

Nord Country School  
Volunteer Handbook  
2023 – 2024



5554 California Street, Chico, CA 95973  
(530) 891-3138

Dear School Volunteer:

On behalf of Nord Country School, I would like to extend our appreciation for your dedication and support to our school and our mission of educating students in a safe and inviting environment. Volunteers play an important and valuable role at our school. Students, teachers, staff, parents, and the community all benefit from the work of individuals like you who give of their time and talents. We hope that you will benefit from this experience as well.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. We want you to get the most out of your volunteer experience and as such, we want to make sure you are an informed volunteer.

Volunteers help in many different ways: tutoring, assisting in classrooms, supervising on the playground, assisting in the library, driving on field trips or athletic games, helping in the garden, helping in the garden, and assisting in other special projects. On behalf of the teachers, staff, and students, we say "Thank You!"

If I can be of assistance to you, please do not hesitate to contact me.

Sincerely,

Kathy Dahlgren  
Principal/Superintendent  
(530) 891-3138

## Teaching Staff

Kindergarten	Lexie Aceves	Rm. 3
1 <sup>st</sup> Grade	Sheila Koester	Rm. 4
2 <sup>nd</sup> Grade	Monica Hill	Rm. 2
3 <sup>rd</sup> Grade	Rachel Hughes	Rm. 8
4 <sup>th</sup> Grade	Tiffany Hockenberger	Rm. 7
5 <sup>th</sup> Grade	Lisa Arnone	Rm. 10
6 <sup>th</sup> Grade	Kelli Ruley	Rm. 13

7 <sup>th</sup> Grade	Falyn Beshwate	Rm. 12
8 <sup>th</sup> Grade	Sheena Sloan	Rm. 14
Spanish	Allison Chang	Rm. 5
Art	Bri Downard	Rm. 5
Special Ed.	Ashley Schaffert	Rm. 9
Language Arts	Monique Dey	Rm. 6
Math	Danielle Marshall	Rm. 11

## Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not need to complete a volunteer application.

School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

## School Volunteer Procedures

- Please read all parts of this handbook carefully
- Fill out Volunteer Information Form
- Read and sign the following:
  - Volunteer Agreement
  - Volunteer Confidentiality Agreement
  - Volunteer Participation Informed Consent/ Waiver & Release
  - Acknowledgement of Receipt of the Volunteer Handbook
- Fill out the Survey of Interests Form
- **TURN IN FORM TO THE OFFICE.** The office will inform your child's teacher(s) of your interest

## Making Your Volunteer Experience Successful

The following are expectations that should prove helpful in developing a successful partnership with students and staff.

- **Sign in and out upon your arrival and departure in the main office and get a volunteer badge.**
- Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
  - Ask questions if you are unclear about something
  - Keep communication open
- Get to know the school grounds
  - Know the location and phone number of the school office
  - Know the location of important rooms such as the office and restrooms.
  - Find out where to park.
- If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
- Establish positive relationships with the students.
  - Be friendly; let them know you are glad to be here!
  - Be encouraging to students.
- If you volunteer in the classroom on a regular basis, be punctual. Teachers often count on you to help out at a specific time. In the event that you must be absent, please notify the teacher as soon as possible.
- Wear your school badge throughout your stay on campus. This badge will help students, staff, and other volunteers recognize that you are a volunteer on campus.
- Remember that you are a role model for students and the school community.
- Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
- Learn the names of students.
- Help students tackle their work but do not do the work for them. If they get off-track, help them get back on task in a tactful manner.
- Work at the student's level; sit or stand with him/her. Show your interest and involvement.
- Speak in a positive manner to students.
- Remember that corrective discipline is the responsibility of the teachers, counselors, and school leader.



# Volunteer Agreement

• Immediately upon arrival, I will sign in at the main office or the designated sign-in station and pick up a volunteer badge.

- I will follow all policies, procedures, and rules established by the school and all applicable laws.
- I will wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
- I will follow the appropriate dress code applicable to staff.
- I cannot smoke in any school facility or building or within 50' of a school building.
- I will not lend money and/or bring gifts to students, unless authorized by school administrators.
- I will **NOT** be alone with students in unsupervised areas of the campus.
- I will not have access to student educational records.
- I will not photograph or videotape students unless authorized by the principal or designee.
- I will not dress/undress or provide personal hygiene assistance, or supply medication to students.
- I will use only "adult" designated restrooms.
- I can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
- I will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
- I will not search students or student property.
- I will make myself familiar with and agree to follow the school's emergency procedures.
- I will not direct a student to remove an emblem, insignia, or garment. If I believe a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
- I will report suspected cases of abuse or neglect to the school administrator.
- I understand that the school will not be responsible for lost or damaged personal items I bring to school.
- I understand that the school reserves the right to decline their volunteer services at any time.
- I will not be in possession or under the influence of any medication or substance that produces physical, mental, emotional, or behavioral impairment.
- I will not be in possession of alcoholic beverages, illegal drugs, or firearms while serving in a volunteer capacity.
- I will not use obscene or discriminatory language at school or at any school event

I have read and agree to abide by the above guidelines.

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

## Volunteer Confidentiality Agreement

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader.
- 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 including state and federal law.
- 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 the principal. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the 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; supports and services a student may receive.
- 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 under no circumstances 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.

**While all student information should be treated confidentially** and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence except:

- If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse (including bullying and cyber bullying).
- If a student confides that he or she is involved in any illegal activity.
- If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school principal or other administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal, school administrator, or other appropriate authorities. If you have questions, please ask the principal or your assigned school administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

**Volunteer Statement:** I understand that in the course of my association with Nord Country School, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities. I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities. I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Name: \_\_\_\_\_

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



## **Volunteer Participation Informed Consent/ Waiver & Release**

In consideration of the acceptance of my voluntary participation in the above event/activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, against Nord Country School as a result of my participation as a volunteer. This release is intended to discharge the their trustees, officers, employees and volunteers from and against any and all liability arising out of or connected in any way with my participation, even though that liability may arise out of negligence or carelessness on the part of the charter school mentioned above. I understand that participation as a volunteer may include a great deal of physical activity. I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless Nord Country School and persons mentioned above. It is further understood and agreed that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

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

## **Acknowledgment of Receipt of Volunteer Handbook**

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of the Administrators. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

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



# Survey of Volunteer Interests

Parent's Name: \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade Level: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**I am interested in volunteering in the classroom. Check all that apply:**

- Become a Room Parent
- Work with small groups of students.
- Translate for students. Language: \_\_\_\_\_
- Help with teacher's clerical work (filing, copying etc.)
- Help out in class with art projects, science experiments, etc.
- Appear as a guest speaker in \_\_\_\_\_ field.
- Work with/tutor individual stu
- Listen to students read
- Prepare materials
- Drive on field trips

**PLEASE mark the times you ARE AVAILABLE to volunteer with an X in the appropriate box**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>8:00 – 9:00</b>							
<b>9:00 – 10:00</b>							
<b>10:00 – 11:00</b>							
<b>11:00 – 12:00</b>							
<b>12:00 – 1:00</b>							
<b>1:00 – 2:00</b>							
<b>2:00 – 3:00</b>							
<b>At Home</b>							

**I would like to volunteer in other areas. Check all that apply:**

- Building maintenance
- Carpentry
- Gardening or yard work
- Work in school library
- Photograph school activities
- Coach a middle school sports team
- Shop for snacks
- Correct papers
- Stuff envelopes
- Help with K – 5<sup>th</sup> grade PE
- Prepare posters, displays, etc