



Lake Washington
School District

Volunteer Handbook

Guidelines and expectations
for serving as a volunteer
in the district



Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering in Lake Washington School District. District schools depend on volunteers and value highly 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.

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 children's learning opportunities
- Provide help for 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

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 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 time
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the 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.

Ground Rules for School District Facilities

- No smoking or tobacco allowed.
- No weapons allowed.
- No drugs or alcohol allowed.
- Do not use school equipment for personal purposes.

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. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability.

Harassment at School

The Lake Washington School District Harassment Policy calls 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 the Lake Washington School District Human Dignity Policy and the Lake Washington School District Harassment Policy. The district asks you to review each of these policies in detail prior to volunteering. These policies can be located in *Appendix A*.

Human Dignity Policy

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers.

Important Guidelines

Safe Interaction with Students

All interaction with Lake Washington School District students, staff and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

- Avoid being alone with students. If alone with a student, be visible and in an open location.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and student.
- If you sense that a student may be developing a personal interest in you, see the principal immediately.
- Giving gifts to student(s) is not encouraged and can not occur without teacher and/or administrator approval.

Lake Washington School District **does not** encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities.

Do not:

- Take students on private outings
- Transport students alone
- Initiate social activities with students

Physical Contact with Students

Lake Washington School District encourages all volunteers to avoid physical contact with students.

If you have physical contact with students it should be limited to encouraging and acknowledging student efforts and accomplishments. This type of physical contact with students should be limited to:

- Handshake
- High five
- Pat on upper back or shoulder

Communication with Students

Only say or write things to a student that you would be comfortable sharing with the student's parents, teacher or administrator.

Do not:

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendo that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Share personal religious or political beliefs
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students
- Provide your contact information to any student or ask for the phone number of any student

Field Trips and Off-Campus Activities

Volunteers must be at least 18 years old to serve as a chaperone for off-campus field trips and activities. Volunteers who wish to drive students must have a valid driver's license. Volunteer drivers must also complete the required driving forms and file them with the school.

Extra-curricular and Enrichment Activities

Schools often provide before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of Lake Washington School District or its PTA/PTSA partners and comply with all applicable rules and regulations.

Report Suspected Abuse or Neglect

As a volunteer, you are in a 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, school counselor or another school district employee.

Lake Washington School District No. 414 complies with federal rules and regulations and does not discriminate on the basis of race, creed, color, marital status, sex, age, national origin, disability or membership or non-membership in employee organizations in its educational programs or employment procedures. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance procedures, appeals or grievances, may be directed to the school district's Title IX Officer, Ms. Pat Fowler-Fung, P. Fowler-Fung@lwsd.org, 425-702-3266 or Section 504/ADA Administrator Mr. Dan Phelan, 425-702-3205, Mailing address: P.O. Box 97039, Redmond, Washington 98073.

Appendix A

Harassment Policy & Procedure

File: ACB-R

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated. Harassment of any employee or student, on the basis of individual differences including, but not limited to: gender, religion, race, age, ethnic group, disability, physical condition, sexual orientation or marital status is a serious violation of district and school policy.

Harassment

Harassment can take many forms and can include bullying, intimidation, slurs, comments, rumors, "put-downs", jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance or education; (3) has the purpose or effect of substantially disrupting the orderly operation of the school or workplace; or (4) otherwise unreasonably affects an individual's employment or educational opportunities.

Sexual Harassment

Sexual harassment is a type of harassment and occurs when the types of verbal and physical conduct described above are sexual in nature. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or educational decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates a work environment that is intimidating, hostile or offensive.

Definitions

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

Retaliation for a Complaint of Harassment

All employees and students are prohibited from harassing any other employee or student and/or from retaliating, in any way, against anyone who makes a complaint of harassment. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with collective bargaining agreements and state and federal laws. Sexual harassment by or against students is also prohibited. Any student who is found to have violated this policy or building regulations governing harassment will be subject to discipline according to the building discipline code.

Complaint Procedure: Informal Process

If any employee or student feels he/she has been subjected to harassment of any kind, they are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the person is uncomfortable addressing the matter directly with the harasser or if the person has done so and the behavior does not stop, then they should discuss the matter immediately with the building administrator or any administrator with whom they feel comfortable or with the Administrator of Employee Relations. They should also report as indicated above any problems that arise with community members or other persons encountered in the school or work place.

Complaint Procedure: Formal Process

Whether or not an informal process has been initiated, staff or students may file a formal written and signed complaint with the compliance officer.

Investigative Procedures

Any complaint received will be promptly investigated, and the district will take prompt corrective action where appropriate. A written report of the complaint and investigation results will be compiled. Results of the investigation will be communicated in writing to the complainant within thirty days. Appropriate corrective measures will be taken no more than thirty days from the written response.

False Reports

It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. This policy and related procedure/administrative guidelines will be posted and disseminated in each work site and reviewed with employees and students on an annual basis.

Adopted:

5/7/90

Revised:

10/4/93

9/7/99

3/3/03

Human Dignity

File: ACA

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers.

Appropriate consequences for violating this policy will be specified in the student code of conduct of each building. Staff members violating this policy will be subject to discipline as appropriate.

Adopted:

1/4/93

Revised:

9/7/99

Legal Refs.:

RCW 49.60 Discrimination - Human Rights Commission

Cross Refs:

AC - Nondiscrimination

JF - Student Rights and Responsibilities

ACB-R - Harassment Policy/Procedures

ACB - Harassment