



Volunteer Handbook

Guidelines and expectations for serving as a volunteer in the district.

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Administration Office Hours: Monday – Friday - 8 am - 4:30 pm

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Introduction

Message from Superintendent Dr. Nik Bergman

Dear Quincy School District Volunteers,

Welcome to the Quincy School District! We are incredibly grateful for the time, energy, and passion you bring to our school community. By choosing to volunteer, you have become an essential part of our mission to create a culture of belonging and empower every student to achieve academic excellence. Your commitment to our students' growth and success makes a lasting difference, whether you are assisting in classrooms, supporting school events, or coaching.

This handbook is designed to provide you with the necessary guidelines, expectations, and resources to make your volunteer experience as enriching and impactful as possible. It will guide you through our professional standards, safe student interaction practices, and the various roles and opportunities available to volunteers across the district. By following these guidelines, we can ensure that together, we create a safe and supportive environment for every student.

Thank you for your dedication to our students and our schools. We are excited to work alongside you to make Quincy a place where every child can thrive.

Go Jacks!

Dr. Nik Bergman

Superintendent, Quincy School District



OUR SCHOOLS

School Information

School	Address	Phone Number	School Hours
Ancient Lakes Elementary Principal – Whitney Greg	417 C St SE Quincy, WA	787-8950	Mon. - 10:15am/3pm T-F - 8:15am/3pm
George Elementary Principal – Lora Villalpando	401 S WA Way, George WA	787.8960	Mon. - 10:15am/3pm T-F - 8:15am/3pm
Monument Elementary Principal – Phil Averill	1400 13th Ave SW Quincy, WA	787-9826	Mon. -10:15am/2:55pm T-F - 8:15am/2:55pm
Mountain View Elementary Principal – Manuel Ramos	119 D ST NW Quincy, WA	787-4548	Mon. -10:05am/2:50pm T-F - 8:05am/2:50pm
Pioneer Elementary Principal – Alesha Porter	224 J St SE Quincy, WA	787-1595	Mon. -10:10am/2:55pm T-F - 8:10am/2:55pm
Quincy Middle School Principal – Scott Ramsey Asst. Principal – Greg Martinez Asst. Principal – Caitlin Coulsey	16 6th Ave SE Quincy, WA	787-4435	Mon. -10:20am/3:05pm T-F - 8:20am/3:05pm
Quincy High School Principal – Felicie Becker Asst. Principal – Susan Rose Asst. Principal – Kristina Mason Asst. Principal – Brett Fancher	Jackrabbit St. NE Quincy, WA	787-3501	Mon. -10:25am/3:10pm T-F - 8:25am/3:10pm
Quincy Innovation Academy Principal – Colleen Frerks	1804 13th AVE SW Quincy, WA	787-1678	Mon. -10:25am/3:10pm T-F - 8:25am/3:10pm

Arrival times for volunteers are based on building/teacher information sent out and agreed upon.

PROFESSIONAL EXPECTATIONS AND BOUNDARIES

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Your goals as a volunteer:

- Enrich the curriculum
- Enrich children's learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

Professional Ethics and 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. 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.

Responsibilities and Expectations

Volunteers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties. All volunteers will be held to the same professional conduct standards as a regular staff member.

Volunteers must:

- *Maintain the established routines and procedures of the assigned school and classroom*
- *Follow all policies, rules and procedures to which all volunteers are held accountable*
- Follow and accept direction and suggestions of a school staff member
- Respect the privacy of teachers and students by not discussing school matters away from the classroom
- Understand that evaluation of a student's learning can only be done by the teacher
- Seek help from the teacher when you need additional information or instruction
- Sign in and wear an ID badge on school grounds at all times
- Wear professional attire
- Show respect for all staff and students

Sometimes, a volunteer placement may not be the right fit for the volunteer, the teacher, or the school. If this happens, the assignment may be ended, modified, or changed. If you would like to continue volunteering in a different role, you can request a new placement.

Appearance

Dress for success and to impress, every day! Dressing for success will allow you to gain the respect needed to set a positive example for students. It is important to remember that students are very good at modeling the behavior they observe in adults. Failure to dress appropriately may also impact the way an administrator, teacher, other staff, and/or students perceive you.

Dressing for success has three main effects in a classroom and will assist you to:

- Maintain respect
- Establish credibility
- Establish yourself as an authority figure

Dress Guidelines:

- Jeans may be worn if clean and in great condition (free of holes)
- Midriff tops and tops that are too revealing should not be worn
- Most buildings are “Fragrance Free” – Perfume/cologne should be used sparingly

NOTE: If participating in a field trip, supervising students on the playground, or teaching physical education, casual dress is appropriate: jeans, shirt/sweater and tennis shoes. Clothing must be appropriate for conditions.

Clothing should NOT display a logo or reference any type of drug, tobacco and/or alcohol product.

Safe Interactions and Boundaries with Students

All interaction with Quincy School District students, staff and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

- Avoid being alone with students. If alone with a student, be visible and in an open location
- Treat all students in the same, respectful manner
- Maintain appropriate boundaries between volunteer and student
- If you sense that a student may be developing a personal interest in you, see the principal immediately
- Giving gifts to student(s) is not encouraged and cannot occur without teacher and/or administrator approval
- Volunteers are discouraged from giving out personal contact information to students

Physical Contact with Students

Quincy School District expects all volunteers to avoid physical contact with students.

If you have physical contact with students, it should be limited to encouraging and acknowledging student efforts and accomplishments.

- Touch only “safe” areas, such as shoulders, arms, and upper back
- NEVER touch a student while disciplining or redirecting him/her
- Touch all students, male, and female, in the same manner
- Keep touching very brief, such as a pat on the back or high five
- Avoid initiating hugs with students
- Keep hugs quick, and if possible, make them a side hug

Communication with Students

Only say or write things to a student that you would be comfortable sharing with the student's parents, teacher, or administrator. *It is the district's expectation that there will not be text or phone calls/messages with any student unless the parent(s) or guardian(s) are included in that text string or phone call.*

Do not:

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendo that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Share personal religious or political beliefs
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students
- Provide your contact information to any student or ask for the phone number of any student
- “Friend” students on social networking site - if you choose to “friend” former students, they should be over 18 and graduated out of the school system
- Text students unless it is approved by the administrator teacher/coach - if approved, volunteer should use the Remind platform for texting and parents/guardians should be notified of this communication

If a student sends you an inappropriate text or email, notify the administrator right away.

Ground Rules for School District Facilities

- No smoking or tobacco allowed
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

Field Trips and Off-Campus Activities

Quincy School District does not encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities.

Do not:

- Take students on private outings of any kind
- Transport students alone
- Initiate or attend social activities with students

Volunteers must be at least 18 years old to serve as a chaperone for off-campus field trips and activities.

Extra-curricular and Enrichment Activities

Schools often provide before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of Quincy School District or its Parent Volunteer Committee (PVC)/ Student Volunteer Committee (SVC) partners and comply with all applicable rules and regulations.

Removal from the Volunteer List

All volunteers are accepted in our buildings at will. The district may deactivate a volunteer from the active volunteer list at any time, with or without cause or notice and can cancel or deny volunteer assignments. A volunteer can remove themselves from the active volunteer list with notice and can cancel or deny assignments. No assignment, employee manual, reference guide, board policy, reasonable assurance, other document, or oral communication shall be deemed to create an employment contract or to modify the at will relationship. No person other than the School Board, through official Board action in an open meeting, has the authority to bind the district to an employment contract or an agreement to modify the at will relationship.

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 the principal, school counselor or another school district employee. The district asks you to review each of the abuse/neglect policies in detail prior to volunteering. A copy of these policies can be obtained for review at each of the Quincy School Offices.

What circumstances justify a report and when should I report?

If there is reasonable cause to believe that a child has suffered abuse or neglect or may be at risk of abuse or neglect, the report must be made at the first opportunity but in no case longer than 48 hours. "Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact or neglect of a child (RCW 26.44.030).

What is reportable?

- Physical abuse (defined in WAC 110-30-0030)
- Sexual abuse (defined in WAC 110-30-0030)
- Sexual exploitation (defined in WAC 110-30-0030)
- Negligent treatment or Maltreatment (defined in WAC 110-30-0030)
- Abandonment (defined in WAC 110-30-0030)

What information will I be asked to provide?

- Why are you making this mandated report? (What did you see? Hear?)
- What identifying information do you have for the family? (Names, address, dates of birth)
- Are you aware of any domestic violence?
- Is there any Native American or Alaska Native ancestry?
- Please make your call if you have reason to believe child abuse or neglect has occurred, even if you can't answer every question.

How do I report suspected child abuse and neglect?

- School Administrator/Principal
- Contact DCYF Child Protective Services – 866-363-4276 Toll-free, 24/7 866-END-HARM
- Local Intake numbers and information about reporting abuse and neglect can be located at www.dcyf.wa.gov/safety/report-abuse
- Law Enforcement.

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.

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 - DJ Garza at qsdhib@qsd.wednet.edu 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 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 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 [3207] and Procedure [3207P]*.

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 3210 and Procedure 3210P, visit <https://app.eduportal.com/documents/view/392416>.

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 3205 and Procedure 3205P, visit <https://app.eduportal.com/documents/view/568747>.

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 am 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: DJ Garza, Assistant Superintendent, 404 1st AVE SW Quincy, WA 98848, dgarza@qsd.wednet.edu, 509.787.4571
- Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Nik Bergman, Superintendent, 404 1st AVE SW Quincy, WA 98848, nbergman@qsd.wednet.edu, 509.787.4571
- Concerns about disability discrimination:

Section 504 Coordinator: Victoria Hodge, Director of Support Services and Programs, 404 1st AVE SW Quincy, WA 98848, vhodge@qsd.wednet.edu, 509.787.4571

- Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: DJ Garza, Assistant Superintendent, 404 1st AVE SW Quincy, WA 98848, dgarza@qsd.wednet.edu, 509.787.4571

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 Board of Directors 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://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

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 3211 and Procedure 3211P visit <https://app.eduportal.com/documents/view/476652>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: DJ Garza, Assistant Superintendent, 404 1st AVE SW Quincy, WA 98848, dgarza@qsd.wednet.edu, 509.787.4571

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 11.

VOLUNTEER COACHING GUIDELINES

The purpose of this document is to give Quincy School District coaches a guideline for using "Volunteer Coaches" in our Quincy School District athletic program.

Proper Steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteers BEFORE any activities for the season begins.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.

WIAA Requirements for volunteer coaches (23.3.1(G) See appendix for details):

- Washington State Patrol Criminal History fingerprinting.
- The OSPI Moral Character Supplement Form 4020B be completed.

Volunteer coach must satisfy the following requirements:

- Be a high school graduate.
- Be at least 19 years of age to be an assistant coach.
- Hold a valid First Aid card.
- Hold a valid CPR card or be enrolled in a CPR class.

Clinician clause during season

An allowance of one week will be given to enhance performance of QHS athletes.

Proper steps:

1. Contact your AD with the name of the person(s) that you would like to have as volunteer clinician(s). If AD is not immediately available, the coach will seek approval from an alternate building administrator.
2. The coach and AD/administration will discuss the candidate(s) requested and approve/disapprove the candidate for a volunteer position.
3. Volunteer/clinician(s) will be under direct supervision of head

****If you have any questions regarding these expectations, please contact your direct supervisor for clarification. (Principal, Vice-Principal, Athletic Director, or Head Coach) ****

BOARD POLICIES AND PROCEDURES

Board policies can be reviewed by clicking on the individual links, visiting our website (qsd.wednet.edu) and clicking “Board Policies” under the “Quicklinks” tab or by visiting a school office.

- [Board Policy 5253](#) - Maintaining Professional Staff/Student Boundaries
- [Board Policy 5253P](#) - Maintaining Professional Staff/Student Boundaries
- [Board Policy 5201](#) - Drug-Free Schools, Community & Workplace
- [Board Policy 3207](#) - Prohibition of Harassment, Intimidation and Bullying for Students
- [Board Procedure 3207P](#) - Prohibition of Harassment, Intimidation and Bullying for Students
- [Board Policy 5011](#) - Sexual Harassment of District Staff Prohibited
- [Board Procedure 5011P](#) - Sexual Harassment of District Staff Prohibited
- [Board Policy 3421](#) - Child Abuse, Neglect and Exploitation Prevention for Students
- [Board Policy 3421P](#) - Child Abuse, Neglect and Exploitation Prevention for Students
- [Board Policy 5010](#) - Nondiscrimination & Affirmative Action
- [Board Policy 5010P](#) - Nondiscrimination & Affirmative Action
- [Board Policy 5161](#) - Civility in the Workplace

- [Washington Interscholastic Activities Association Handbook](#) - Chapter 23 - Coaches

RECEIPT ACKNOWLEDGMENT

I, _____, acknowledge receipt of the Quincy School District Volunteer Handbook and understand that it is my responsibility to familiarize myself with the contents and agree to abide by all Quincy School District policy, procedure, and administrative direction.

Signature of Applicant

Date

Signature of School Official

Date

This "receipt acknowledgment" form must be signed and returned to be kept with your volunteer application before beginning volunteer work.