

VOLUNTEER HANDBOOK



**Expectations
and
Guidelines**
for
Steilacoom
Historical
School
District
Volunteers

Contact

Have questions
about volunteering
in SHSD?

Contact
Dana-Lynn Ballou
253-884-4901

2025-2026 School Year



STEILACOOM
Historical School District No. 1

YOU are Making a Difference -----	3
School Contact Information	3
Athletics - Volunteer Coaches	3
Boundaries- Respectful Ways to Connect with Students	4
Check-in and Check-out.....	4
Communication	4
Confidentiality	4
Drills or Emergencies	5
Harassment, Intimidation and Bullying of Students Prohibited	5
Nondiscrimination and Sexual Harassment	7
Report Suspected Abuse or Neglect.....	9
Student Health and Medication	9
Tobacco-Free Environment	10
Weapons on School Property	10

YOU are Making a Difference

Thank you for choosing to share your time, energy and talent with our students! Whether you are helping in your student's classroom, chaperoning a field trip, coaching a team, or participating in a special event- **YOU** are making a difference in our school community. By partnering with our staff and following the guidelines in this handbook, you are helping to ensure that every student benefits and receives the Best Education for Every Student!

- Complete and submit the official Steilacoom Historical School District volunteer application.
- Sign in and out at the main office and wear your volunteer ID badge or name tag at all times while on campus.
- Follow the direction of school and district staff.
- Ask the teacher or staff member for guidance if you need more information or instructions.
- Refer any student problem to the classroom teacher or another staff member for a final decision or solution.
- Build positive relationships and rapport with students.
- Offer help and support without doing the work for students.
- Show genuine interest in each student you work with.
- Demonstrate patience, kindness, and respect at all times.

School Contact Information

School	Volunteer Contact
Anderson Island Elementary School	Dana-Lynn Ballou (dballou@steilacoom.k12.wa.us)
Cherrydale Primary School	Jessica Rady (jrady@steilacoom.k12.wa.us)
Chloe Clark Elementary School	DeAnn Thysens (dthysens@steilacoom.k12.wa.us)
Saltar's Point Elementary School	Barbara Giannetti (bgiannetti@steilacoom.k12.wa.us)
Pioneer Middle School	Claudia Duenas (cduenas@steilacoom.k12.wa.us)
Steilacoom High School	Stefani James (sjames@steilacoom.k12.wa.us)

Athletics - Volunteer Coaches

Because coaches work closely with students over extended periods of time and often in settings outside the regular classroom, the approval process for volunteer coaches is more detailed than for other volunteer roles. Individuals who wish to become volunteer coaches for Steilacoom High School or Pioneer Middle School must complete a more comprehensive process, through our [job opportunities website](#). This process can take up to two weeks to complete, so volunteers are recommended to begin this process early.

WIAA (Washington Interscholastic Activities Association) requires volunteer coaches must be at least 19 years old, with the exception that high school students may serve as middle-level volunteer assistant coaches during the designated middle school season when under the direct supervision of the middle-level coach. These high school students must meet WIAA coaches standards minimum requirements to hold a valid first aid certification and a valid CPR card.

Volunteer coaches must be at least 21 years old to chaperone off-campus activities.

Boundaries- Respectful Ways to Connect with Students

As a volunteer, it's important to keep every interaction with students safe, respectful, and professional. Sometimes, without meaning to, an adult can let a connection with a student cross professional boundaries. This may not start with harmful intent, but it can still create situations where professionalism is compromised. The best way to prevent this is by setting clear boundaries from the start and sticking to them.

When connecting with students, keep physical contact limited to safe, friendly gestures like a handshake, high five, or fist bump when it feels appropriate. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching regardless of intent. If a child ever inappropriately touches you, inform a staff member right away.

Check-in and Check-out

Upon arrival at the school, volunteers must sign in the main office and receive a volunteer badge or name tag. The badge or name tag should be worn at all times while on campus, so staff know you are an approved volunteer. Before leaving, return to the main office to sign out.

Communication

Conversations with students, staff, and other volunteers should always reflect courtesy, kindness, and professionalism. Avoid language, jokes, or comments that could be perceived as disrespectful, hurtful, or offensive. This includes remarks about a person's background, appearance, abilities, or personal beliefs.

All students, staff, and volunteers must be treated fairly and with respect at all times. No one should ever be spoken to in a disrespectful manner, singled out for negative treatment, or denied participation in activities.

Volunteers must not use their role to encourage, promote, or discourage personal religious or political beliefs. Interactions in the school setting should remain neutral, inclusive, and focused on supporting the educational environment.

Confidentiality

Volunteers are required to keep all student information that they obtain while working as a volunteer for the district confidential. Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential.

It is important that you do not discuss students or their progress with others, even their parents. Do not make references to student's abilities in front of other students. The only person with whom you should discuss a student's work is their teacher or other school staff. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

Drills or Emergencies

An emergency or drill may occur while you are volunteering. In general, volunteers should follow the lead of staff.

Fire / Evacuation

- A fire alarm will sound or an announcement will be made.
- All students, employees and volunteers will follow the emergency evacuation plan, walking students out of the classroom and the building to a specified location.
- Everyone is to remain outside until notified to return to the building.

Lockdowns or lockouts

- A lockdown means all campus doors are locked, and students remain inside their classrooms
- A lockout means all exterior doors are locked, and the school day proceeds inside the building.

An announcement over the speaker system will indicate lock down. Lockdowns and lockouts can last an indeterminate amount of time. Once the doors are locked no persons are allowed to enter or leave until an all-clear announcement is given.

All students, employees, volunteers will follow the plan, usher students into classrooms and lock all doors and windows, pull curtains, close blinds, and turn off lights.

Earthquake

If an actual earthquake occurs, no announcement will be made. When you feel the earth shaking, everyone is to “drop, cover, and hold.” When the shaking has subsided, wait for emergency instructions to leave the building in the regular evacuation route.

Harassment, Intimidation and Bullying of Students Prohibited

Volunteers who observe or receive reports of bullying, must immediately notify a staff member. All staff members will intervene and report when witnessing or receiving reports of harassment, intimidation, or bullying of a student. 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.

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 students make a report or complaint about HIB?

Students can talk to any school staff member and may use our district’s reporting form to share concerns about HIB ([website](#)) but reports about HIB can be made in writing or verbally. A student’s

report can be made anonymously, and if they are uncomfortable revealing their identity, or confidentially if they 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 (Susanne Beauchaine, sbeauchaine@steilacoom.k12.wa.us) that supports prevention and response to HIB.

What happens after a student makes a report about HIB?

If a student reports HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if a student feels that they or someone they know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then the student 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 a report is made, 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 5 school days, unless the complainant agrees on a different timeline. If the complaint involves circumstances that require a longer investigation, the district will notify the complainant 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 the complainant with the outcomes of the investigation within 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 the complainant can appeal the decision

What are the next steps if the complainant disagrees with the outcome?

For the student designated as the "targeted student" in a complaint:

If they do not agree with the school district's decision, they 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](#).

Nondiscrimination and Sexual Harassment

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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.

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.

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.

Report Concerns:

Civil Rights, Title IX and Gender-Inclusive Coordinator:

Susanne Beauchaine, Executive Director of Human Resources

511 Chambers Street

Steilacoom, WA 98388

sbeauchaine@steilacoom.k12.wa.us or 253-983-2222

Concerns about disability discrimination:

Section 504 Coordinator:

Dr. Kari Terjeson, Director of Special Education

511 Chambers Street

Steilacoom, WA 98388

okterjeson@steilacoom.k12.wa.us or 253-983-2239

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 a discrimination complaint is filed?

The Civil Rights Coordinator will give the complainant 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 there is agreement to a different timeline. If the complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify the complainant 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 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 there is disagreement with the outcome?

If the complainant disagrees with the outcome of the complaint, they 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/5010P](#)) and Sexual Harassment Procedure ([3205P/5011P](#)).

A HIB complaint has already been submitted - what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If the written report of HIB 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://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to a staff member who will report the concern to a school administrator.

Student Health and Medication

Volunteers are not permitted to administer any form of medication to students under any circumstances. This includes, but is not limited to:

- Over-the-counter medicines (such as pain relievers, cough drops, cold medicine, or topical ointments)
- Prescription medications of any kind
- Herbal remedies or supplements
- Homeopathic or alternative treatments

If a student appears to need medication, is injured, feels unwell, or requests any type of medicine, notify staff immediately. Only trained and authorized school personnel may handle or dispense medication in accordance with district policy and Washington State law. In the event of a medical emergency, follow staff directions, and remain with the student until help arrives.

Tobacco-Free Environment

To protect students from exposure to nicotine and its addictive effects, all employees, volunteers, and visitors are expected to set a positive example by not using tobacco products or nicotine delivery devices on school property at any time.

This includes, but is not limited to: cigarettes, cigars, snuff, smoking or smokeless tobacco, nicotine, electronic smoking/vaping devices, vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals not approved by the FDA for quitting tobacco, and any other items that mimic the flavor, appearance, or effect of nicotine products.

Weapons on School Property

Carrying firearms or other dangerous weapons on school property, in school buildings, or on school-provided transportation is prohibited by both district policy and state law. This rule applies to all district-owned, rented, or leased facilities.

Steilacoom Historical School District No. 1 does not discriminate in any programs or activities on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups. Allegations or concerns can be reported to Susanne Beauchaine, Executive Director of Human Resources, 511 Chambers Street Steilacoom, WA 98388 - 253-983-2222 or sbeauchaine@steilacoom.k12.wa.us