



Snoqualmie Valley School District

# Volunteer Handbook



*Volunteers do not necessarily have the time;  
they just have the heart.  
~Elizabeth Andrew*

*We cannot always build the future for our youth,  
but we can build our youth for the future.  
~Franklin Delano Roosevelt*

## **Expectations and Guidelines for Volunteering**

Thank you for your interest in volunteering in the Snoqualmie Valley School District! This district depends on volunteers and values their contributions. Your willingness to serve the students and staff of the district is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff, and volunteers. All volunteering relationships established through Snoqualmie Valley School District must take place with students on the school campus during school hours or at other authorized school activities only.

## **You Are Part of an Education Team**

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

### **Goals:**

- Enrich the curriculum.
- Enrich students' learning opportunities.
- Provide assistance to individual students.
- Provide opportunities for meaningful service.
- Relieve teachers of some non-instructional tasks.
- Establish a school and community partnership for quality education.
- Enhance all aspects of the educational process.

### **Working closely with the classroom teacher and school staff includes:**

- Following the direction of a school staff member.
- Accepting direction and suggestions from teachers.
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom.
- Understanding that evaluation of a student's learning can only be done by the teacher.
- Committing to working in a classroom to support and improve education for all students.
- Seeking help from the teacher when you need additional information or instruction.
- Sharing ideas and constructive comments with the teacher.
- Acknowledging that teachers are responsible for discipline in the classroom.
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical, or operations nature.

### **Enjoy working with students by:**

- Finding ways to establish a good rapport with students.
- Providing help and assistance without doing the work for students.
- Showing a genuine interest in each student.
- Accepting each student and encouraging the best from him or her.
- Using patience and kindness.

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher, or the school. If your volunteer placement does not work for you, the teacher, or the school for whatever reason, your volunteer assignment may be ended, modified, or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

## **Volunteer Expectations**

### **Volunteers are expected to:**

- Sign in and wear an ID badge on school grounds at all times.
- Wear professional attire.
- Show respect for all staff and students.
- Share concerns regarding students with the appropriate school staff only.

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone while you are volunteering in the classroom and are discouraged from making personal calls while on the school campus.

### **Essentials for School District Facilities**

- No smoking or tobacco allowed, including on athletic fields and in district vehicles.
- No weapons allowed.
- No drugs or alcohol allowed.
- No use of school equipment for personal purposes allowed.

### **Maintain Student Confidentiality**

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical, and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the **Family Education Rights and Privacy Act of 1974 (FERPA)** and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others – even their parents. Do not make references to students' abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact their teacher.

### **Community Service Hours**

Snoqualmie Valley School District strives to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, Snoqualmie Valley School District cannot allow volunteers to complete court-ordered community service hours through our schools.

### **Harassment at School**

The Snoqualmie Valley School District harassment policies call for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Volunteers are expected and required to respect and uphold both of these Snoqualmie Valley School District policies: Policy 3207 – Prohibition of Harassment, Intimidation and Bullying and Policy 6590 – Sexual Harassment which can be located under "Important School District Policies" at the end of this handbook. The district asks you to review each of these policies in detail prior to volunteering.

## **Civility**

The Snoqualmie Valley School District's expectation is that a safe, nurturing, and civil culture be maintained at all times. Volunteers are expected and required to respect and uphold Policy 4011 – Civility, which can be located under “Important School District Policies” at the end of this handbook. The district asks you to review this policy in detail prior to volunteering.

## **Important Guidelines**

### **Safe Interaction with Students**

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

### **General Guidelines for Safe Interaction with Students**

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

#### **Do not:**

- Take a student or students on private outings.
- Initiate social activities with students.
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place.
- Provide childcare for students.
- Ask a student to babysit for your family.
- Engage in social networking with students via Facebook, MySpace, Instagram, Snapchat, Vine, Twitter, or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries.

### **Communication**

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators, or the teacher you are working with.

#### **Do not:**

- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual.
- Make jokes that belittle or diminish another person.
- Give students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and/or personal nature with students.

### **Working Alone with Students at School**

- Always keep the door open and lights on.
- Do not post anything on class windows that would obstruct a clear view into the room.

### **Gifts**

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value.
- Identical for all students in the class.
- Approved by the teacher or administrator in charge of the program.

### **Physical Contact with Students**

It is the district's expectation that all physical contact between volunteers and students must be professional and appropriate.

### **Field Trips and Off-Campus Activities**

It is the general policy of Snoqualmie Valley School District that all off-campus field trip and activities chaperones must be at least 21 years of age. Volunteers who wish to drive students should be at least 25 years of age and must have a valid Washington State driver's license and appropriate insurance.

### **Volunteer Coaches**

Individuals who wish to become volunteer coaches for any school in Snoqualmie Valley School District must complete the following steps:

1. Complete the Snoqualmie Valley School District Volunteer Application and be approved as a volunteer.
2. Provide proof of valid First Aid and CPR card to the building athletic director.
3. Review and agree to comply with mandatory reporting information.

It is the general policy of Snoqualmie Valley School District that all off-campus field trip and activities chaperones must be at least 21 years of age. Volunteer coaches who wish to drive students should be at least 25 years of age and must have a valid Washington State driver's license and appropriate insurance.

### **Report Suspected Abuse or Neglect**

As a volunteer, you are in the unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal/administrator or school counselor.

*The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, or phone 425-831-8015.*

**SEXUAL HARASSMENT**

The 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:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual harassment demands is a factor in an academic work or other school-related decision affecting an individual; or,
3. 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 will be reported to law enforcement and 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, if 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 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 complaints 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 orientation. 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 make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References:	Board Policy 3210	Nondiscrimination
	3240	Student Conduct
	3421	Child Abuse and Neglect
	5010	Nondiscrimination
	5281	Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope
	WAC 392-190-056-058	Sexual Harassment

**Policy No. 3207**  
Adopted June 23, 2011

## **PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment

Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
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Management Resources:	<i>Policy News</i> , December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
	<i>Policy News</i> , April 2002	Legislature Passes and Anti-Bullying Bill

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**Policy No. 4011**  
Adopted May 29, 2014

## CIVILITY

The Snoqualmie Valley School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and,
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

For purposes of this policy, "uncivil conduct" includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an



individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), texting or posting information online about an individual or individuals that interferes with a school's ability to educate its students, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

In all cases, individuals who perceive they have been treated in an uncivil manner should resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, work site administrator, or the Director of Human Resources. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District's policies against harassment, intimidation, and bullying, sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

#### Cross References/

Related Policies and Procedures	4220	Complaints Concerning Staff or Programs
	3207	Prohibition of Harassment, Intimidation, and, Bullying
	6590	Sexual Harassment