

# Lake Washington School District

## **Volunteer Handbook 2017-2018**



*Guidelines and expectations for serving as a volunteer*

## Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering in Lake Washington School District. District schools depend on volunteers and value 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 Lake Washington 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 student'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
- 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 operational 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:

- Be an approved volunteer
- Sign in and out at the office and always wear an ID badge while on school grounds
- 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.
- Please do not bring younger children to the school during your volunteer hours.
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus.

Names of approved volunteers may be released to Lake Washington School District PTSAs, upon request, for the purpose of recruiting volunteers or verifying approval status for school activities.

### Ground Rules 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
- 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. 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 Educational 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 student's 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 the teacher.

### Community Service Hours

LWSD 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, Lake Washington School District cannot allow volunteers to complete court-ordered community service hours through our schools.

### Harassment at School/Human Dignity

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 under “Important School District Policies” at the end of this handbook.

Volunteers and parents who engage in harassment, intimidation or bullying on school property or at school activities will be restricted from school property and activities, as appropriate.

## Volunteer Opportunities

### Volunteers can help in the school:

- classroom
- office
- library

### Volunteers can help with:

- classroom activities
- special school events/projects
- art docent program
- parties
- dances
- after school programs
- sports

Each school also has a PTSA organization that can always use extra volunteers for its programs. Contact your school PTSA for more information.

## 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 baby-sit for your family
- Engage in Social Networking with students via Facebook, MySpace, Instagram, Snapchat, Vine or 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.
- 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 Lake Washington School District that all off-campus field trip and activity 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. Volunteer drivers must also complete the required driving forms and file them with the school office.

### What is the difference between a chaperone and a volunteer?

For the purpose of volunteering in LWSD, a chaperone is a volunteer who is over the age of 21 who has the responsibility of supervising students during an off-campus field trip or activity. During these types of activities, teachers are expected to maintain specific chaperone-to-student ratios. (The exact ratio varies based upon age of students and type of activity).

## Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular 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.

## Volunteer Coaches

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

- 1) Complete the Lake Washington School District Volunteer Application and be approved as a volunteer. (This process can take up to two weeks to complete, so volunteers are recommended to begin this process early).
- 2) Provide proof of valid First Aid and CPR card to the building athletic director. Classes are available through the district if the volunteer does not have current certifications.

- 3) Review and agree to comply with mandatory reporting information.
- 4) Review and agree to comply with social media policy and procedure.

Please note: Volunteer coaches must be at least 21 years of age to chaperone off-campus activities.

### **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.

### **Volunteering is a privilege**

Volunteering is a privilege, not a right. All volunteers serve at the sole discretion of the building principal, volunteer coordinator or teacher. Permission to volunteer in a school may be revoked at any time by the building principal or the district Volunteer Coordinator.

### **Nondiscrimination Notification**

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 16250 NE 74th Street, Redmond Washington, 98052, (425) 936-1266.

## **Important School District Policies**

### **Harassment, Intimidation, and Bullying of Students (JFD)**

The Lake Washington School District recognizes its responsibility to provide a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct for each building and as set forth in Harassment, Intimidation, and Bullying of Students Procedures JFD-R. Any staff member who has been found, after appropriate investigation, to have harassed a student will be subject to disciplinary action and/or discharge, as appropriate pursuant to collective bargaining agreements and state and federal laws.

All students have the right to learn in an environment that is free from harassment, including sexual harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, 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.

#### **Behaviors/Expressions**

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, 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.

#### **Sexual Harassment**

Sexual harassment is a type of harassment and occurs when the types of verbal, visual, or physical conduct described above are sexual in nature or are based on gender. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. 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 or educational environment that is intimidating, hostile or offensive.

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, and 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 interferes with efficacy or creates uneasiness.

#### **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 students, 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 work in partnership 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 may include counseling, correcting behavior and discipline, and referral to law enforcement.

## **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. 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. 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 complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Any complaint received will be promptly investigated, and the district will take corrective action where appropriate.

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

07/25/2011

## **LEGAL REFS.:**

RCW 28A.300.285

RCW 28A.600.480

RCW 28A.640

RCW 28A.642

RCW 49.60

Age Discrimination & Employment Act of 1967 (29 USC. § 623)

Rehabilitation Act of 1973 (29 U.S.C. § 701, 794)

Americans with Disabilities Act of 1990 (42 U.S.C. §12101)

## **CROSS REF.:**

JFD-R, Harassment, Intimidation, and Bullying of Students- Procedures

## **SEE ALSO:**

- JFD-R: Harassment, Intimidation and Bullying of Students – Procedures
- JFD-E: Harassment, Intimidation and Bullying of Students – Incident Reporting Form

## **Human Dignity (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; creed; religion; color; national origin; honorably discharged veteran or military status; sexual orientation, including gender expression or identity; marital status; age; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.



Appropriate consequences for students who violate this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be subject to discipline as appropriate, pursuant to collective bargaining agreements and state and federal laws.

**Adopted:**

1/4/93

**Revised:**

9/7/99

9/30/10

8/29/11

**LEGAL REFS.:**

RCW 28A.300.285

RCW 28A.640

RCW 28A.642

RCW 49.60

**CROSS REFS.:**

AC - Nondiscrimination

ACB - Harassment

JF - Student Rights and Responsibilities

JFD - Harassment, Intimidation, and Bullying of Students