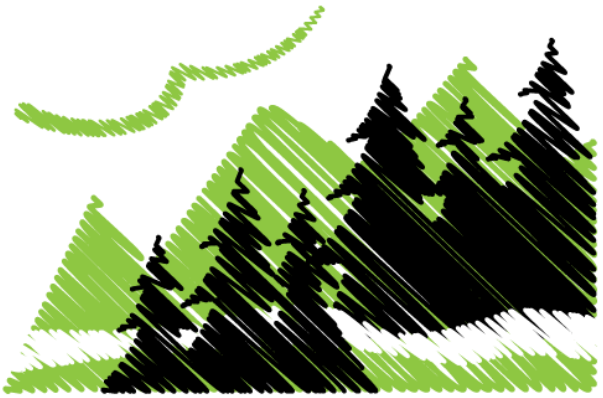
VOLUNTEER
Handbook



SNOHOMISH
SCHOOL
DISTRICT

“Act as if what you do makes a difference. It does.”

- William James

Message from the Superintendent

Thank you for volunteering!

Our community is known for coming together to support education and our students. Our strength comes from the people who work and volunteer in the Snohomish School District. Involvement of staff, parents, and community in our students' education contributes to a positive and successful school experience. We encourage parents, grandparents and community members to be involved in the education of our children.

Volunteers have many opportunities to work with students and schools by assisting on the playground, in the classroom or library, as well as tutoring, chaperoning field trips, serving on committees or assisting with school projects and newsletters. An hour of your time can make a valuable difference.

Thank you for modeling generosity and involved citizenship for our students. These are important qualities for them to note as they head out into our world to become leaders.

I look forward to seeing you in our schools.

Best wishes,

Dr. Kent Kultgen, Superintendent

Volunteer Checklist

- Complete a Volunteer Application form through SafeVisitor (this includes a Washington State Patrol Criminal History Request). Applicants who do not have a current Washington State driver's license or identification card, or any volunteer or coach who will work one-on-one with students must undergo a federal background check, which includes fingerprinting at the applicant's expense. Please contact us at volunteers@sno.wednet.edu or 360-563-7280 with any questions or concerns. Volunteer coaches must contact 360-563-4210 before beginning the application process.

- Review this entire handbook, which includes important information that will help ensure that the experiences of students, staff, and volunteers are safe and positive.

- Confirm the dates/times of your volunteer sessions with the volunteer coordinator at the school.

- Remember to scan in and out at the school's front desk.

- Wear your visitor identification badge provided by the school office anytime you're onsite.

Volunteer Responsibilities

Volunteers will:

- Be prompt, dependable and reliable.
- Provide the volunteer coordinator or classroom teacher/district employee with as much advance notice as possible if unable to attend scheduled volunteer shift.
- Protect student privacy and maintain confidentiality related to student behavior and work.
- Know and understand all regulations and procedures in assigned school (i.e., fire drills, emergency response, accident reporting, student restroom privileges, inclement weather procedures, etc.).
- Understand and accept the background and values of all students.
- Serve as a positive role model in behavior, interactions and dress.
- Notify the volunteer coordinator if a student confides in the volunteer about an abusive situation. The appropriate staff person or people will manage the reporting and follow-up process.
- Discuss problems that arise with the appropriate teacher, staff person and/or volunteer coordinator.
- Communicate regularly with assigned teacher, staff person and/or volunteer coordinator via agreed upon communication methods.
- Refrain from using computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a district computer, the volunteer will sign and abide by the district technology User Agreement.
- Serve as an assistant rather than a replacement.

Snohomish School District Policies and Procedures

Please visit https://www.sno.wednet.edu/our-district/board-policies-procedures

- **3207**
  - Prohibition of Harassment, Intimidation and Bullying
- **3207P**
  - Procedure--Prohibition of Harassment, Intimidation and Bullying
- **5011**
  - Sexual Harassment of District Staff Prohibited
- **5011P**
  - Procedure--Sexual Harassment of District Staff Prohibited
- **5253**
  - Maintaining Professional Staff and Student Boundaries
- **5253P**
  - Procedure--Maintaining Professional Staff and Student Boundaries
- **5630**
  - Volunteers
- **5630P**
  - Procedure--Volunteers

Non-Discrimination Notice|
The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination, and all are located at 1601 Avenue D, Snohomish, WA 98290:

Civil Rights Coordinator and Title IX Coordinator
Darryl Pernat
360-563- 7285 or darryl.pernat@sno.wednet.edu

Applicant and Employee ADA Coordinator
Shantel Strandt
360-563-7229 or shantel.strandt@sno.wednet.edu

Student ADA and Section 504 Coordinator
Wendy McCulloch
360-563-7308 or wendy.mcculloch@sno.wednet.edu

Harassment, Intimidation and Bullying Coordinator
Jennifer Harlan
360-563-7282 or jennifer.harlan@sno.wednet.edu

Building a Relationship with Students

Building a supportive relationship with students takes time. Consider these tips when volunteering with youth.

- Be patient when working with students. Give yourself time to find your niche.

- Names are important. Make sure you say and spell the student's name the way s/he wants it to be said and spelled. Likewise, make sure the student knows your name and can correctly pronounce it.

- Treat individuals with respect and courtesy and expect the same in return.

- Show you are interested in the student as a person by listening carefully to what they say and using caring words and actions.

- Encourage and support student success. Build self-confidence by praising the student honestly and frequently. Remember that attentiveness and effort can be as important as performance.

- Avoid making comparisons between students, between teachers and between schools.

- Be fair, consistent, trustworthy and honest in your approach, attitude and interactions with students.

- Students, staff and volunteers make mistakes. Reinforce for students that mistakes are a part of learning and show that you are not afraid to make mistakes yourself.

- If you know in advance that you will be unable to attend your next session with a student, make sure to inform the student and the volunteer coordinator and/or the classroom teacher/district employee.

Photos & Audio-Visual Recording Guidelines

There are times during the year when photos or audio-visual recordings of students may be taken for use by the district, school, or teacher. When possible, we will alert parents in advance, but this is not always possible. In addition, the district's photo consent/opt-out form only pertains to photos and audio-visual recordings taken for district, school or teacher exclusive use and purposes. The consent form does not include or pertain to those photos taken by parents/ guardians, parent organizations, guest speakers, clubs, or outside organizations.

It is important to be aware that student family members, community members, and attendees at school events may take and publish photos and other recordings of students without coordinating such with school district personnel, and it is possible that students could appear in a third party's photos and other recordings. The Snohomish School District is not responsible for the use of any students' likeness (photo, voice, etc.) that appears in those photos and recordings.

Below are some simple guidelines we ask parents/guardians and others to follow in regard to taking personal photos/videos and posting them online or on social media. These guidelines are encouraged to protect student confidentiality and safety.

- Only take photos/videos of your own child.
- Do not tag or list student names on photos/videos.
- Any photo/video taken by a company is copyrighted and should not be posted (e.g. yearbook, class and individual student pictures).
- Many parents/guardians do not want their child's photo/video online. Permission from the child's parent/guardian must be received prior to posting any pictures/videos from school/classroom events. For your own protection, documentation of this permission (handwritten note, copy of an email message, etc.) should be obtained should questions arise in the future.
- Pictures/videos should not be taken at school for the purpose of posting online. Prior permission from the school office must be obtained any time you take pictures on campus.
- Student photos/videos are not to be used to promote a business of any kind.

Please visit www.sno.wednet.edu/departments/communications/photos-recordings for additional information.

Field Trips

- Chaperones must complete a volunteer packet and pass a *Washington State Patrol Background Check* prior to accompanying students on field trips.

- Chaperones will abide by the direction given to them by the staff members in charge of the field trip.

- Students are always to be under the direct supervision of a staff member or adult supervisor. Students who leave your presence (for the rest room, drinks, etc.) should always go in pairs. Unless approved by the staff member in charge, no student is to go with another adult for any reason; this includes parents who may come to the field trip site to pick up their child early.

- School rules are in effect during the entire length of the field trip. Please monitor the behavior of all students assigned to you. If you have difficulty with a student, inform the teacher or staff member in charge immediately.

- To assure that a chaperone's full attention is given to the students they are supervising, non-students may not attend.

- Drug, vaping or alcohol use is not permitted.

- For overnight trips, chaperones will stay in the same hotel or place as the students, but in separate rooms. The exception of this is educational camps for elementary students with the approval of the Superintendent or designee. Chaperones will assist the staff member in charge in enforcing the established curfew.

- Chaperones understand that many of the activities on field trips are outside of the control of the Snohomish School District and are fully aware of any risk inherent in participating in such activities. Chaperones are attesting that they have read and understood the school rules and know that these rules and the chaperone requirements are in force the entire trip. All volunteers supervising students will conduct themselves in a manner befitting a chaperone.