is, contact a CISP staff member on site or email the school district at [volunteers@puyallup.k12.wa.us](mailto:volunteers@puyallup.k12.wa.us).

## **SERVICE TO STUDENTS**

### *Scheduling*

All volunteers must adhere to the schedule you and your site manager agree on. Any changes made to arrival and departure times must be approved by your CISP On-Site Staff member

### *Absences & Consistency*

Absences negatively impact your students, as they depend on you and look to you as a role model. An absent or late volunteer reduces program effectiveness as well as the school's confidence in our program. If you must be late or absent, advise your CISP On-Site Staff member *soon as possible*. You must make this call at least an hour before the start of your scheduled session.

### *Training Attendance*

CISP volunteers that work with students are required to attend our two-hour volunteer orientation. Occasionally, optional trainings on specific topics will be offered but are not mandatory.

### *Mobile Phones and Tablets*

Mobile telephones and tablets are often disruptive. These devices should be brought into the school only if absolutely necessary and if they are they should be kept out of sight and inaudible.

### *Medicine and Illness*

Volunteers must not give students medication of ANY kind. In the event that a student becomes ill, you should notify the CISP On-Site Staff member or other authorized personnel who will be able to follow the required school procedures for sickness or medications.

### *Confidentiality*

Information regarding students, faculty, or school operations is considered confidential and is not to be discussed outside the scope of your service. If you feel that a student or any other person is in harm or danger, you must go to your CISP On-Site Staff member immediately.

### *Child Abuse*

If you become aware of suspected child abuse or neglect, you should report your suspicions immediately to the CISP staff member on site. If a CISP staff member is not available, the volunteer should report to the school principal, and then inform the CISP staff member as soon as possible. Your Site Supervisor/Program will listen sensitively and offer you support. The CISP staff member will then report immediately to the school Principal and the CISP Executive Director.

Please remember to respect the child's confidence and feelings by only sharing with the people directly involved. Neither CISP staff nor school personnel can legally delay or discourage you in reporting suspected child abuse or neglect. Remember, we are obligated by law to ensure that evidence of child abuse is reported.

It is important that you are careful in your own interactions with students so as to avoid appearing too physically intimate. Avoid tutoring and mentoring in isolated areas. The only acceptable student volunteer contact is fist bump, high 5 or side hug.

### *Attentiveness to the Student*

You must remain attentive to the student throughout the tutoring and mentoring sessions.

### *Discipline of Students*

When you experience behavior problems with a student, seek the help or advice of CISP On-Site Staff member. You are **NEVER** to punish, spank or use inappropriate language with a student.

### *Horseplay*

Remember that gestures that you may consider friendly or ways to join with students (examples: lightly punching student's arm to show them they did a good job, chest bumps on the basketball court) may be misinterpreted or have unintended consequences.

### *No Outside Contact with Students*

CISP does NOT authorize anyone associated with our program to initiate contact with the students outside the school, unless on a CISP sanctioned activity (i.e. field trip). This includes telephone calls, texting, email contact, social media websites, and face-to-face contact with student or student's family. Please do not give your telephone number, address, or email to the students. This protects not only you, but also CISP and the students. If you know that you will come into significant ongoing contact with your student outside of school due to your personal normal schedule, you will need to complete a CISP of Puyallup report of contact form which you can obtain from your CISP On-Site Staff member. Volunteers are also strictly prohibited from transporting a student.

### *Gifts and Food for Students*

Volunteers are prohibited from giving students money. Volunteers may bring food or small gifts for the entire group at the discretion of their site coordinator. Age appropriate books may be given as a reward to a student with preapproval from the CISP On-Site Staff member.

## **Blending In With School Operations**

### *Dress Code*

Volunteers shall act as role models by exemplifying the highest standard of professional appearance.

1. Dresses and all outer garments shall fit properly and be of an acceptable length (longer than fingertips for dresses, skirts and shorts).
2. Clothing that reveals undergarments shall not be worn such as Halters, tank tops, see-through garments, or clothing with revealing, provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted
4. Footwear shall exclude slippers.
5. Jeans may be worn.

6. Dress appropriately for your volunteer activities and duties.
7. Clothing may not have mottos, logos, or advertisements that may be offensive or in conflict with the goals and values of CISP. Clothing should be free of reference to obscenity, alcohol, drugs, gang references, violence, or sex in any form.
8. Tattoos that depict violence or gang affiliation, or that could be construed as being sexual in nature or otherwise offensive must be covered while representing CISP.

### *Parking*

Please check with your CISP On-Site Staff member for individual school parking arrangements.

### *Emergency Procedure Plans*

In the event of emergencies or emergency drills in the schools, Volunteers are to follow prescribed safety plans and the direction from a CIS staff member on site. Do *NOT* remain in the school during evacuation drills. File out of the building according to directions, escorting your student. Please take time to visit this link:

[http://www.puyallup.k12.wa.us/UserFiles/Servers/Server\\_141067/File/Instruction%20&%20Learning/Communities%20in%20Schools/Emergency%20Response%20Procedures.pdf](http://www.puyallup.k12.wa.us/UserFiles/Servers/Server_141067/File/Instruction%20&%20Learning/Communities%20in%20Schools/Emergency%20Response%20Procedures.pdf) on the Puyallup School District website to review Emergency Policies and Procedures. To navigate to this page, once on the Puyallup School District Website, click Community-Communities In Schools-Get Involved-Volunteer-Emergency Response Procedures For

### *Identification*

Nametags are to be worn by volunteers at all times when on school property.

### *Smoking Policy*

Use of tobacco products is not permitted in school buildings or on the school grounds, as pursuant with the Puyallup School District policies.

### *Religion & Politics in School*

So that each person's beliefs and religious practices will be respected, volunteers **MUST** avoid proposing any personal or religious doctrines or beliefs to any students, volunteers, teachers, or other school personnel. Volunteers **MUST** avoid promoting any political candidates or parties to anyone associated with the school or the CISP program.

### *Personal Belongings*

Do not leave personal belongings unattended. All personal items should be carried with you or stored in secured areas.

### *Inclement Weather*

In the case of possible school closing due to bad weather, volunteers should check the Puyallup School District website or listen to radio or television station reports. If bad weather prohibits you from attending school, you must call the school to notify your Site Supervisor/Program Manager of your absence.