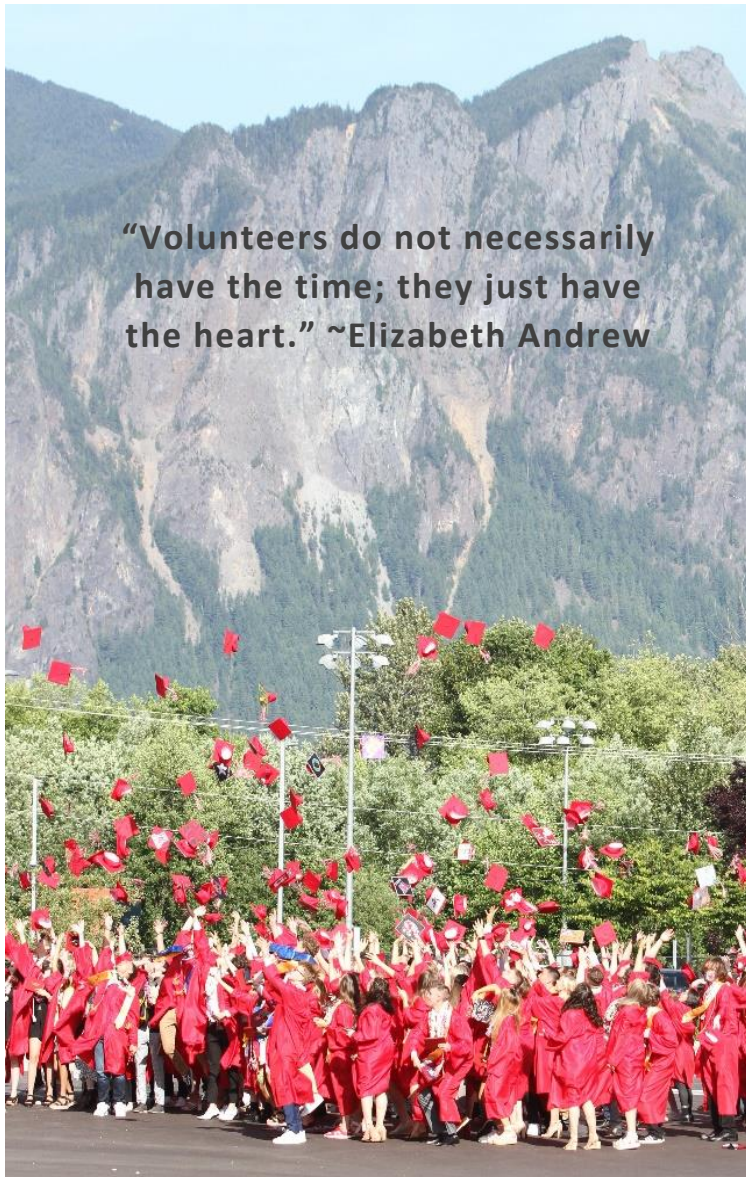




# VOLUNTEER HANDBOOK

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



## WELCOME!

Public education is a community effort and our community partnerships provide an invaluable resource to our teachers and students. Snoqualmie Valley parents, grandparents, guardians, and community members are encouraged to help in the classroom (as needed by individual teachers) and assist the school in other areas. Volunteers may be involved with classroom activities, special events, art projects, reading/math, career guidance, dances, field trips, after-school enrichment, sports, as mentors, and in the front office or library. Our school PTSA organizations also rely on volunteers. Please contact your school PTSA directly for more information.

This handbook has information you will need to successfully volunteer in our schools. It explains the application process, procedures, and guidelines all volunteers are required to follow. All volunteering relationships established through the Snoqualmie Valley School District (SVSD) must take place with students on the school campus during school hours or at other authorized school activities only. Contact the school you're interested in applying to with any questions regarding current volunteer opportunities.

Volunteers help to enrich the curriculum and learning opportunities by sharing their interests and experiences. Thank you for your interest in volunteering at Snoqualmie Valley schools!

## Application Process

1. Read this 4-page **Volunteer Handbook**.
2. Complete the **Volunteer Application Forms**.
3. Submit the signed forms (3 pages) to the school where you want to volunteer, along with your photo ID (needed for a background check).
4. Wait for application approval notification from your school. You cannot volunteer in any capacity until you've been approved.
5. Approval lasts two years and is good at all SVSD schools.



## Procedures

When you first arrive at a school to volunteer, report to the front office and show office staff your photo ID.

Volunteers are expected to:

- Sign in and always wear an ID badge on school grounds.
- Wear professional attire.
- Show respect for all staff and students.
- Share any concerns regarding students with the appropriate school staff only.
- Not use nicotine substances, drugs, or alcohol on school grounds or come to school grounds under the influence of any of these substances.
- Not bring any weapons on school grounds.
- Not share political or religious beliefs.
- Notify the school and/or teacher if unable to make scheduled time.
- Silence and put away cell phones while volunteering in the classroom.
- Not bring any younger children to school during volunteering hours.

To support a healthy school environment for students and staff, please use common sense and do not volunteer in person or come to school if you have any symptoms of COVID-19 or influenza.

## Civility

The Snoqualmie Valley School District's expectation is that a safe, nurturing, and civil culture is always maintained. Volunteers are expected and required to respect and uphold [Policy 4011 – Civility](#). Please review this policy in detail prior to volunteering. Your signature on the **Volunteer Handbook Acknowledgement Form** verifies that you agree to adhere to this policy.

## Communication

Here are some guidelines for safe communications:

- Talk to all students in the same manner.
- Avoid sexist and sexual comments and innuendos.
- Avoid jokes that belittle or diminish a person.
- Maintain appropriate boundaries.
- Always work under the direct supervision of staff.
- Avoid working with a student alone and always keep the door open and lights on.
- Do not provide your contact information to or receive contact information from any student.
- Do not email, text, or interact on social media with an individual student.
- Do not offer or agree to transport any student.



## Confidentiality

Confidentiality is essential for the protection of students and families—and it is a legal responsibility. Avoid discussing school matters outside of school. Student information includes all academic, medical, discipline, and personal information. Student work, like artwork or writing, is also protected by law and cannot be shared publicly without written permission from the school and/or parent. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. If any concerns arise, notify school administrators immediately.

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



**Youth Success! Mentors** meet with the same student at school each week, providing a supportive relationship with a trusted adult. [Empower Youth Network](#) works with our schools to match up students and train these volunteers.

## Harassment

Volunteers are expected and required to commit to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Harassment can interfere with a student's education benefits, opportunities, or performance, and can physically harm a student, damage property, or create a hostile education environment. It can also interfere with the psychological well-being of a student.

There are two district policies regarding harassment:

- [Policy 3207 – Prohibition of Harassment, Intimidation and Bullying](#)
- [Policy 5011 – Sexual Harassment of District Staff Prohibited](#)

Your signature on the **Volunteer Handbook Acknowledgement Form** verifies that you agree to adhere to these policies.

## Accidents and Injuries

If an accident occurs while you are volunteering, do not leave the injured person unattended. Notify the school office immediately. Should you be injured while volunteering, file an accident report with the school office the same day. Severity of the injury has no bearing on whether a report is necessary. ALL accidents must be reported.

## Report Suspected Abuse or Neglect

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

# More Information

Please visit our website for more [Volunteering](#) information and links to our policies.

- [Volunteer Application Forms](#)
- [Policy 4011—Civility](#)
- [Policy 3207—Prohibition of Harassment, Intimidation and Bullying of Students](#)
- [Policy 5011—Sexual Harassment of District Staff Prohibited](#)
- [PTSA Directory](#)



*The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities.*

*Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nicole Fitch, P.O. Box 400, Snoqualmie, WA 98065, or phone 425-831-8015.*

*Handbook updated: 1.2.2024*



## About SVSD

The Snoqualmie Valley School District is located in the scenic foothills of the Cascade Mountains in Washington State, approximately 30 miles east of Seattle. The District is geographically one of the largest school districts in the state, covering more than 400 square miles and serving the communities of Fall City, North Bend, Snoqualmie, and surrounding areas of unincorporated King County. Snoqualmie Valley's award-winning schools serve approximately 7,200 students, ranging in ages from preschool through 12th grade, and students with special needs through age 21.

The district's mission is to prepare all Snoqualmie Valley students for college, career, and citizenship. To accomplish this, our 11 schools provide high-quality academic curriculum, career training options, a broad range of extracurricular experiences, extensive technology, resources, and student support services focused on the well-being of all students.

Community support of education, excellent educators and caring volunteers play key roles in ensuring our schools offer a safe, positive, welcoming environment where all students can learn and thrive! Together, we want all students, staff and families to feel respected, valued, capable, loved and that they belong to a caring and nurturing organization.



**SNOQUALMIE VALLEY**  
— SCHOOL DISTRICT —

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[www.svsd410.org](http://www.svsd410.org)