

VOLUNTEER EXPECTATION AGREEMENT

Thank you for your interest in volunteering in the Mill A School District. This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering at Mill A School to be a positive experience for all.

Covid-19 Protocols: In accordance with the [Washington Department of Health Covid-19 Requirements](#) for the 2021-2022 school year, the following mitigation measures must be adhered to by all employees, contractors, and volunteers: universal masking while inside the school building, frequent handwashing, increased physical distancing (3-6 feet when possible), Covid-19 symptom awareness and attestation, adherence to the [Covid-19 Symptom Flowchart](#), and vaccination. Health attestation and vaccination documentation shall be provided at school office during check-in.

Relationships: For the protection of all, the relationship between you and all students must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitation to your home, social events, office, vehicle, or activities is not permitted. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

Appropriate touching: Handshakes, “high five’s”, an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended, wait for a child to initiate a friendly touch. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, national origin, religion, disability, age, gender identity, sexual orientation, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Confidentiality: As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Sharing on social media or in casual conversation outside the school about something you found concerning is not appropriate. Reasonable suspicion of abuse, neglect, sexual abuse, illegal or dangerous activities should be shared with staff immediately. Be assured they will follow up on the information.

Discipline: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School Safety Plan: In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building in which you volunteer. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

First Aid: Occasionally emergencies happen while you are working with students. Volunteers are not expected to perform any type of first aid. If medical emergency occurs please contact a staff member or school office as soon as possible. Please be aware of universal blood and body fluid precautions.

Check in/out: All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

Process for filing claims of:

Sexual Harassment: Policy and Procedure 5011

Discrimination: Policy and Procedure 5010

Policies and Procedures for Mill A Schools are available at the district office upon request.

DISCRIMINATION AND SEXUAL HARASSMENT

Discriminatory Harassment

Schools must take steps to protect students from discriminatory harassment. Discriminatory harassment occurs when conduct is:

1. Based on a student's protected class, and
2. Creates a hostile environment.

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. These groups are protected classes under Washington State Law: race and/or color, sex (biological gender), sexual orientation, national origin, gender expression, religion and creed, gender identity, veteran or military status, disability including use of a trained dog guide or service animal.

Hostile Environment

Harassment creates a hostile environment when the conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities. A hostile environment could impact a student's school life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.

Harassing Conduct can take many forms, such as threats, spreading rumors, name calling, derogatory jokes, physical assault, or other conduct that is physically threatening, harmful, or humiliating.

Harassment can occur even if there is no intent to harm or it is not directed at one individual, but at a protected class. Harassment can also occur as a one-time incident.

Sexual harassment is unwelcome behavior or communication that is sexual in nature and

1. Leads the student to believe they must submit to the unwelcome sexual conduct or communication to gain something in return, or
2. The conduct substantially interferes with a student's educational performance or creates a hostile environment.

By signing below,

- I understand and agree to adhere to the expectations defined in this form.
- I understand that it is my responsibility to report any incidents or concerns of harassment to an administrator and/or staff member immediately.
- I acknowledge that I have read and agree to comply with district policy and procedure 5253 – Maintaining Professional Staff/Student Boundaries.

Volunteer Name (printed)

Volunteer Signature

Date