ORTING SCHOOL DISTRICT #344

VOLUNTEER HANDBOOK



121 Whitesell Street NE
Orting, Washington 98360
360-893-6500

Connect - Inspire—Empower

Introduction and Welcome

Dear Volunteers,

On behalf of the Orting School District, welcome and thank you for choosing to volunteer with us! Your dedication and support play a crucial role in enhancing the educational experience for our students and enriching our school community.

In Orting, we are committed to providing a nurturing environment where every student can thrive academically, socially, and emotionally. Your involvement as a volunteer strengthens this commitment and helps us achieve our shared goals.

This volunteer handbook serves as your guide to understanding our expectations, procedures, and resources available to support you throughout your volunteer journey. We encourage you to familiarize yourself with its contents and reach out to our volunteer coordinator or school staff with any questions or concerns.

Together, we can make a positive difference in the lives of our students and contribute to the success of our school district. We look forward to working with you and creating meaningful experiences for our entire school community.

Thank you once again for your generosity of time and effort.

Carrie Joy
Director of Human Resources
joyc@orting.wednet.edu
360-893-6500, ext. 4028

Beth Veltri
OSD Facilities & Athletics Coord.
OSD Volunteer Coordinator
veltrib@orting.wednet.edu
360-893-2246 ext. 4377

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Orting School District Theory of Action

Theory of ACTION

If we consistently engage students in rigorous learning opportunities thot develop individual agency and honor personal dignity, then we will ensure the Orting School District is an equitable organizotion where each student feels ***connected****,* ***inspired****, and* ***empowered*** *for present and future success.*



We believe that to achieve ***equity*** in our schools, we need ***agency*** and ***dignity***.

Agency: *The power and capacity to take action in the learning process.*

- **Belonging:** A connection to learning through relationships that ensure being known, seen, heard, and loved.
- **Efficacy:** The competence and confidence in the ability to perform well and produce positive outcomes.
- **Ownership:** Making choices to take responsibility and interest in learning developing from a sense of personally and culturally relevant meaning making.
- **Mastery:** Utilizing multiple pathways for learning to create personal meaning.

Dignity: *The inherent value and worth of each individual.*

- **Diversity:** Recognizing and valuing individual differences as strengths.
- **Integrity:** Taking responsibility and holding yourself accountable.
- **Validation:** Acknowledging and affirming others' identity, experiences, and feelings.
- **Empathy:** Understanding and sensing what others might be thinking and feeling.

Orting School District Mission, Vision, and Core Values

Mission

In strong partnership with our families and community members, Orting School District will engage and develop the unique interests and talents of every learner as they apply their education in creative and inventive ways. Through high expectations and relevant opportunities to learn and grow in a caring, supportive environment, we will ensure each of our children feels connected, inspired, and empowered to create a better present and future!



Vision

In an environment of high expectations with high levels of support, we desire to have each student:

- Make personal meaning through creation, exploration and invention.
- Engage in meaningful, relevant learning, leading to deeper understanding.
- Believe their success makes a difference and their goals matter.
- Connect through meaningful relationships where they are heard, known, seen, and loved by others.



Core Values

- We foster high expectations, continuous growth and high achievement.
- We understand and cultivate the unique needs and interests of learners through relationships and personalization.
- We commit to removing barriers to learning to ensure our schools are inclusive and equitable.
- We believe ongoing communication, collaboration and community engagement are essential.









Volunteer Expectations

Code of conduct: behavior expectations and professionalism

Volunteers play a crucial role in supporting students and staff. Behavior expectations for volunteers include promoting opportunities for students to possess the power and capacity to actively participate in the learning process while also treating others with dignity (recognizing their inherent value and worth). Our district holds high expectations for all toward a culture of learning and caring, which values diversity, integrity, validation and empathy. We believe this is fostered by promoting a safe, civil, respectful and welcoming environment as a crucial foundation to success across the District. Professionalism is paramount and is shown through effective communication and punctuality. Volunteers are expected to follow school policies and procedures and respect confidentiality and privacy rights regarding student and school information. Thank you for serving the Orting community.

Dress code

As role models for students, our expectations for attire with a public-school setting aim to balance individual expression with maintaining a conducive learning environment.

1. General Guidelines:
    - Clothing should be clean, neat, and in good repair.
    - Clothing should not be excessively revealing or suggestive.
    - Footwear should be safe and appropriate for school activities.
2. Prohibited Items:
    - Logos and Messages: Clothing with offensive language, symbols, or images (e.g., promoting drugs, alcohol, violence).

Volunteer Roles and Responsibilities

- Understand the Mission: Familiarizing yourself with the school district's mission and values will help you align your efforts and better understand how your volunteer work contributes to the overall educational objectives.
- Follow Guidelines and Procedures: Adhering to all guidelines and procedures set by the school district. This includes following protocols for confidentiality, safety, and interacting with students and staff.
- Communicate Clearly: Maintain open communication with school staff and coordinators. Clarify expectations, ask questions when needed, and keep others informed of any changes in your availability or responsibilities.
- Respect Confidentiality: Protect the privacy of students and staff. Refrain from discussing student matters or sharing sensitive information outside of authorized channels.
- Be Reliable and Punctual: Honor your commitments and arrive on time for volunteer shifts. Your reliability is crucial for the smooth operation of activities and programs.
- Positively Engage with Students: Interact with students in a positive manner. Offer encouragement, support, and guidance as appropriate, always mindful of

maintaining professional boundaries. Be friendly, but as adults we are not their friends given students have their own age appropriate peers.

- Adaptability and Flexibility: Being flexible and adaptable to different tasks and situations that may arise is super helpful. Schools often have varying needs, and your willingness to help where needed is highly valued.
- Safety First: Prioritize safety at all times. Follow safety protocols, especially during activities involving students or in potentially hazardous environments.
- Professionalism: Represent the school district positively. Dress appropriately for the volunteer role and maintain a professional demeanor in your interactions with students, staff, and other volunteers, which includes not using profanity.
- Feedback and Reflection: Provide constructive feedback to volunteer services to improve volunteer programs and activities.
- Celebrate Successes: Celebrate achievements and milestones with students and staff. Your encouragement and support can have a significant impact on morale and motivation.
- Continuous Learning: We're happy to have you join us in learning opportunities on a space available basis. Some of our training sessions or workshops may really enhance your skills as a volunteer.

Procedures for signing in/out

All volunteers must use the Volunteer Sign-In Sheet located in each school office to sign-in and out of the building. Additionally, volunteers must agree to wear the site issued name tag when volunteering.

Student Discipline

As stated in our Student Discipline policy and procedure, the District will implement culturally responsive discipline that provides every student the opportunity to achieve personal and academic success. Volunteers are not responsible for handling student discipline issues. If a situation arises, volunteers should promptly inform their supervisor or an administrator and request assistance as needed.

Confidentiality of student and school information.

It is important to understand that students have the right to expect that information about them will be kept confidential by all volunteers. Further, the Family Educational Rights and Privacy Act (FERPA) is a federal law that we must follow which protects the privacy of student education records.

We want you to be familiar with the importance of keeping student information confidential. It's really crucial that any information you come across while volunteering stays private whether it's academic stuff, medical details, or anything personal. Federal law actually makes it clear that we can't share any student information without permission from their parents or guardians. As a volunteer, you would only seek approval through a building administrator.

Also, please avoid taking photos of students during your volunteer time or posting any student work (like artwork or papers) publicly without getting the green light from a school administrator or their designee.

Abiding by these guidelines helps create a safe and secure environment for everyone involved.

School safety protocols
(e.g., emergency procedures, drills)

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121 Whitesell ST NE,
Orting, WA 98360-8410
Phone 360-893-6500

EMERGENCY DRILL REMINDERS

Evacuation Drill

- In the event of an earthquake drill, drop cover and hold and wait for announcement for evacuate
- Interior and exterior doors should be closed but do not need to be locked
- Leave window blinds as they are when alarm goes off
- Students take backpacks/belongings with them
- Evacuate to designated location
- Take emergency go binder with you
- Account for your students
- Hold up green side of your go binder if you have accounted for all your students
- Hold up red side of your go binder if you have not accounted for all your students
- Check class roster to account for students

Lockdown Drill

- Lock all exterior and interior doors-students or staff in hallways move to closest classroom
- Turn lights off
- Cover all windows
- Students and staff remain hidden away from doors/windows
- Maintain silence
- Staff and students are to not open doors for any reason
- All clear will be performed by administrator or in the case of an actual lockdown event, a first responder will be keying into each room

Modified Lockdown Drill

- Lock all exterior doors
- Students and staff remain in classrooms
- All outdoor classes return to building
- Staff continues with normal operations in building
- All clear will be performed by administration

Shelter in Place Drill

- Clear students from hall
- Shut and seal doors and windows if possible
- Keep away from areas which objects can fall
- All clear will be performed by administration

School Contacts

Directory

Orting Elementary School (K-5)	**(360) 893-2248**
Toni Wanzer, Secretary	**ext. 4099**
Irma Arteaga Mendoza, Assistant Secretary	**ext. 4098**
Ptarmigan Ridge Intermediate School (P-5)	**(360) 893-0595**
Megan Depping, Secretary	**ext. 4105**
Lacey Dawe, Assistant Secretary	**ext. 4103**
Laura Meffen, Assistant Secretary	**ext. 4104**
Orting Middle School (6-8)	**(360) 893-3565**
Liz Coombs, Secretary	**ext. 4162**
Beckie Meek, Assistant Secretary	**ext. 4197**
Karen Bonnett, Assistant Secretary	**ext. 4196**
Orting High School (9-12)	**(360) 893-2246**
Amy Swanson, Secretary	**ext. 4327**
Erin Sluka, ASB Secretary/Bookkeeper	**ext. 4328**
Erika Coleman, Attendance/Discipline Secretary	**ext. 4329**
Mikayla Cailing, Registrar	**ext. 4376**

District Central Office

Superintendent's Office	**(360) 893-6500**
Bonnie Christian, Executive Assistant	**ext. 4023**
Jill Garcia, Secretary	**ext. 4048**
Human Resources Department	**(360) 893-6500**
Heather Hintz, Human Resources Generalist	**ext. 4049**
Holly Mortenson, Human Resources Generalist	**ext. 4037**
Payroll Department	**(360) 893-6500**
Myra Andrews, Payroll Manager	**ext. 4029**
Tracey Regier, Payroll Specialist	**ext. 4046**

Department Contacts

Facilities	
Curtis Nybo, Director of Facilities	**(360) 893-2302 ext. 4391**
Nutrition Services	
Cassie Cornelius, Director of Nutrition Services	**(360) 893-6500 ext. 4397**
Transportation	
Megan Gentili, Director of Transportation	**(360) 893-2302 ext. 4388**
Loneta Storm, Transportation Coordinator	**(360) 893-2302 ext. 4389**

List of Addresses

Orting School District Central Office
121 Whitesell Street NE
Orting, Washington 98360
Phone: 360-893-6500

Orting Elementary School
316 Washington Ave N
Orting, Washington 98360
Phone: 360-893-2248

Ptarmigan Ridge Elementary School
805 Old Pioneer Way NW
Orting, Washington 98360
Phone: 360-893-0595

Orting Middle School
111 Whitehawk Blvd. NW.
Orting, Washington 98360
Phone: 360-893-3565

Orting High School
320 Washington Ave N
Orting, Washington 98360
Phone: 360-893-2246

Orting Facilities and Transportation Offices
120 Washington Ave N
Orting, Washington 98360
Phone: 360-893-2302

Nutrition Services Office
(Located at the Orting School District Central Office)
121 Whitesell St NE
Orting, Washington 98360
Phone: 360-893-6500 ext. 4397

District Site Hours of Operation

Orting School District Central Office
Hours of Operation: Monday through Friday, 7:30 am —4:00 pm (Summer hours may differ)

Orting Elementary School
Hours of Operation: Monday through Friday, 8:00 am —4:00 pm

Ptarmigan Ridge Elementary School
Hours of Operation: Monday through Friday, 8:00 am —4:00 pm

Orting Middle School
Hours of Operation: Monday through Friday, 7:25 am —3:00 pm

Orting High School
Hours of Operation: Monday through Friday, 7:00 am —3:45 pm

Building	Start	End	Friday End	½ Day End	2hr Late Start
OES	9:00 AM	3:30 PM	2:00 PM	11:55 AM	11:00 AM
PTR	9:10 AM	3:40 PM	2:10 PM	12:05 AM	11:10 AM
OMS	7:55 AM	2:25 PM	12:55 PM	10:25 AM	9:55 AM
OHS	7:45 AM	2:15 PM	12:45 PM	10:15 AM	9:45 AM

Orting Facilities and Transportation Offices
Hours of Operation: Monday through Friday, 6:30 am —4:30 pm

Nutrition Services Office
Hours of Operation: Monday through Friday, 6:00 am —3:00 pm

Communication

Contact information for volunteer coordinator(s)

Beth Veltri, Volunteer Coordinator
veltrib@orting.wednet.edu
360-893-2246 ext. 4377

Carrie Joy, Director for Human Resources
joyc@orting.wednet.edu
360-893-6500, ext. 4028

Equity

- Respect for diversity among students, staff, and fellow volunteers.



Agency: The power and the capacity to take action, craft and carry out plans, and make informed decisions drawing from a growing base of knowledge and skills.

+



Dignity: The inherent value and worth of each individual.

=



Equity: Guarantee that every individual has the resources, opportunities, growth, and support needed to succeed through the humanization of learning.

Illness policies (e.g., when to stay home)

We understand that there are occasions when volunteers may not feel well and need to cancel their assignment for the day. To minimize disruption and ensure smooth operations, we kindly request that you notify your designated contact (e.g., teacher, coach, principal) as early as possible; ideally before your scheduled start time. This advance notice allows for necessary adjustments to be made.

Please use your site's designated notification method, which may include a phone call, email, or text message, to inform your point of contact of your absence. Following your site's protocol helps us maintain effective communication and organization. Thank you for your attention to this matter so we can provide effective learning educational opportunities for students.

Background check requirements (if applicable).

All volunteer applicants are required to undergo a background check prior to approval as a volunteer who will be unsupervised. There is no cost to the prospective volunteer for this process. A "criminal background check" means the volunteer's information (legal name and birthdate) must be submitted to the Washington State Patrol criminal history system; the volunteer will also be checked against official public sex offender registries. Prospective volunteers who will have regularly scheduled supervised access to children, will have their records checked through the Washington State Patrol criminal identification. Volunteers should not have unsupervised access to students without undergoing a full background check through the Federal Bureau of Investigation (FBI). If that type of record check is done, it will include a fingerprint check using a complete Washington state criminal identification fingerprint card and the individual will pay a fee.

Volunteer Code of Conduct

Orting is home to wonderful parent groups and community organizations that work with our schools and staff to support students. Being a volunteer in Orting is a privilege. Our belief is that all district volunteers serve as positive role models.

In Orting, we hold high expectations for all toward a culture of learning and caring, which values diversity, integrity, validation and empathy. We believe this is fostered by promoting a safe, civil, respectful and welcoming environment as a crucial foundation to success across the District. We value and respect the diversity of students, staff, families, and community, and are committed to an environment that is inclusive and civil. This includes treating others as individuals who have inherent value and worth regardless of background, ability and identity.

Appropriate Physical Contact
Typically, staff members refrain from physical contact with students unless there is an immediate safety concern. However, younger elementary children may express physical affection. It's important to adhere to certain guidelines: front hugs should be avoided. Instead, appropriate forms of touch when initiated by the child include handshakes, high-fives, or a side hug or arm around the shoulder. Regardless of age, it is not permissible for children to sit on your lap. If a child ever behaves inappropriately by touching you, please promptly inform a staff member.

Overview of District Policies and Procedures
The following policies and procedures must be reviewed ahead of your first volunteer assignment:

- *Volunteers (5630BP, 5630P, 5005BP)*

The school district recognizes the significant contribution of parent and community volunteers to its educational programs. When working with volunteers, district staff will clearly outline their responsibilities, including the supervision of students during school hours, on the playground or athletic fields/courts, and on field trips. Rules of student behavior will be communicated to both students and volunteers, ensuring accountability. These procedures align with policies outlined in Policy 5005 ensuring consistency and adherence to established guidelines throughout the volunteer selection and engagement process.

- *Civility (4010BP)*

The district maintains a strong commitment to fostering a culture of learning and caring, rooted in values of diversity, integrity, validation, and empathy. Essential to this commitment is the promotion of a safe, civil, respectful, and welcoming environment across all district activities. The district values and respects the diversity of its students, staff, families, and community members, emphasizing inclusivity and civil treatment regardless of background, ability, or identity.

This policy supports a positive environment by promoting respectful communication and problem-solving among all members of the school community. It sets clear expectations for civil conduct, defined as courteous and respectful behavior in all interactions. Conversely, incivility, such as discourteous or disrespectful behavior, is not tolerated, though the policy affirms the right to express differing viewpoints respectfully and without disruption to the educational process. The district

encourages conflict resolution through direct communication or with assistance from school administrators or supervisors, ensuring that concerns about uncivil behavior are addressed promptly and fairly. Importantly, the policy prohibits retaliation against individuals who report incidents of incivility, underscoring the district's commitment to maintaining a supportive and harassment-free learning environment for everyone involved.

- *Maintaining Professional Staff/Student Boundaries (5253BP, 5253P)*

The district has established clear guidelines for all staff, volunteers, students, and community members to safeguard children from inappropriate conduct by adults within the school environment. Our expectations apply universally to district staff and volunteers, emphasizing the highest professional standards and maintaining appropriate boundaries in all interactions with students. Staff are expected to uphold an atmosphere conducive to learning, respecting professional boundaries that align with legal and ethical duties of care toward students.

Interactions between staff and students should be characterized by dignity, agency, trust, and adherence to established professional boundaries, both within and outside educational settings.

Any invasion of a student's physical or emotional boundaries must be necessary for educational purposes related to the staff member's duties. The policy explicitly prohibits all forms of sexual conduct with students and requires staff to promptly report any concerns regarding inappropriate behavior to their building administrator or supervisor.

Regarding technology use, the policy supports educational communication but prohibits non-educational interactions between staff and students via phone, email, social media, or other electronic means. Staff are also prohibited from engaging in conduct on social networking sites that violates laws, district policies, or professional standards, including the befriending or following of students.

- *Child Abuse and Neglect (3421BP, 3421P)*

Laws and district expectations mandate that all staff must remain vigilant for any signs of child abuse, neglect, or exploitation, which are serious violations of children's rights and hinder their educational development. Staff are legally obligated to report any suspicion of child abuse or neglect to authorities or school administrators, with protections from liability for reporting in good faith. We put student safety as our number one priority. Should volunteers see something, they need to say something to an administrator.

Child abuse or neglect is defined as any injury, sexual abuse, or negligent treatment causing harm to a child's health, welfare, or safety. Physical discipline by parents/guardians, when reasonable and moderate, is not considered abuse under

specific conditions. All incidents, including misconduct between students, must be reported by staff regardless of the age of the individuals involved.

The district commits to educating prospective parents and staff on parenting skills and preventing child abuse through community education and in-service programs. Reporting procedures for suspected cases are provided annually to all staff, who receive training upon hire and every three years thereafter. Investigations and appropriate actions are the responsibility of legal authorities, emphasizing helping us to do our part through the importance of timely reporting to ensure the safety and well-being of children.

- *Sexual Harassment Prohibited (5011BP, 5011P, 3205BP, 3205P)*

Adults in our district play a crucial role in maintaining a positive and inclusive educational environment free from discrimination, including sexual harassment. Sexual harassment is defined as *unwelcome conduct* or *communication of a sexual nature* that can occur between adults and students, students themselves, or involve groups of students or adults, regardless of their affiliation with the school. This policy strictly prohibits any form of sexual harassment, which includes acts of sexual violence, unwelcome advances, requests for sexual favors, or any conduct that creates an intimidating or offensive environment interfering with a student's ability to benefit from school programs.

If sexual harassment is suspected or reported, the district will promptly investigate to determine the nature and severity of the incident and take appropriate action to resolve the situation. This includes taking steps to eliminate the harassment, prevent its recurrence, and to provide remedies as necessary.

Adults are required to report any incidents or suspicions of sexual harassment to designated school authorities or the Title IX/Civil Rights Compliance Coordinator (Carrie Joy). Retaliation against individuals who report harassment or participate in investigations is strictly prohibited and will result in disciplinary action.

It is essential for volunteers to understand their responsibility in ensuring a safe and respectful environment for all students. Any violations of this policy, including engaging in sexual harassment, will result in appropriate disciplinary measures or sanctions for employees, which may include restricting access to school property and activities. The district also prohibits knowingly making false allegations of sexual harassment and will take disciplinary action against those found responsible. As a volunteer, you have an important role in helping us to uphold these standards and support the district's commitment to student safety and well-being.

- *Nondiscrimination (3210BP, 3210P)*

Our School Stands Against Discrimination. Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression,

sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?
Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 5010BP and Procedure 5010P, visit https://www.ortingschools.org > District > School Board.

What is sexual harassment?
Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 5011BP and Procedure 5011P, visit https://www.ortingschools.org > District > School Board.

What should my school do about discriminatory and sexual harassment?
When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?
Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator:
Carrie Joy, Director of Human Resources, 121 Whitesell St NE, Orting, WA 98360, joyc@orting.wednet.edu, 360-893-6500 ext. 4028.

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator:
Carrie Joy, Director of Human Resources, 121 Whitesell St NE, Orting, WA 98360, joyc@orting.wednet.edu, 360-893-6500 ext. 4028.

Concerns about disability discrimination:
Section 504 Coordinator:
Dr. Jennifer Westover, Executive Director for Student Support Services, 121 Whitesell St NE, Orting, WA 98360, westoverj@orting.wednet.edu, 360-893-6500 ext. 4027.

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator:
Carrie Joy, Director of Human Resources, 121 Whitesell St NE, Orting, WA 98360, cjoyc@orting.wednet.edu, 360-893-6500 ext. 4028.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?
The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?
If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?
Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www.ed.gov/about/ed-offices/ocr
- Email: ocr@ed.gov
- Phone: 800-421-3481

Sexual harassment within district programs is strictly forbidden, and the district will promptly address any instances of discriminatory harassment that limit a student's participation or benefits. The nondiscrimination statement, including contact information for compliance officers, is prominently featured in all district communications and publications, including within this handbook. An annual notification process informs students, parents/guardians, and employees about the district's discrimination complaint procedure, ensuring accessibility and compliance throughout the educational community.

- *Gender Inclusive Schools (3211BP, 3211P)*

The district prioritizes creating a safe and discrimination-free educational environment for all students. This policy ensures inclusivity. These measures aim to provide equal opportunities for learning and achievement. Implementation includes comprehensive training for staff and volunteers, overseen by the district's appointed compliance officer. The policy aligns with local, state, and federal laws on harassment, intimidation, bullying, and discrimination, reinforcing the district's commitment to fostering a respectful and inclusive learning community.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211BP and Procedure 3211P, visit https://www.ortingschools.org > District > School Board. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Carrie Joy, Director of Human Resources, 121 Whitesell St NE, Orting, WA 98360, joyc@orting.wednet.edu, 360-893-6500 ext. 4028.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on pages 18-21.

- *Accommodating Students with Diabetes (3415BP)*

The district Nurse plays a crucial role in overseeing the care of students with diabetes by consulting with parents and healthcare providers and training school staff accordingly. Each student with diabetes will have an individualized health care plan that includes an emergency component, updated annually or more frequently as necessary. Parents can designate an adult to provide care consistent with the health care plan, with school employees having the option to volunteer for this role after receiving required training. Non-employee designated adults must also undergo training and meet volunteer requirements set by the district.

In addition to individual health care plans, the district ensures students with diabetes receive necessary accommodations, such as access to medical supplies, equipment, medication, food, water, and bathroom facilities throughout the school day and at school events. School meals will not be withheld for disciplinary reasons, and provisions are made for students who cannot pay for meals. The district facilitates coordination between parents, healthcare providers, and school staff to support students' monitoring, treatment, and dietary needs during school hours.

Liability protections are provided to district personnel and designated adults acting in good faith according to a student's health care plan and healthcare provider instructions.

- *Accommodating Students with Seizure Disorders or Epilepsy (3411BP)*

The district ensures a safe learning environment for students with seizure disorders or epilepsy by developing individual health care plans that include emergency elements and are updated annually or as needed. A licensed healthcare professional designated by the Board coordinates with parents and healthcare providers, and trains school personnel on proper care procedures.

The district acquires treatment instructions from licensed healthcare providers, provides secure storage for medical supplies, and establishes policy exceptions to accommodate students' needs. Parent-designated adults, including school employees volunteering under parent request, receive training to provide care consistent with the health care plan. Liability protections are extended to district personnel and designated adults acting in good faith according to the individual health care plans and healthcare provider instructions.

- *Anaphylaxis Prevention and Response (3420BP, 3420P)*

The district emphasizes the seriousness of anaphylaxis, a life-threatening allergic reaction that requires immediate medical attention and ongoing care by an allergist/immunologist. School administrators, teachers, and support staff are expected to be well-informed and prepared to manage anaphylactic emergencies, as certain students may be at risk from allergens such as peanuts, tree nuts, fish, insect stings, latex, and medications.

Parents/guardians play a crucial role in notifying the school about their child's allergy risks and providing necessary medical supplies and information. While the district strives to minimize allergen exposure, it acknowledges the challenge of maintaining a completely allergen-free environment and implements protocols outlined by OSPI for emergency response and ongoing training and documentation.

- *Drug-Free Schools, Community and Workplace (5201BP)*

The district prioritizes a safe and drug-free environment across all district workplaces and activities involving students. This policy outlines strict prohibitions against alcohol, illegal substances, marijuana (cannabis), anabolic steroids, and any related criminal activities among staff.

Employees are required to notify their supervisors of any prescribed or over-the-counter medications that could potentially impair their job performance, ensuring safety for themselves, colleagues, students, and the public. We would ask that volunteers provide the same notification to the person guiding their work so we can ensure all are safe.

Any violations of these regulations could result in separation from the volunteer program given our priority around safety for everyone.

- *Use of Tobacco and Nicotine Products and Delivery Devices (4215BP)*

The district requires all employees, volunteers, students, and community members to refrain from using tobacco products and related devices on any school property at all times, including district buildings, grounds, vehicles, and within five hundred feet of schools. Prohibited items include cigarettes, cigars, smokeless tobacco, electronic smoking devices, vapor products, and any other substances or equipment that simulate nicotine effects.

Distribution of tobacco products to individuals under twenty-one is also forbidden. FDA-approved nicotine replacement therapies like patches, gum, or lozenges are exceptions but must adhere to school medication policies. The district posts policy notices in district locations and includes related information in handbooks for employees, volunteers and students. Violations may result in separation from the volunteer program.

- *Prohibition of Corporal Punishment (3244BP)*

Corporal punishment, defined as intentionally causing physical pain to a student, is strictly prohibited in schools. This prohibition does not apply to reasonable physical force used by school personnel or volunteers to maintain order or prevent harm, nor does it encompass discomfort from athletic or recreational activities voluntarily undertaken by students, or physical exertion directed by teachers in class activities like physical education, field trips, or vocational projects.

- *Prohibition of Harassment, Intimidation and Bullying of Students (3207BP, 3207P)*

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)
Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Training of staff and volunteers is integral to enforcing this policy, which also addresses prevention strategies and interventions tailored to each incident's severity and impact. Additionally, procedures ensure that students with Individual Education Plans or Section 504 Plans affected by harassment, intimidation, or bullying receive necessary support to maintain their educational rights.

What is HIB?
HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?
Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Carrie Joy, joyc@orting.wednet.edu or 360-893-6500 ext. 4028 that supports prevention and response to HIB.

What happens after I make a report about HIB?
If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?
When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five (5) school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two (2) school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?
For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy 3207BP and Procedure 3207P*.

- *Regulation of Dangerous Weapons on School Premises (4210BP)*

The district strictly prohibits the presence of firearms and dangerous weapons on school premises, including during school activities and at official meetings of the Board, unless specifically authorized. "Dangerous weapons" are broadly defined to include firearms, certain knives, explosive devices, and other objects capable of causing injury.

The policy mandates the posting of "Gun-Free Zone" signs across all school facilities and requires reporting of violations annually to the Office of the Superintendent of Public Instruction. Any possession of firearms or dangerous weapons by District employees or visitors on school property, unless expressly permitted under limited exceptions, is strictly prohibited and subject to disciplinary action or legal consequences as outlined in state law and district policies.

- *Suicide Prevention (2145BP)*

The district acknowledges the serious nature of youth suicide as a leading cause of death and directs district staff to promptly refer students showing signs of suicidal behavior to appropriate counseling services for thorough assessment and support. We ask that volunteers also be alert and report concerns.

While trained district personnel can conduct initial risk assessments, comprehensive mental health counseling is outside their scope. Staff members who become aware of a suicide threat must provide immediate support to the student and report the incident to the building principal or designated officials, who will notify both the student's family and relevant resource services.

Additionally, the Board emphasizes the need for proactive youth suicide prevention measures. Each school year, the district will distribute a detailed plan to all staff members, including substitute teachers and bus drivers, outlining procedures for recognizing, screening, referring, and responding to students experiencing emotional or behavioral distress. This plan includes training opportunities for staff on identifying indicators of substance abuse, violence, and suicidal tendencies, and specifies guidelines for utilizing staff expertise in these areas. It also mandates the establishment of partnerships with community organizations for student referrals and outlines communication protocols with parents, guardians, and external agencies in crisis situations.

- *Field Trips, Excursions and Outdoor Education (2320BP, 2320P)*

District's field trip policy outlines guidelines and procedures to ensure educational outings are conducted safely and effectively. Field trips are defined as supervised excursions away from school premises for direct learning experiences not available in

the classroom. Staff planning a field trip must submit a request form to the principal in advance, arrange specific activities with the site, and ensure adequate adult supervision. Permission slips signed by parents are mandatory for student participation, and if private vehicles are used, details including driver names must be documented to verify liability insurance coverage.

For outdoor education, plans are presented to the Board annually for approval, with detailed information provided to parents regarding fees, waivers, special clothing, and activity schedules. Overnight field trips require a comprehensive written plan submitted to the principal and superintendent well in advance of Board approval. International travel has its own set of rules.

Student health considerations for field trips must comply with district policies on medication administration and student health needs, ensuring that proper protocols are followed for in-state, out-of-state, and international excursions, and consulting with school nurses as needed to accommodate medical requirements.

It's crucial that as a volunteer, you receive instructions before leaving the school premises; especially if you are serving as a chaperone for an overnight trip. This ensures you are well-prepared to handle situations like elementary student bathroom protocols, managing a student separation from the group, emergency procedures, and more. Students who leave your presence (e.g., rest room, to get a drink of water) should always go in pairs. Unless approved by the staff member in charge, no student is to go with another adult for any reason. Prior to departure, please consult with the principal, teacher, or coach to ensure you have all the necessary information and feel confident in your ability to support the students effectively during the outing.

- *Summary*

The above policies and procedures are available for viewing on our district website of ortingschools.org under District > School Board > BoardDocs. Should you prefer a hard copy of the specified policies/procedures, please contact Carrie Joy by email (joyc@orting.wednet.edu) or phone (360-893-6500, ext. 4028) to make your request.

<u>As a volunteer you must fully review the above policies, procedures and terms prior to serving in a volunteer role</u>. It is also important to understand that you are responsible for following all of the district's policies and procedures. To volunteer in our district, you must agree to abide by school district policies and procedures.

Though a volunteer may be removed from service at any time at an administrator's discretion, our goal is to grow our volunteer services.

If you have related questions, it is important for you to reach out to the Volunteer Coordinator or school staff in the main office.

Common School District Acronyms

504 Plan - Refers to Section 504 of the Rehabilitation Act of 1973, which requires schools to provide accommodations to students with disabilities that affect major life activities.

CBA - Collective Bargaining Agreement: Refers to the negotiated contract between a school district and its employee bargaining units, such as teachers or classified staff.

CTE - Career and Technical Education: Programs that prepare students for careers in specific industries through academic and technical education.

ELA - English Language Arts: Refers to the curriculum and instruction related to reading, writing, speaking, and listening in English.

ESD - Educational Service District: These are regional agencies that provide support services to school districts, including special education, professional development, and technology services.

FAPE - Free Appropriate Public Education: Under IDEA, this ensures that eligible children with disabilities receive special education and related services at public expense, without cost to parents.

FRL - Free and Reduced-Price Lunch: Refers to the program that provides meals to students from low-income families.

IDEA - Individuals with Disabilities Education Act: Federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities.

IEP - Individualized Education Program: A legal document that outlines the educational plan for students with disabilities.

LEA - Local Education Agency: Typically refers to school districts or charter schools responsible for providing educational services.

LRE - Least Restrictive Environment: IDEA mandates that students with disabilities should be educated, to the maximum extent appropriate, with students who are not disabled. LRE is determined individually for each student.

OSPI - Office of Superintendent of Public Instruction: This is the state agency responsible for overseeing K-12 public education in Washington.

SBAC - Smarter Balanced Assessment Consortium: The assessments aligned with Common Core State Standards used to measure student proficiency in Washington State.

SPED - Special Education: The specialized instruction and related services provided to students with disabilities as part of their educational program.

STEM - Science, Technology, Engineering, and Mathematics: Focus areas in education that emphasize these disciplines.

WATCH - Washington Access to Criminal History. It is a background check system used to access criminal history information for purposes of employment, volunteering, etc.

WSSDA - Washington State School Directors' Association: Represents school Board members across the state and provides training and advocacy.

Notes

Orting School District

Volunteer Code of Conduct and Handbook Acknowledgement

In Orting, we hold high expectations for all toward a culture of learning and caring, which values diversity, integrity, validation and empathy. We believe this is fostered by promoting a safe, civil, respectful and welcoming environment as a crucial foundation to success across the District. We value and respect the diversity of students, staff, families, and community, and are committed to an environment that is inclusive and civil. This includes treating others as individuals who have inherent value and worth regardless of background, ability and identity.

District Policies and Procedures

I acknowledge an understanding of my responsibility to have reviewed the following policies and procedures listed within this handbook ahead of my first volunteer assignment:

- Volunteers (5630BP, 5630P, 5005BP)
- Civility (4010BP)
- Maintaining Professional Staff/Student Boundaries (5253BP, 5253P)
- Child Abuse and Neglect (3421BP, 3421P)
- Sexual Harassment Prohibited (5011BP, 5011P, 3205BP, 3205P)
- Nondiscrimination (3210BP, 3210P)
- Gender Inclusive Schools (3211BP, 3211P)
- Accommodating Students with Diabetes (3415BP)
- Accommodating Students with Seizure Disorders or Epilepsy (3411BP)
- Anaphylaxis Prevention and Response (3420BP, 3420P)
- Drug-Free Schools, Community and Workplace (5201BP)
- Use of Tobacco and Nicotine Products and Delivery Devices (4215BP)
- Prohibition of Corporal Punishment (3244BP)
- Prohibition of Harassment, Intimidation and Bullying of Students (3207BP, 3207P)
- Regulation of Dangerous Weapons on School Premises (4210BP)
- Suicide Prevention (2145BP)
- Field Trips, Excursions and Outdoor Education (2320BP, 2320P)

I understand that students have the right to expect that information about them will be kept confidential by all volunteers. Further, the Family Educational Rights and Privacy Act (FERPA) is a federal law that we must follow which protects the privacy of student education records.

I, _____ have received and reviewed the Orting School District Volunteer Handbook. I understand this handbook contains important information about the district's mission, values, policies, expectations, and guidelines for volunteers.

I acknowledge that I have fully reviewed the above policies, procedures and terms in brief within this handbook and understand the complete policies and procedures are available for viewing on our district website of ortingschools.org under District > School Board > BoardDocs. Next, click on Policies (on the right-hand side of the screen), and then enter the number in the "search active policies" section on the left-hand side of your electronic device display.

I also understand I am responsible for following all of the district's policies and procedures. I understand that volunteers may be removed from service at any time at an administrator's discretion. Should any questions arise on my part, I have been made aware of whom I can speak to within the district.

By signing below, I acknowledge that:

1. I agree to comply with the policies and guidelines outlined in the handbook while volunteering with Orting School District.

2. I have read and understand the contents of the Volunteer Handbook.

3. I understand it is my responsibility to seek clarification from the Volunteer Coordinator or appropriate staff if I have any questions or concerns about the policies or expectations outlined in this handbook.

4. I recognize that Orting School District reserves the right to update, revise, or modify the policies and guidelines in this handbook as necessary and, though any changes would be communicated, it is my responsibility to stay informed of any changes.

I acknowledge that I have received a copy of the Volunteer Handbook and agree to abide by its terms throughout my volunteer service with Orting School District.

Volunteer's Name: _____

Volunteer's Signature: _____

Date: _____

Should you prefer a hard copy of the specified policies/procedures, please contact Carrie Joy by email (joyc@orting.wednet.edu) or phone (360-893-6500, ext. 4028) to make your request.

The original, signed acknowledgement must be turned in to Beth Veltri, Volunteer Coordinator at veltrib@orting.wednet.edu or sent by inner-office mail to OHS, ahead of serving as an active volunteer.

Thank you for being a volunteer in Orting!