



P U Y A L L U P

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S C H O O L D I S T R I C T

*A Tradition of Excellence*

# Volunteer Handbook

*Everybody can be great... because anybody can serve.  
You don't have to have a college degree to serve.  
You don't have to make your subject and verb agree to  
serve. You only need a heart full of grace. A soul  
generated by love.*

*- Martin Luther King, Jr.*

*April 2020*



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*A Tradition of Excellence*

Welcome to the Puyallup School District! Our School Board, your fellow educators, and our students are delighted that you have joined our team!

As parents and volunteers, your support of our schools and your passion for quality education adds greatly to the very fine quality of life that we have here in Pierce County.

Thank you in advance for your dedicated work in service to “each child” in our District. We are sure that your future contributions to our children, schools, and communities will be an outstanding addition to the fine work already taking place.

Our very best wishes to you for a very productive and successful school year.

Sincerely,

*Volunteer Services*  
Puyallup School District



## **Our Mission**

**The Puyallup School District, in partnership with our diverse communities, educates and inspires students to reach their full potential.**

## **Our Vision**

Puyallup School District students will be:

- Skilled in successfully applying knowledge in all required subjects.
- Competent as critical and innovative thinkers able to analyze and solve complex problems.
- Engaged as life-long learners pursuing their goals and dreams.
- Successful as communicators and collaborators.
- Proficient in demonstrating an understanding of and a respect for individual differences.
- Prepared to transition to post-high school opportunities and be able to compete locally and globally.
- Skilled in making life choices that are healthy and socially responsible.
- Motivated to strive for excellence.

## **Becoming a Volunteer**

To begin volunteering with the school district, you must:

- Complete an [Online Volunteer](#) Application (fastest and preferred method) or submit a paper Volunteer Application, along with a copy of your current driver license. If you are in the military and have an expired driver's license, please submit a copy of that license and show your military identification card when you submit your application. (You should not be required to submit a copy of your military ID.) If you do not have access to a computer, computer kiosks are available at each school and at the district office.
- All volunteers are required to participate in a Washington State Patrol and national database background check process. This process is conducted for student safety and it provides us with a background statement on all volunteers. By signing the volunteer application form, you have given us permission to conduct these background checks.
- Read the Volunteer Handbook, sign and submit the Training Verification Form at the end of the handbook. Orientation may be conducted at your chosen school.
- Sign in and out in the school office each time you volunteer.
- Wear your Volunteer Badge whenever you are volunteering. One will be provided for you. Staff and students are very aware of strangers in the building and may stop you if you aren't wearing your badge.



## **Tips and Responsibilities of Volunteers**

As a volunteer in the Puyallup School District, you are an important member of our educational team. Volunteering in a school is a unique and exciting privilege benefitting the students, their schools, and the community.

- Understand and accept the students in terms of their own culture and values. Be patient, trustworthy and honest in your approach and attitude.
- Names are important. Make sure you pronounce the student's name correctly. Make sure your student knows your name and can pronounce it correctly. When talking to children or in front of children, refer to adults by Mr., Mrs., Ms., or Miss.
- Encourage and support student successes. Students make mistakes. Let them know that making mistakes is part of learning. Praise the student honestly and frequently. Remember, attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
- Support and supplement the instructional program of the classroom teacher. The volunteer's role is assistance, not replacement.
- Be prompt, dependable, and regular in attendance. If you do find that you need to miss your regular volunteer day, notify the building volunteer coordinator and your teacher that you will be unable to attend with as much notice as possible.
- Know and observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting, lunch and coffee privileges, pupil restroom and drink privileges, inclement weather procedures).
- Discuss problems that arise with the teacher or school volunteer coordinator.
- Notify the principal, counselor, teacher, or school volunteer coordinator if a student confides in you about a situation of abuse or neglect. Staff will assist and support you with the reporting and follow-up protocols.
- Leave personal concerns and pressures at home. Leave school problems at school.
- Remember that you are acting as a role model for children, not only in how you interact with others at school, but who you are as a person.
- Know that parents are the first and most important teachers of their children and assist them in working with their children.
- Have a good professional attitude, interest, and enthusiasm for working with young people, and be someone who can work cooperatively with school staff.
- Refer all problems with student behavior to the teacher or the office. Do not confront students yourself.
- Follow the professional example set by the school staff relating to action and appearance. Acceptable attire for volunteers is the same as for regular employees. Have students address you by your proper name. Be businesslike but friendly and relaxed.

## **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.



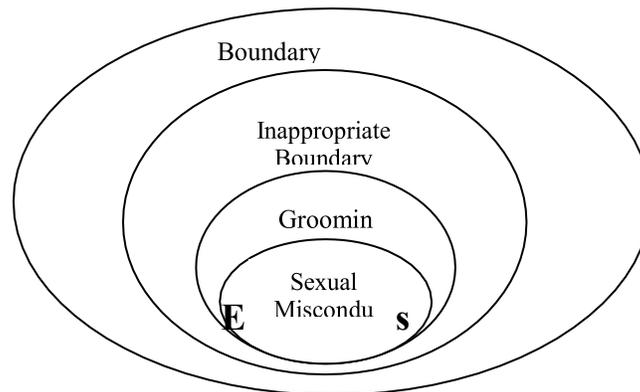
## Maintaining Professional Boundaries with Students: A Volunteer’s Guide

**Puyallup School District’s Belief:** We can help prevent sexual misconduct against students by employees and other adults in our schools by monitoring boundary invasions against students. This guide will help you identify boundary invasion dangers and become familiar with policies and procedures that protect both staff and students.

Staff members and volunteers need to be familiar with the responsibilities regarding child abuse – which includes sexual misconduct – as described in district policies 3421 – Child Abuse, Neglect and Exploitation Prevention, and 5272 and 5272R – Maintaining Employee/Student Boundaries. These policies are included in this handbook.

*If you have knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another person, including another school employee, you are required to report such abuse or misconduct to the appropriate school administrator immediately and always within 48 hours (including holidays and weekend).*

Experts divide adults who prey on children into two categories: ‘Grabbers’ and ‘Groomers’. Grabbers assault a child with little or no warning. If you witness an assault on a child, you should contact authorities immediately. However, most sexual misconduct follows a period of careful sexual grooming – a process during which an adult predator gradually wins the trust of a targeted child through a series of escalating behaviors and boundary invasions. This chart illustrates the process of how a simple boundary invasion may progress into inappropriate boundary invasion and then to sexual grooming:



The key to protecting students from sexual grooming is stopping inappropriate boundary invasions before they escalate. Which kind of behaviors may be considered a boundary invasion against a student? Inappropriate boundary invasions include, but are not limited to:

- Counseling students in non-school matters.
- Meeting students away from school grounds unless as part of a school-sponsored event.
- Making comments about a student’s body or physical appearance.
- Having any discussions with students regarding romantic or sexual activities (with them or others).
- Invasions by the adult into the child’s personal space and personal life, such as taking an undue interest in a student (i.e. having a ‘special’ friend or a ‘special relationship’ with a particular student).
- Giving gifts or money to the student for no legitimate educational reason.



## **Maintaining Professional Boundaries with Students:** **A Volunteer's Guide** *(cont'd)*

- Engaging in peer-like behavior with students (i.e., being cool by being like one of the kids).
- Being overly touchy with students.
- Telling the student 'secrets' and having 'secrets' with the student.
- Being alone with the student behind closed doors at school.
- Giving students rides in your personal vehicle without administrative approval.
- Engaging in talk containing sexual innuendo or banter with students.
- Communicating via e-mail, text-messaging, chat room, websites, or social media to discuss personal topics or other non-educational related matters with students.
- Invading the child's privacy (e.g. walking in on the child in the bathroom or locker-room). Hugging, kissing or other physical contact with a student. Students should not be on your lap, and there should be no frontal hugging, etc. A hand on the shoulder may be appropriate when giving praise. Brief tactile (touch) contact with early elementary students may occasionally be necessary to effectively manage students with short attention spans. Likewise, touching may also be occasionally necessary during coaching – such as wrestling or football – so, some exceptions exist.
- Volunteer Coaches should avoid driving individual students to or from games, practices or events unless there is some type of medical or weather emergency. When traveling with a team, a coach or other adult school representative should never be alone in a room with a student.

In general, the role of the school staff member is that of an authority figure rather than that of a peer or friend. Observing these boundaries will reduce the likelihood of establishing an inappropriate role with students.

***Keep Your Principal Informed*** if you have any questions about your work with students and these policies, or if you see another volunteer or employee involved with a student or students that makes you uncomfortable or seems to be a violation of this policy.



## Safety and Liability Issues

### ● *Where should I work with a student?*

Locations will vary, depending upon availability and the preference of the student's teacher. Many schools are crowded, so you may end up working with the student in the hallway. Try to find a quiet space with as few distractions as possible.

Sometimes a teacher will direct you to an empty classroom. Always work in an area assigned by the teacher or the school volunteer coordinator and keep the door open.

If you are working with a student in an after-school program, it may be tempting to offer the student a ride home. **Never go off site with a student and never give them a ride in your car.** Your volunteer experience is limited to the public school setting.

### ● *What are my confidentiality rights?*

As the relationship with a student progresses, he/she will begin to trust you and may start to confide in you. Take time to listen and show that you care. However, do not make a promise you cannot keep. If a student reveals information relating to possible abuse or neglect, let the student know that you care and are there to listen, but you must report it to your administrator immediately (and no later than 48 hours after learning of the concern, including holidays and weekends). There is always a chance that someone may already have insight into the situation, which could help you to understand and work better with that student.

Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Do not give out personal contact information such as your address, phone, email and personal website addresses.

### ● *Can I hug a student?*

Some students, especially at the elementary level, will naturally become very attached and affectionate toward you. Many students are craving affection and attention, so it is important that you handle the situation with sensitivity. Unfortunately, **front hugs should be avoided.** Instead, carefully put your arm around a child's shoulder and turn it into a side hug. Use other signs of affection, such as "high fives." In addition, regardless of age, students should never sit on your lap.

### ● *What are some safer touch areas?\**

Areas that are safest to touch are:

- Shoulders
- Upper Back
- Arms
- Hands

Remember to keep in mind the cultural perspective and personal context of touch from the student's perspective. Cultural influences, beliefs and personal history affect a student's comfort level regarding personal boundaries. Some children are not comfortable with touch and may want more personal space. Respect their wishes. Recognize their signals that they do not want to be touched, such as avoiding you or drawing back or away from you when you touch. Please use every professional precaution to ensure your actions are not misinterpreted as inappropriate by others.

*\*\*Special circumstances will arise where touch that exceeds these guidelines will be necessary. Special physical education needs, nursing and coaching may require additional student contact for the health and hygiene needs of the student. Be clear (to yourself and the student) about when, where, why and how you are touching the student.*



## Safety and Liability Issues *(cont'd)*

### ● *What are some signs of possible child abuse and neglect?*

The following factors may be present when abuse has occurred, but do not guarantee an abusive situation. If any of the following signs are present in your child, **you are required to alert the teacher, principal, or counselor immediately, and always within 48 hours (including holidays and weekends) so that they can further investigate and/or report the situation as required by law.** The following signs may signal the presence of child abuse or neglect.

#### Signs of Abuse:

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to school or other activities early, stays late, and does not want to go home.
- Signs of injury, such as welts, bruising, cuts, burns, fractures, or swellings.
- A history of repeated, untreated, or unexplained physical injury.
- A contradiction between the story “I fell off my bed” and physical evidence that has included repeated bruising.
- The child appears to be uncomfortable or fearful when talking about the injury.
- Child alludes to or seems preoccupied with sexual matters.

#### Signs of Neglect:

- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide care.

### ● *What is the purpose of these rules?*

The Puyallup School District wants you, as volunteers, to carry out your responsibilities in a caring and appropriate manner. We want you to feel comfortable about hugging and touching kids. We want everyone to feel safe. Having guidelines will assist you in creating and maintaining a safe environment for you and the students with whom you work.



## District Policies

As a Puyallup School District volunteer, you are responsible for understanding and following the District Policies and Regulations listed below. Click on the links to see the most recent version of each policy/regulation. All Puyallup School District policies and regulations are available at <https://go.boarddocs.com/wa/psd/Board.nsf/Public>. If you have any questions or concerns, contact your school's principal or volunteer coordinator.

- [Prohibition of Harassment, Intimidation and Bullying \(Policy 3207\)](#)
- [Child Abuse, Neglect and Exploitation Prevention \(Policy 3421\)](#)
- [Parent and Community Involvement \(Policy 4130\)](#)
- [Regulation of Dangerous Weapons on School Premises \(Policy 4210\)](#)
- [Use of Tobacco and Nicotine Substances \(Policy 4215\)](#)
- [Employment: Disclosures, Certification Requirements, Assurances and Approval \(Policy 5005\)](#)
- [Nondiscrimination and Affirmative Action \(Policy 5010\)](#)
- [Sexual Harassment of District Staff Prohibited \(Policy 5011\)](#)
- [Sexual Harassment of District Staff Prohibited \(Regulation 5011R\)](#)
- [Drug-Free Schools, Community, and Workplace \(Policy 5201\)](#)
- [Maintaining Employee/Student Boundaries \(Policy 5272\)](#)
- [Maintaining Employee/Student Boundaries \(Regulation 5272R\)](#)
- [Civility in the Workplace \(Policy 5275\)](#)
- [Employee Possession of Dangerous Weapons and Protection Spray Devices \(Policy 5290\)](#)
- [Volunteers \(Policy 5630\)](#)
- [Volunteers \(Regulation 5630R\)](#)

**Questions or complaints of alleged discrimination or harassment may be directed to:**

- Civil Rights Compliance Coordinator, Char Krause ~ (253)435-6295 [krauseca@puyallup.k12.wa.us](mailto:krauseca@puyallup.k12.wa.us)
- 504/ADA Coordinator, Char Krause ~ (253)435-6295 [krauseca@puyallup.k12.wa.us](mailto:krauseca@puyallup.k12.wa.us)
- Title IX Coordinator **Staff**, Amie Brandmire ~ (253)841-8666 [brandmah@puyallup.k12.wa.us](mailto:brandmah@puyallup.k12.wa.us)
- Title IX Coordinator **Students**, Char Krause ~ (253)435-6295 [krauseca@puyallup.k12.wa.us](mailto:krauseca@puyallup.k12.wa.us)

All individuals may be reached at: Puyallup School District, 302 2<sup>nd</sup> St SE Puyallup, WA 98372

## Puyallup School District Volunteer Code of Conduct

**Communication:** You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation-including gender expression or identity, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

**Appropriate physical contact:** Handshakes, high-fives, an arm around the shoulder or side hug are the only safe and friendly ways to touch a child when you are volunteering. Front hugs should be avoided. Regardless of age, students should never sit on your lap. If a child ever inappropriately touches you, please inform a staff member right away.

**Reporting abuse:** Physical or sexual abuse or child endangerment is a crime. If a student reveals information relating to a possible abuse, neglect, or harassment situation let the student know that you care and are there to listen but that you are required to pass this information on to a teacher, counselor, or principal who can offer them help. Please report this to a staff member immediately, be assured they will follow up on the information.

**Confidentiality:** Students in the Puyallup School District have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA”). You must refer all questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal. Before you speak, always remember that violating student’s confidentiality isn’t just impolite, it’s against the law.

## Puyallup School District Policies and Regulations

Volunteering with our students is a privilege. As a PSD volunteer, you are expected to adhere to all District policies, particularly those listed below, which are located on our district website at [www.puyallup.k12.wa.us](http://www.puyallup.k12.wa.us), or in our Volunteer Handbook, also on the website. Please read this handbook before your first volunteer experience. *Volunteers may be removed from service at any time at an administrator’s discretion.*

- Field Trips, Excursions and Athletic Events (Policies 2320, 2320R and 2320F)
- Prohibition of Harassment, Intimidation and Bullying (Policy 3207)
- Student Discipline (Policies 3241, 3241R)
- Prohibition of Corporal Punishment (Policy 3244)
- Accommodating Students with Diabetes (Policy 3415)
- Child Abuse, Neglect and Exploitation Prevention (Policies 3421F, 3421R)
- Parent and Community Involvement (Policy 4130)
- Regulation of Dangerous Weapons on School Premises (Policy 4210)
- Use of Tobacco and Nicotine Substances (Policy 4215)
- Employment: Disclosures, Certification, Assurances and Approval (Policies 5005, 5005R)
- Nondiscrimination and Affirmative Action (Policy 5010)
- Sexual Harassment of District Staff Prohibited (Policies 5011, 5011R)
- Drug-Free Schools, Community, and Workplace (Policy 5201)
- Maintaining Employee/Student Boundaries (Policies 5272, 5272R)
- Civility in the Workplace (Policy 5275)
- Employee Possession of Dangerous Weapons and Protection Spray Devices (Policy 5290)
- Volunteers (Policies 5630, 5630R)

I, (print name) \_\_\_\_\_, as a volunteer have read and agree to the above terms. I understand that I am responsible for following all PSD District Policies and Regulations. In addition to the remaining guidelines in the Volunteer Handbook, I have been made aware of whom I can speak to regarding any questions or concerns I may have.

\_\_\_\_\_  
Please sign full name

\_\_\_\_\_  
Volunteer site(s)

\_\_\_\_\_  
Date