

# **Golden Plains**

**Unified School District 316**

**Thomas County, Kansas**

**Ashley Arnberger, Superintendent/ 6-12 Principal**

**Brandy Spresser, PK-5 Principal**

**Travis Smith, Administrative Assistant**



## **Elementary Volunteer Handbook**

**2023 - 2024**

**Approved: 8/21/23**

Introduction This handbook has been designed to assist volunteers in understanding and successfully fulfilling their role. This handbook is a personal guide to be used for any individual wanting to volunteer their services to enhance our educational program, here at Golden Plains, USD 316.

### **Volunteer Requirements**

**Your commitment as a volunteer should be that of a role model for the students within our school.**

\*Each volunteer should contact the school to be set up with the administration, to determine what areas of the school would best fit the volunteer.

\*All information that a volunteer encounters shall be held confidential. Information at the school is subject to federal and state data privacy laws. Data and information concerning any students, staff, or other areas related to the school shall not be shared outside of the confines of the school grounds.

\* USD 316 requires a background check from the KBI at the volunteers' expense.

\*All volunteers must attend an orientation where they are given a tour of the facilities and trained in confidentiality.

\*Volunteers will act as office/teachers aids. They will assist in copying, cutting, sorting, and laminating materials. They may work in the library checking in and shelving books. Volunteers may also set up or take down projects. Other duties may be assigned by the administration.

### **Expectations and Guidelines of a Volunteer**

**We strive to provide a happy and healthy experience for both the volunteers and our USD 316 Staff, and students.**

**For the purpose of applications and screening, a volunteer is any unpaid person who performs duties, tasks, and functions.**

Attendance & Absence: Please contact administration to set up a time to discuss the volunteer process. If unable to volunteer at the agreed time, please contact Ashley Arnberger or Brandy Spresser to cancel.

Arrival: Arrival shall be prompt, and admission shall be through the main admission doors of the school.

Sign-in: Date and time shall be obtained at the main office, and when exiting your check out time should be documented as well as tasks completed shall be documented.

Name tag: A name tag will be obtained at the office while signing in, so that it can be determined that the volunteer is not a staff member.

Dress Code: Attire should be comfortable but appropriate clothing for a school atmosphere. Comfortable shoes are recommended.

Bathroom: Please use restrooms for “adult only” use, or the designated staff restroom.

Cell Phones: Please place your cell phone on silent or vibrate when you enter the building for your designated volunteer time. Cell phone ring tones and conversations can be distracting to our students, and the learning environment so please refrain from using your phone while in the presence of the students. No photos or videos are to be taken on school property.

Students: A child shall never be isolated with a volunteer or be left alone in a room with a closed door with a volunteer.

### **Volunteer Conduct**

- \*A volunteer may not discipline a student.
- \*A volunteer may never have access to a student's permanent record file.
- \*A volunteer may never evaluate a child's achievements, or diagnose a student's needs.
- \*A volunteer may never counsel students.
- \*A volunteer may never discuss a student's progress with parents.
- \*A volunteer may never take over for a teacher or staff member in the facility.
- \*A volunteer may never take the place of a teacher, para must or other USD 316 staff.
- \*A Volunteer must always show respect to the teachers, staff, and the authority figures of USD 316.
- \*A Volunteer must follow the USD 316 rules, schedule, and guidelines.
- \*A Volunteer must report any suspected abuse, or neglect to the Superintendent/Principal before the end of the volunteer day.
- \*A volunteer must never reach out to a student outside of the school setting.
- \*A volunteer should enjoy working with children, and be task oriented and able to follow instructions to complete tasks assigned to you from the teacher or staff.
- \*A volunteer should have a sense of humor and love. Both go a long way with our children.
- \*A volunteer should discuss any scenarios, activities, or situations they are placed in, that they wish not to continue with the building administrator.
- \*A volunteer should discuss their experience with the Superintendent/Principal to determine if the experience is both a good and comfortable setting for the volunteer and USD 316.

\*Volunteers understand that the volunteer relationship is terminable at-will.

\*Volunteers give consent for photographs, videotapes, or audiotapes to be taken during the course of the assignment for use by Golden Plains for publicity purposes.

\*Volunteers will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a Golden Plains device, volunteers will sign and abide by the Golden Plains technology agreement.

### **Other Information**

The district does not have specific insurance coverage for volunteers should you be injured while supporting student activities or programs. Therefore, before you volunteer, please review your health care policy to determine what coverage is available to you if you are injured while volunteering. The district is not liable to injuries sustained while on school property. Volunteers must sign a waiver of risk.

If you are injured while volunteering:

- Seek immediate first aid or call 911.
- Report the incident to a staff member as soon as possible.
- School staff will fill out an injury report, secure your signature, and forward it to the district office.

### **Communication and Feedback**

We encourage you to share your thoughts, ideas, and feedback regarding the program and volunteer assignments. This information is helpful in evaluating the program and to determine if the program is successful and efficient.

USD 316 is a working and learning environment. It is an entity free from harassment and violence. Harassment due to race, color, creed, religion, national origins, sex, age, marital status, familiar status, status in regard to public assistance, sexual orientation or disability shall be reported to the Superintendent/Principal who will then intercede and evaluate the situation.

## **Acknowledgment of Receipt of Handbook**

Volunteers are required to sign this statement annually acknowledging the receipt of the Volunteer Handbook and the other provisions stated below. These acknowledgments will be kept on file in the clerk's office.

I, \_\_\_\_\_ do hereby acknowledge receipt of the Volunteer handbook. I have read, and I understand the contents. Further, I understand:

- This handbook is not a contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the volunteer.. No volunteer has authority to create a volunteer contract by modification of this document.
- As a condition of the handbook, volunteers agree to follow rules and regulations, which have been adopted by the board.
- This handbook may be changed or modified and items added or deleted at any time recommended by the superintendent and approved by the board.
- Volunteers are at-will and may be terminated at any time, with or without cause.

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

## **GOLDEN PLAINS ELEMENTARY SCHOOL VOLUNTEERS WAIVER OF LIABILITY**

BY PARTICIPATING IN THE GOLDEN PLAINS ELEMENTARY VOLUNTEERS PROGRAM, YOU HEREBY AGREE TO THE RELEASES AND WAIVERS CONTAINED HEREIN. YOU SHOULD READ THIS RELEASE AND WAIVER OF LIABILITY SECTION (THE "RELEASE") CAREFULLY AS IT RELEASES GOLDEN PLAINS ELEMENTARY AND ITS AGENTS AND AFFILIATES FROM ALL LIABILITY RELATING TO VOLUNTEERISM IN GOLDEN PLAINS ELEMENTARY AS ASSIGNED BY GOLDEN PLAINS ELEMENTARY AND ALSO GIVES GOLDEN PLAINS ELEMENTARY THE RIGHT TO USE YOUR NAME AND LIKENESS. FOR GOOD AND VALUABLE CONSIDERATION, YOU ARE AS FOLLOWS:

You agree and understand that the scope of your relationship with Golden Plains Elementary is limited to as volunteer position and that no compensation or remuneration is expected or will be paid in return for services provided by you; that Golden Plains Elementary will not provide any benefits traditionally associated with employment to you; and that you are solely responsible for your own insurance coverage in the event of personal injury or illness as a result of your service at Golden Plains Elementary.

You hereby authorize the use of your name, voice, appearance, image, photograph, likeness, performance and/or biography (the "Materials") by Golden Plains Elementary, the Board of Education, Golden Plains Unified School District, and their officers, employees and agents (collectively, the "Released Parties") in perpetuity and in any way or in any manner of media now or hereafter known in connection with or arising out of my participation in the Golden Plains Elementary Volunteer program. You hereby authorize Golden Plains Elementary to obtain and hold all rights in such Materials, including any copyrights, and to copy, edit, distribute, create derivative works of and otherwise use such Materials in its sole discretion.

You hereby irrevocably release and promise not to sue the Released Parties for any claims, demands, causes of action, losses, expenses, costs or liability of any nature whatsoever which you may hereafter have against any of them arising out of or in connection with your volunteerism or related to the Materials, including without limitation any and all claims for invasion of rights of publicity, privacy, defamation, or other claims or causes of action arising out of the production, reproduction, distribution, broadcast, exhibition or other exploitation of the Materials. You also agree to make every effort to obey safety precautions as listed in writing and as explained to you verbally in the "Elementary Volunteer Handbook" or any other documents provided by Golden Plains Elementary or its affiliates or agents. You will ask for clarification when needed. You knowingly and freely assume all risks related to your volunteerism, both known and unknown, even if arising from the negligence of the Released Parties or others, and assume full responsibility for your participation in the Golden Plains Elementary Volunteers program.

YOU REPRESENT THAT YOU ARE 18 YEARS OF AGE OR OLDER. IF YOU ARE UNDER THE AGE 18, YOU REPRESENT THAT YOUR PARENT OR LEGAL GUARDIAN HAS READ THE ABOVE TERMS AND CONDITIONS AND AGREES TO THE FOLLOWING: YOU HAVE READ THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND THE ASSUMPTION OF RISK, WAIVER AND CONSENT CONTAINED THEREIN FOR THE VOLUNTEER. YOU FURTHER UNDERSTAND THAT YOU AND THE VOLUNTEER HAVE GIVEN UP SUBSTANTIAL RIGHTS BY AGREEING TO THESE TERMS AND YOU AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT FOR YOURSELF OR THE VOLUNTEER.

Volunteer Name (Printed): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_