

Thank you for your interest in volunteering for Franklin Pierce Schools. The information provided in this packet is for your safety, as well as for the protection of the children you will be working with. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in Franklin Pierce Schools to be a positive experience for all.

Volunteer Packet Instructions and Information

- ✓ Review and fill out each section completely before signing the application.
- ✓ If you wish to track your volunteer time for court documentation, etc., you must have a *Volunteer Tracking Form* (available from the school coordinator) filled out and signed on a **daily** basis. Tracking will not be signed off by any district employee on later dates.
- ✓ Use blue or black ink only.
- ✓ A legible copy of a legal picture ID that includes your birth date must be turned in with this application for all non-district related applicants over the age of 18. Minors must include the parent permission form. **NO EXCEPTIONS.**
- ✓ Gray sections are for office use only. Please DO NOT fill in any information in these areas.
- ✓ To complete the *Washington State Patrol Request for Criminal Information* form*:
 - Sections A and B have already been completed. Do not mark additional boxes.
 - Fill out the applicant information in section C. Your LEGAL name and date of birth are mandatory. All maiden and/or alias names are required if applicable. Please do not include nicknames.
 - Section D must include your signature and legibly printed information where required. The thumbprint is not required unless requested from the WSP *after* your background check has been completed. If requested, you will receive additional information with instructions.

*(This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.)

- ✓ Applications are good for one year from the WSP background clearance date.
- ✓ Please deliver your completed application packet to:

Your home school's main office or Volunteer Coordinator.

Please **DO NOT** deliver or mail this form to the district office.

If you have any questions, please contact the
Franklin Pierce Schools Volunteer Clearances Manager
at 253-298-3009.



Tips for Faster Processing

Please give yourself plenty of time to complete the application process. Once a completed volunteer application is turned in to your school's volunteer coordinator, the normal processing time is approximately 4-8 business days.

There are several situations which may delay the volunteer process. These include, but are not limited to:

- Technical issues with the Washington State Patrol's WATCH (Washington Access To Criminal History) website.
- Background checks that require fingerprint verification from the Washington State Patrol are required to be mailed in. Results can take an additional 2 weeks after fingerprinting is received for final verification.
- Lost application. It is best to turn in the application directly to your school's main office or volunteer coordinator. We do not suggest sending your application back to the school with your child.
- Incomplete applications. Please review your packet before turning it in to avoid it being returned.

Volunteer Expectations

Relationships For the protection of all, the relationship between you and a student must be kept appropriate at all times. Out of school contact with a student, including phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities, are not permitted without a specific directive from a teacher and/or prior written parental permission.

Appropriate Touching Handshakes, "high fives", and an arm hug around a shoulder are the only safe and friendly ways to touch a student when you are volunteering. For some students and some cultures, even these gestures may be unwelcome. No student should be subject to unwelcome touching no matter how well intended it may be. If a student ever inappropriately touches you, please inform a staff member right away.

Communication You are a role model. Your conversation 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, religion, disability, sexual orientation, age, national origin, 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 student or his/her family, with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, and illegal or dangerous activities should be shared with staff. 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.

Anti-Bullying Bullying can include pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Volunteers should help stamp out bullying at school by being informed and aware of school bullying policies, working in partnership with the school to encourage positive behavior, valuing differences, promoting sensitivity to others, and alerting faculty if any bullying has occurred.

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 you volunteer in. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

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

Volunteer Orientation and Training All volunteers will receive: a volunteer handbook and guidelines to general building procedures, including an understanding of school policies, rules, and expectations; a map or a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and how you will communicate with the assigned staff member should also be provided.



Important Policy and Procedure Information

SEXUAL HARRASSMENT

Policy No. 6590 Management Support

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur: adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct and/or suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them, and adverse consequences of the harassment shall be reviewed and remedied as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent shall annually review the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the superintendent's end-of-year report to the Board. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Legal References: RCW 28A.640.020 Regulations, guidelines to eliminate **discrimination — Scope**
WAC 392-190-056 – 058 Sexual harassment

Adoption Date: 5/9/95
Franklin Pierce Schools
Revised: 1/15/08; 12/9/08
Classification: Essential

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Policy No. 5253 Personnel

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Franklin Pierce Board of Directors expects all staff members to maintain the highest professional, moral, and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental, and/or emotional health purpose. An education purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The Franklin Pierce Board of Directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking websites that violates the law, district policies, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:

- RCW 28A.400 Crimes against children
- RCW 28A.405.470 Crimes against children – Mandatory termination of certificated employees – Appeal – Recovery of salary or ceompensation by district.
- RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of certain felonies – Notice to superintendent of public instruction – Record of notices.
- RCW 28A.410.090 Revocation or suspension of certificate or permit to teach – Criminal basis – Complaints – Investigation – Process.
- RCW 28A.410.095 Violation or noncompliance – Investigatory powers of superintendent of public instruction – Requirements for investigation of alleged sexual misconduct towards a child – Court orders – Contempt – Written findings required.
- RCW 28A.410.100 Revocation of authority to teach – Hearings.
- WAC 181-187 Professional Certification – Acts of Unprofessional Conduct
- WAC 181-88 Sexual Misconduct, Verbal and Physical Abuse – Mandatory Disclosure – Prohibited Agreements.

Adoption Date: 10/12/10
Franklin Pierce Schools
Revised:
Classification: Priority

MAINTAINING STAFF/STUDENT BOUNDARIES

Procedure 5253P

The purpose of this procedure is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and abuses, or has the potential to lead to the abuse of, the staff/student relationship. Conduct may be considered a boundary invasion regardless of whether the employee had inappropriate intentions or engaged in any other inappropriate behavior with a student. Boundary invasions are prohibited because: 1) boundary invasions can present the appearance of an inappropriate relationship and/or favoritism, undermining the confidence of other students and the public in the professionalism of the staff member; 2) boundary invasions can lead to inappropriate relationships regardless of their original intent; and 3) boundary invasions are inconsistent with the district's expectations of staff maintaining an appropriate amount of professional separation between personal and school-related matters.

Prohibited Conduct

Staff are expected to exercise professional judgment in avoiding situations that can lead to even the appearance of impropriety. Examples of inappropriate boundary invasions by staff members include, but are not limited to, the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on harassment and sexual harassment of students, or sexual misconduct under Washington State standards for professional educators. Inappropriate physical contact includes, but is not limited to: hugging, kissing, holding hands, or any other intentional touching of a student's body except as necessary for legitimate reasons related to the employee's performance of his or her job duties;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship;
- Socializing where students are consuming alcohol, drugs, or tobacco;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes, or innuendos of a sexual nature with students, showing pornography or other sexually inappropriate material of any kind to a student, or otherwise exposing students to material of a sexual nature;
- Disclosing personal, sexual, family, and/or employment concerns, or other private matters, to one or more students, or relying on students for emotional support of the staff member;
- Addressing students, or permitting students to address staff members, with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Exchanging personal gifts, cards, or letters with an individual student. Staff members who receive overly personal correspondence from students are expected to set appropriate boundaries with students by explaining the need for the student to stop. If the student persists, the communications should be brought to the attention of the school principal;
- Socializing or spending time with students (including, but not limited to: activities such as going out for beverages, meals, or movies; shopping; traveling; and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Maintaining personal contact with a student outside of school beyond homework or other legitimate school business, and other than through district-provided and accountable resources such as school district email. This prohibition applies to contacts with students by any means, including, but not limited to: by phone, text message, email, instant messenger, internet chat rooms, social network sites, notes, or letters. Exceptions may be recognized with prior authorization from the school principal. Where an exception is made, both the school principal and the student's parent/guardian should be aware of and, if possible, copied on any such communications;
- Giving a student a ride alone in a vehicle in a non-emergency situation;
- Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom); and/or
- Failing to inform a supervisor when any of the above has occurred.

Appearances of Impropriety

The following activities can create an actual impropriety or can lead to the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If pre-approval is not possible under the circumstances, these shall be reported to the appropriate administrator as soon as possible after they occur.

- Being alone with an individual student out of the view of others;
- Hiring students for personal services (for example, hiring students as babysitters or to do yard work at an employee's home) or otherwise engaging with students outside the school environment in a manner that could lead to unwitnessed contact between the staff member and student; and/or
- Visiting a student's home and/or inviting or allowing individual students to visit the staff member's home. Such visits are generally inappropriate unless authorized in advance or unless included in the legitimate job duties of a particular employee (e.g., certain Head Start employees). A parent or other responsible adult should be present during any authorized visit.

Exceptions

Exceptions to these procedures may be sought in the case of legitimate out-of-school contacts. Such legitimate contacts may include family relationships or family friendships, participation in community activities, or other similar circumstances. Staff members shall make their school principal aware of such relationships and the types of contacts that are occurring outside the school setting so that approval may be obtained and appropriate steps may be taken, if necessary, to avoid any appearance of impropriety or favoritism.

Reporting Violations to the District

Students and their parents/guardians are strongly encouraged to notify the principal or another administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or the supervisor of the employee suspected of engaging in inappropriate conduct that violates this policy.

The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the Assistant Superintendent or Executive Director of Human Resources. The Assistant Superintendent or Executive Director of Human Resources will maintain a separate non-personnel file of all boundary invasion reports made to Human Resources.

Whenever boundary invasion concerns occur, the person in charge of Human Resources will review the full history of concerns relating to the person complained about and will provide a summary to the Superintendent.

All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to Board Policy and Procedure 3421: Child Abuse, Neglect, and Exploitation Prevention, and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action and District Reporting Violations

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation may also be reported to the state Office of Professional Practices, in accordance with the requirements of state law. Violations involving sexual or physical abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Board's policy of reporting child abuse and neglect.

Training

All new employees will receive training on appropriate staff/student boundaries. Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

This policy and procedure shall be included on the district website and will be included or referenced in employee, student, and volunteer handbooks.

Date: 9/14/10
Revised: 7/5/11



2011-2012 School Year

For School Coordinator & Volunteer Office use only
School:
WSP Clear date:

Volunteer Application - Part 1

Date:
Work/Cell Phone:
Name:
Home Phone:
Address:
Employer:
City/Zip:
Occupation:

Do you have any children, step-children, grandchildren, etc. in Franklin Pierce Schools?

Table with 4 columns: Student's Name, Teacher, Grade, School. Multiple rows for listing children.

INVOLVEMENT PREFERENCE

AVAILABILITY

Form with checkboxes for involvement preferences (Regular Helper, Field Trips, Special Events, As Needed Basis, Sports) and availability (My child(ren)'s classroom, Any location, Specific schools, days, and times).

Please initial by each:

- I understand the volunteer duties to be performed.
I have read and understand the Volunteer Expectations and policies and procedures regarding Sexual Harassment and Maintaining Staff and Student Boundaries.
I have received a copy of the volunteer handbook/guidelines. (This is the last page of this packet; please detach and keep for your records.)
I understand this time is spent in a volunteer capacity only.

Applicant's Signature, Date, Volunteer Coordinator's Signature, Date

Volunteer Application - Part 2

NEW APPLICATION RENEWAL Approximate date of current application's expiration, if known: _____ / _____ / _____

Applicant Disclosure Form Pursuant to RCW 43.43

In accordance with R.C.W.43.43.834, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments, as outlined in said laws, will be required to complete a Request for Criminal History Information form (on following page). These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. For a complete list of denials, please contact the Franklin Pierce Schools Volunteer Clearances Manager at 253-298-3009. Any other criminal convictions disclosed will be examined on a case by case basis. The State Patrol response will be sent to the district and to the applicant/employee/volunteer by Franklin Pierce Schools.

1. Have you ever been convicted of a felony?
NO YES Specify: _____
2. Have you been convicted of any crimes against children or other persons as defined in Paragraph 5 of RCW 43.43.830?
NO YES Specify: _____
3. Have you been found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor?
NO YES Specify: _____
4. Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?
NO YES Specify: _____
5. Have you been convicted of crimes relating to financial exploitation as defined in Paragraph 7, RCW 43.43.830?
NO YES Specify: _____
6. Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?
NO YES Specify: _____
7. Have you been released from prison or convicted of any felony offense that involved drugs and/or related charges?
NO YES Specify: _____
8. Have you been released from prison or convicted of any offense in the last five years that involved misdemeanor drugs and/or related charges?
NO YES Specify: _____

I have read the information contained herein and pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Franklin Pierce Schools #402 to make such investigations and inquiries as may be necessary in arriving at a volunteer decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event of volunteering, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all policies, procedures, and regulations of the district. I also understand that any volunteering status with the district is conditional upon a satisfactory reference check, background investigation, and approval.

Applicant's Signature

Date

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

<p>A REQUESTING AGENCY/ADDRESS</p> <p>Franklin Pierce Schools Agency</p> <p>Volunteer Clearances Attn</p> <p>315 129th St S Address</p> <p>Tacoma WA 98444 City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p><i>Jena Kadyk</i> Authorized Signature Date</p> <p>Volunteer Clearances (253) 298-3009 Title Area Code/Phone Number</p>	<p>B PURPOSE</p> <p>Check appropriate box</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$17</p> <p><input type="checkbox"/> Adoptive Parent - \$17</p> <p><input type="checkbox"/> Receive background results electronically</p> <p>Email address _____</p> <p>Password _____ (must be at least 8 characters)</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request (available by mail only). There is an additional \$5.00 processing fee per notary seal.</p> <p>_____ Notarized Letter(s)</p>
---	--

C APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

D WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

WSP Use Only

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

Franklin Pierce Schools- Volunteer Clearances
Requesting Agency

Applicant's Signature

Applicant's Name

Address

City/State/Zip

Applicant Right Thumb Print (Optional)

Franklin Pierce Schools Volunteer Handbook

Volunteer Goals

Recognizing the valuable contribution made to the total school program through the volunteer assistance of parents and other members of the community, Franklin Pierce Schools' Volunteer Program will provide an organized involvement program to improve student achievement by:

- * Enriching the curriculum and children's learning opportunities
- * Providing an avenue for meaningful service to our schools
- * Providing services to individual students
- * Helping teachers with non-instructional tasks
- * Creating a partnership between schools and the community



The services school volunteers may provide include:

Tutoring: working with individual students or small groups of students to improve academic skills

Teacher Support: assist teachers with preparing instructional materials, providing assistance with special projects or field trips

Clerical Support: assist with office work such as filing, typing, answering phones, etc.

Curriculum Enhancement: sharing special skills, experiences, hobbies or occupations by special request

School-wide Assistance: assistance in libraries, on playgrounds, with special assemblies, school programs, PTA functions.

Volunteer Rights

As a volunteer you have the right to expect:

- * *A suitable assignment* which utilizes and develops skills
- * *Training and guidance* for the job, that is thoughtfully planned and updated as necessary due to changes in assignment or added responsibilities
- * *A voice in planning*, feeling free to make suggestions and to offer opinions
- * *A place to work*, in a designated area, worthy of the work to be done
- * *Recognition* by being treated as a co-worker and through day-to-day expressions of appreciation

Volunteer Responsibilities

A volunteer is part of the educational team and as such, there are certain responsibilities that go along with being a member of the team. As a volunteer it is important that you:

- * Always sign in and wear a name tag.
- * Have an interest in helping children.
- * Be prompt and dependable in attendance. Call the school if you are unable to fulfill a commitment.
- * Maintain a positive and professional attitude. Discuss problems that may arise with school staff or the volunteer coordinator, and keep the lines of communication open.
- * Keep the confidentiality of staff, students and school records.
- * Know and observe the school rules and regulations. Follow school/classroom procedures for emergency exit drills, etc.
- * Smile and enjoy your work experience! Remember that through your actions, dress and behavior you are serving as a role model for the children in our schools.

30 ways to give positive encouragement:

- | | | |
|----------------------|------------------------------------|---|
| 1. Terrific! | 11. Way to go! | 21. You're really working hard! |
| 2. Nice going! | 12. Awesome job! | 22. You're on the right track! |
| 3. Right on! | 13. Great effort! | 23. You're really paying attention! |
| 4. Out of sight! | 14. What a wonderful idea! | 24. That's a good observation! |
| 5. Very creative! | 15. Thank you for your help! | 25. I appreciate the way you're trying! |
| 6. Good thinking! | 16. Stellar performance! | 26. This work really pleases me! |
| 7. That looks great! | 17. Your effort is really showing! | 27. Thank you for working so hard! |
| 8. Excellent work! | 18. Wonderful! | 28. Very interesting! |
| 9. Keep it up! | 19. You're improving well! | 29. I'm so proud of you! |
| 10. That's clever! | 20. You're doing so well! | 30. Congratulations! |

