

2026-2027

VOLUNTEER HANDBOOK

EXPECTATIONS & GUIDELINES

for Steilacoom Historical
School District Volunteers



Questions?

Contact us at
shsdvolunteers@steilacoom.k12.wa.us

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
Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)	5
Our Schools Stand Against Discrimination	7
Our School is Committed to Students and State Law	9
Report Suspected Abuse or Neglect.....	10
Student Health and Medication	10
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.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is Harassment, Intimidation and Bullying (HIB)?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as *“any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:*

- *Physically harms a student or damages the student’s property;*
- *Has the effect of substantially interfering with a student’s education;*
- *Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*
- *Has the effect of substantially disrupting the orderly operation of the school.”*

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How to Make a Report

Talk to any school staff member, such as a teacher, counselor, coach, or other school staff (consider starting with whoever you are most comfortable with!).

You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Susanne Beauchaine, who helps prevent and respond to HIB (sbeauchaine@steilacoom.k12.wa.us or 253-983-2222).

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the [Incident Reporting Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found.
- A decision about whether the HIB was substantiated (found to have happened).
- Any steps the school will take to address the problem.
- Clear information about how you can appeal the decision.

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint: A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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](#).

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our Schools Stand Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a protected status, 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.

SHSD Nondiscrimination Policy [3210](#) and *Procedure* [3210P](#)

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

SHSD Sexual Harassment Policy [3205](#) and *Procedure* [3205P](#)

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination, sex discrimination, including sexual harassment and gender identity:

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

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

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to 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. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see 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 based on 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.

Our Schools are 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, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

SHSD Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator, Susanne Beauchaine (sbeauchaine@steilacoom.k12.wa.us or 253-983-2222).

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, see the discrimination section of this handbook for more information.

Our School is Committed to Students and State Law

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- Call 911 if there is an immediate safety concern
- Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken
- If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy - see the HIB section of this handbook for more information.

Who can I contact with questions?

For questions about safety at school events, contact your school principal or Susanne Beauchaine, District Safety Officer at sbeauchaine@steilacoom.k12.wa.us or 253-983-2222.

For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: sbeauchaine@steilacoom.k12.wa.us or 253-983-2222.

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. Concerns related to discrimination based on disability can be reported to Dr. Kari Terjeson, Executive Director of Student Services, kterjeson@steilacoom.k12.wa.us or 253-983-2239.