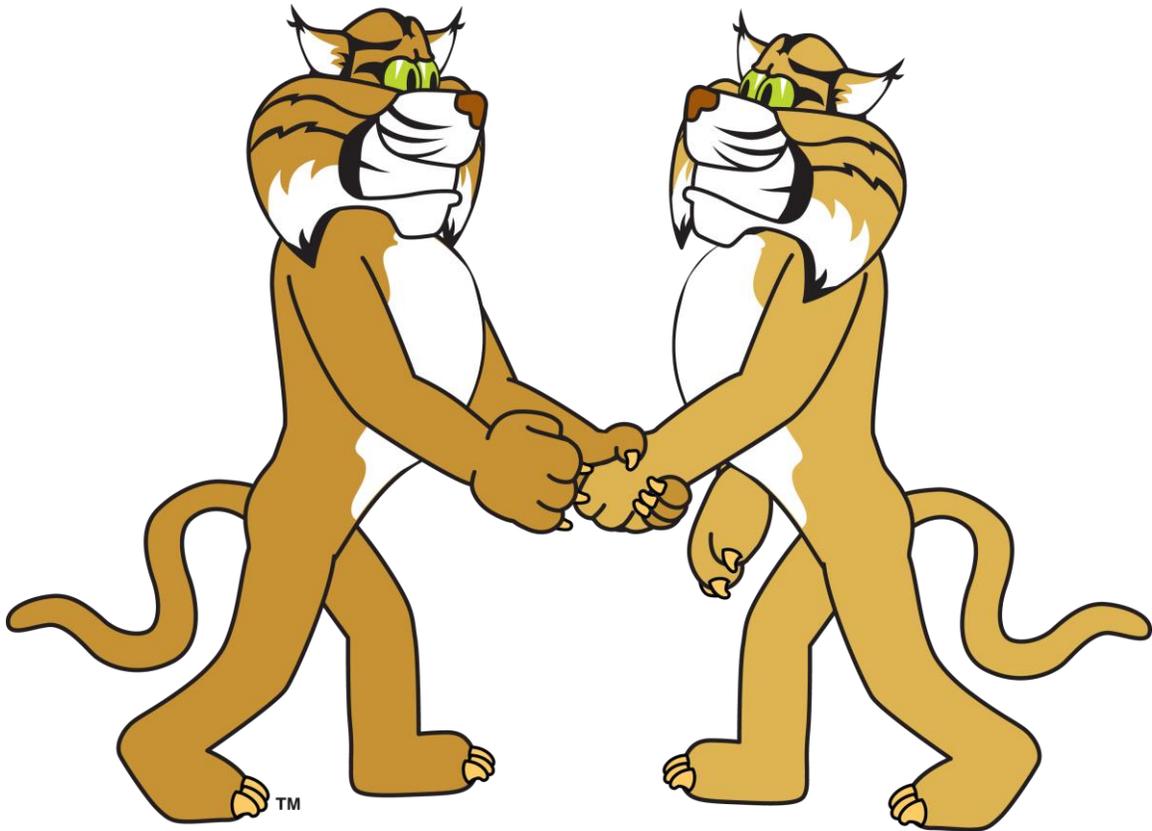


# Lake Wilderness Elementary Volunteer Handbook

2018~2019



**LWES Mission Statement:**  
To Ensure Learning for All.

# Lake Wilderness Elementary

## Volunteer Handbook

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Thank you for your willingness to consider volunteering your time at Lake Wilderness Elementary! This Handbook outlines the guidelines and details for all volunteers at Lake Wilderness Elementary.

Please note: all adults who volunteer in the classroom, chaperone field trips, help during field day, or work directly with students in any way, are required to complete the online registration process. Once your online application is complete your information is reviewed. **Persons may not volunteer until they have received confirmation of approval from the office of the Volunteer Coordinator.** This clearance must be renewed every TWO years.

More information available on the Tahoma School District website:  
<https://tahomavolunteers.hrmlplus.net/>

## **WELCOME TO OUR VOLUNTEERS**

The staff and students of Lake Wilderness Elementary welcome active and visible parent involvement in the life of the school. Voluntarism enriches the learning environment of our children and the lives of those donating their time.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, question and concerns. We rely on your feedback for the continued improvement of our volunteer program.

### **Lake Wilderness Elementary MISSION STATEMENT**

**TO ENSURE LEARNING FOR ALL**

### **Lake Wilderness Elementary VISION**

Lake Wilderness Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere. We will work in partnership with our families and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential.

Our entire school community shares the belief that all children can and will learn. We set high expectations for all students and provide rigorous learning experiences. Staff will provide opportunities for differentiation to meet all learners' needs.

We work together toward this vision in order to produce lifelong learners and contributing members of society.



## PHILOSOPHY / GOALS

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance.

Teachers come to see parents as valued partners in extending and enriching the educational program. In addition, parents come to know they make a difference through contributions of time and talent. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

The volunteer program serves as an outlet to utilize skills and develop more positive attitudes about oneself and as a resource to acquire new knowledge about the educational process, child development, and the learning organization.

## RESPONSIBILITIES

**Administration** is committed to:

- Facilitating
- Monitoring
- Evaluating
- Providing continuity for the success of the volunteer program

**Staff** are committed to:

- Welcoming volunteers
- Informing them about their tasks
- Providing materials
- Encouraging their initiatives and celebrating their efforts

**Volunteers** are committed to:

- Respecting school rules and procedures
- Performing assigned tasks to the best of their ability
- Working cooperatively with all staff and seeking clarification when necessary

Please see the below from our Lake Wilderness Student/Parent Handbook:

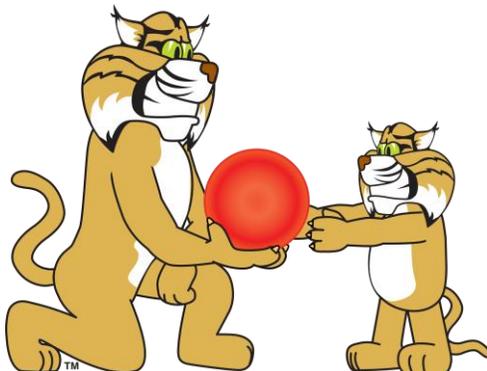
- Contact the classroom teacher or office personnel if you are interested in volunteering.
- Prearrange your volunteer visit(s) with the classroom teacher.
- You must complete the volunteer screening form online at <https://tahomavolunteers.hrmplus.net> before volunteering in the classroom or chaperoning a field trip. Be aware that it can take up to 14 days to clear a volunteer through the screening form, WA State Patrol Identification and Criminal History. It is valid for 2 years and an email reminder will be sent when it is time to renew.
- If you are chaperoning a field trip, you will need to arrange private daycare for siblings so you can spend time with your one child and his/her classmates.
- Sign the log in the office **before and after** your visit in your child's classroom.
- Wear a volunteer/visitor badge while on the school property. Staff members may approach you if they cannot easily see the visitor badge.

- Volunteers and visitors must stay within the buildings or lunchroom.
- Due to fragrance allergies, please refrain from wearing perfumes/colognes.

## VOLUNTEER ACTIVITIES / PROGRAMS

The following are areas for volunteer opportunities

- **Classroom help**
  - Reviewing work with students
  - Supporting art projects
  - Filing and paper work
  - Decorating bulletin boards
  - Write and/or type dictated stories
  - Read stories
  - Work with a group
  - Help a group move from one place to another
  - Play and/or teach games in classroom
  - Monitor students working on assignments
  - Assist class in library
  - Other needs, as they arise from our teaching staff
  - Clerical Tasks
    - Type as needed
    - Make phone calls for teachers
    - File materials
    - Put names of children on lists, materials, notes
    - Copy materials
    - Gather materials for projects
  - Work on projects left for parents or take home  
 [If projects are taken home have volunteers sign out, so teachers know where the projects are.]
    - teaching aides such as games and flashcards,
    - prepare materials such as cutting paper with the paper cutter,
    - maintain art supplies by washing paint brushes,
    - correct papers,
    - trim laminated papers





## Watch D.O.G.S.

WATCH D.O.G.S. is one of the nation's largest and most respected school-based, family, and community engagement, organizations in the country. Each school year hundreds of thousands of fathers and father-figures make a positive impact on millions of children by volunteering millions of hours in their local schools through this amazing one-of-a-kind program.

DOGS: Dads of Great Students. At Lake Wilderness, our PTSA supports & sponsors a Watch D.O.G.S. program. More information can be had by attending the annual "Hot Dogs with Watch D.O.G.S." event, or by contacting our TOP D.O.G.: Robert Bernard: [watchdogs@lwptsa.org](mailto:watchdogs@lwptsa.org).

### FIELD TRIPS

- All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.
- Children not enrolled in the school should not accompany the class field trip.
- All field trip volunteers (chaperones) ride the school bus with the students.
- Your child's teacher will make available the schedule for the year's field trips so that you can plan accordingly.
- All chaperone must be cleared as an allowable classroom volunteer with Tahoma School District.

### HEALTH AND SAFETY

#### Accident or Injury:

- All student accident or injury must be reported to the parent/guardian. The volunteer should report to the teacher or administrator giving details of how accident occurred, possibly filling out an accident report form.
- Do not leave an injured child to seek assistance, send a child or another adult to report you need assistance.

#### Medication Procedures:

- The administration of medications at school is not allowed by volunteers.
- A volunteer may NEVER administer any over the counter medications to a student.

**Schools Emergency Plan:** We ask all volunteers to follow our school plans in the case of an emergency. Please follow the directions from the teacher for whom you are volunteering. In general, follow the students!

- Fire Drill. Exit to the back of the school to the turf field, and line up with homeroom teachers.
- Earthquake Drill. Duck & Cover until shaking stops, then evacuate the building in the same manner as a Fire Drill.
- Lock down Drill: Go to the nearest classroom space as a safe location.

**Student Communication & Physical Touch:** Pursuant to Tahoma School Board policy #5253 to provide all staff, students, **volunteers** and community members with information about their role in protecting children from inappropriate conduct by adults, we suggest the following personal guidelines to our volunteers:

- Adults who volunteer to wear our school mascot costume are asked to sign the Lake Wilderness “MASCOT GUIDELINES” before donning this important role at school events.
- Avoid being in any unsupervised space on school grounds 1:1 with a student.
- Try hard not intrude on a student’s physical and emotional boundaries. For example, if a student asks you for a hug, offer a “side hug” or a “high-five” instead.

## VOLUNTEER PROCEDURES

### Arrival & Parking

- Please call if you are unable to come when you are expected.
- Feel free to park at the front visitor parking lot. If that lot is full, the guest parking at Witte road is open for school parking.
- We are a fragrance-free building. Please refrain from scented soaps, lotions, and perfume on the days that you volunteer for us. Thank you!

### Entrance

- Sign in at the front office
- Put on a “volunteer” sticker and wear at all times on campus or with field trip
- Sign out and return sticker when leaving
- Upon arrival at the classroom door, we appreciate your efforts to enter *silently!* Important learning is happening on the other side of that door 😊

### Work routine: (Explained by the school staff and on-the-job-training provided)

- Familiarize yourself with the rules and routines of the school and classroom. Please ask questions if unsure about a direction or routine.
- Respect the teaching learning process by not using your volunteer time for an informal parent-teacher conference or conversation.
- Be aware that the staff room is often a workroom for teachers and children are not allowed in this area.
- When volunteering in classrooms or on field trips please make other arrangements for siblings.
- Please respect the staff lounge as our teacher’s place to rest and eat their lunch. Refrain from partaking in treats that teachers are sharing with each other, and do not bring children into that space.

- Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to the staff member for whom you are volunteering.
- As a volunteer you are **not** responsible for the actions of the children or for administering discipline. If a student is disruptive seek assistance from the teacher or administrator.
- Adult restrooms are located on the bottom floor, near the staff mail boxes. Please do not use children's restrooms. There is also a "family" restroom located in the main student entry hall (south side of school).
- Do your best to keep your cell phone entirely out of view & and on silent mode.
- Friendly reminder: you may not post pictures from school, or of children other than your own, on social media.
- Drug use (including tobacco and vape devices) is prohibited on school campus.

### **CONFIDENTIALITY**

- In the course of your volunteer work at our school, you may learn confidential information about students, parents or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
- There are times when student confidences can not be kept. The guideline to follow is: Any information which, if shared with parent and/or administrators may save someone from harm must be shared.

### **VOLUNTEER CODE OF ETHICS**

#### **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

#### **Communication**

Always direct other parents' concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

#### **Dependability**

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

#### **Respect For Others**

Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.

## Role

At all times a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

## TAHOMA SCHOOL BOARD POLICY & PROCEDURES

### Tahoma School Board Policy #5630

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The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, the district shall clearly explain the volunteer's responsibility for supervising students in school, on the playground, on athletic fields, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures for volunteers as specified in Policy and Procedure 5005.

Volunteers shall be made aware of the following procedures and restrictions.

1. The voluntary help of citizens should be requested by district staff through administrative channels for selected activities and as resource persons.
2. The volunteers shall serve in the capacity of a helper. All instructional service shall be rendered under the supervision of certificated staff. Volunteers are not to be assigned to roles which require specific professional training.
3. Volunteers shall not discuss the performance or actions of students except with the student's teacher, school counselor, or principal.
4. Student problems which arise, whether of an instructional, medical, or operational nature, shall be referred to a regular staff member for final solution.
5. Volunteers shall receive such information as:
  - a. General job responsibilities and limitations;
  - b. School facilities, routines and procedures;
  - c. Work schedule and place of work; and
  - d. Relationship to the staff.
6. Appropriate training at the building level shall be provided for new volunteers consistent with their tasks and existing district standards.
7. Assignments and activities shall be carefully defined in writing. Examples of suggested duties for volunteers may include:
  - a. Bulletin boards;
  - b. Preparation of materials for art, science, math classes;
  - c. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student d. lunchroom counts and attendance and class records;
  - d. Clean up activities;
  - e. Library and audio visual duties;
  - f. Assistance with physical education exercises;

- g. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to reading progress, and others;
  - h. Vision and hearing testing and approved medical surveys;
  - i. School activities supervision; and
  - j. Playground supervision with a staff member.
8. Termination of services may result from these and other reasons:
- a. Program completion;
  - b. Duties completed;
  - c. Resignation of the volunteer;
  - d. Replacement by paid staff member; and
  - e. Circumstances which in the judgement of the administration may necessitate asking the volunteer to terminate services.

## Tahoma School Board Policy #5011

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The Tahoma School District is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

## **Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes 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. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or other third parties involved in school district activities. 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 and False Allegations**

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.

## **Staff Responsibilities**

The superintendent will 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 time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX/Civil Rights Compliance Coordinator/Director of Human Resources. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator/Director of Human Resources. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

## **Notice and Training**

The superintendent will develop procedures to provide information and education to district staff, 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 and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to

staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX Coordinator/Director of Human Resources and provide contact information, including the coordinator's email address.

### Tahoma School Board Policy #3207

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The Tahoma School District No. 409 is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional 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; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 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.

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

**Note: Students may also be guilty of harassment, intimidation or bullying if they actively engage, promote, propagate and / or support HIB.**

#### Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including: slurs, rumors, 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.

#### Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with communication of the policy and procedures to parents, students, employees, and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying including training for those who may not be directly bullying but actively engaging, promoting, propagating or supporting HIB – also known as bystanders. 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.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school should promptly convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

### **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.

### **Search and Seizure Related to Reasonable Suspicion of Violation of HIB Policy**

Schools reserve the right to limit use of electronic devices (personal and district-issued), especially when these devices are used to harass, intimidate or bully others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with districts rules or policies.

See Electronic Resources Student User Agreement (Tahoma Acceptable Use Policy) for additional responsibilities.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all HIB Incident Reporting Forms 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.

### **Tahoma School Board Policy #5253**

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#### **Purpose**

The purpose of this policy is to provide all staff, students, **volunteers** and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

#### **General Standards**

The Tahoma board of directors expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff 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 consistent with the educational mission of the district.

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

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

#### **Use of Technology**

The Tahoma board of directors supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards with children. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

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

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YES! I have received this copy of the Lake Wilderness Elementary Volunteer Handbook, and agree to abide by the guidelines as described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child(ren)'s Names & Teacher(s)



Thank you for your willingness to volunteer!