

Coupeville School District No. 204

Volunteer Application Packet

We appreciate your interest in volunteering in our schools! This packet includes information we believe is important for everyone who works with our students, as well as the application form that is required to become a volunteer.

PLEASE NOTE: The volunteer application form should be turned in to either a school or the district office at least two weeks before you'd like to begin volunteering, to give us time to complete the background check.

The Mission of the Coupeville School District, the learning hub for the community, is to educate our students to be:

Competent Thinkers and Participants who demonstrate they can meet or exceed academic standards and be creative problem solvers.

Confident Learners who are ready to apply their knowledge, understanding and skills to new challenges.

Caring Individuals who make healthy choices, support the well-being of others, and contribute in positive ways to their community.

General Guidelines

Understanding school procedures, classroom rules, and school expectations are key elements to enjoying your work as a volunteer. Talk with your assigned teacher or other school staff whenever you have a question about how things should be done.

Volunteers who are dependable and who arrive on time help our staff provide the best possible service to students. Please call if you will be late or are unable to volunteer at your scheduled time.

If you have personal limitations or preferences for your volunteer time, please don't hesitate to let staff know about them! Volunteers support and supplement the instructional program by assisting our teaching and/or secretarial staff.

Please respect the confidentiality of information you may hear or behavior you may see in our classrooms. Students have the right to privacy and to expect that they can trust you with private information. The exceptions to this are cases or evidence of child abuse, neglect or endangerment or if a student confides that they are considering suicide. If you have concerns about something you see or hear in a classroom or the office, please immediately bring it to the attention of the school principal or use the SafeSchools LifeLine (888-548-3847, district code 152).

We expect volunteers to treat all students fairly, equally and positively. All adults in the school are role models for our students and are expected to follow our Operating Principals (included in this packet).

Specific Information You Should Know

Weapons, alcohol, tobacco, and illicit drugs are not allowed on campus. Students must have permission to carry over-the-counter medication. The district does not tolerate harassment, intimidation or bullying of any kind. School board policies about these issues are included at the end of this packet.

If you observe something that interferes with the safety of our schools, please report it to a teacher, the principal, or use the SafeSchool LifeLine. This is a toll-free tip line available 24 hours a day. Call 1-888-548-3847 and identify Coupeville's district code of 152. Your call will be transcribed to ensure anonymity and the information will be reported to school district administrators.

Helpful Information

Where should I park?

Please use the multipurpose room parking lot for the elementary school and one of the staff parking lots at the secondary school. For the Cedar Program, ask school staff where the best location might be.

Can I bring my preschooler or grandchild with me?

Everyone's focus needs to be on the students enrolled in the school and on learning activities. Please arrange your volunteer schedule for times when young children are with their friends or at daycare.

Do I need to check in before going to the classroom?

Yes. The visitor check-in is located in the school office. Please sign in and out, and wear a visitor badge while in the school.

What restroom do I use?

Please inquire when checking in with office staff. They will identify the adult restroom closest to your work location.

What about using the phone?

If you carry a cell phone, please turn it off while in the school. If you need to make a call using a school phone, please ask the school secretary.

Can I eat lunch at school while I'm volunteering?

Yes. Please arrange for a school-prepared lunch through the school secretary by 9:30 AM. You will need to pay the adult price for your lunch. You may also bring a lunch made at home.

Is it okay to give a child a hug or let a child sit on my lap?

Handshakes, "high fives," or an arm around the shoulder are the only safe and friendly ways to touch a child when volunteering. For some children and in some cultures, even these gestures may be unwelcome.

What if a child wants to hug me?

It's not unusual for young children to come running with outstretched arms to give you a hug. Turn your side toward the child and gently guide him or her to your side, with your hand placed around the child's shoulder.

What should I do if a student is injured?

Unless a disaster occurs and a number of students are injured at the same time, school staff will handle any student injuries. You may be asked to contact the school office for assistance, or to help keep classmates occupied while the injuries are addressed.

Do I have to participate in emergency drills?

Yes. All occupants of a school are expected to participate when fire, earthquake or lockdown drills occur. The teacher or office staff you are working with will help direct you along evacuation routes during fire drills. During lockdown drills, you will be expected to help usher students into the classroom, and to help secure the room by closing blinds and turning lights off.

What if there's a real emergency?

During a real emergency, follow the drill procedures. Note that no alarm will sound for an earthquake. When you feel the earth shaking, follow the "drop, cover and hold" procedures, then wait for further instructions. It is important not to leave the school without letting staff know, as we will need to account for all individuals following an emergency.

Tips for Working with Students

Recognize that students have differing learning styles:

- **Visual learners** learn best by seeing information in writing and images. Presenting material using graphs, charts, pictures, outlines and notes works well for these students. For these students, recall is strengthened through the practice of writing and/or outlining the subject material.
- **Auditory learners** learn best by hearing information. If directions are written, it will help to read them and discuss them with the student.
- **Tactile learners** learn best through hands-on activities. Computers, task cards, and math manipulatives help these students to understand subject matter.
- **Kinesthetic learners** learn best by interacting with information through acting, building, interviewing, observing, and role playing. Some kinesthetic learners may need to be active in order to take in classroom discussions, such as wriggling a foot.

Learning a student's name helps to make a connection with the student. Be sure to pronounce and spell the student's name correctly. If you're not sure, ask the student to pronounce their name for you and repeat it until the student confirms you've got it right. Help the student remember your name.

Establish a positive relationship with the students you work with. Begin each session with positive comments or questions about the student's family, friends or activities. Use honest praise whenever possible. Avoid comparing students with others in the class or school.

Respect every student and speak respectfully of all racial, ethnic, cultural and religious groups.

Allow students time to think about their answer. If the student appears "stuck," help them to discover answers and solutions by asking questions that lead to correct responses. If the student does not come to a correct conclusion, encourage him or her to try again and correct their conclusion/response/answer.

Follow the teacher's lead and keep students headed in the direction set by the teacher. Remember that the teacher has the final responsibility for all planning, activities and discipline in the classroom. If you have concerns about a lesson or procedure, discuss it with the teacher during non-class time and when no students are present.

Using words of encouragement tells a student that you believe in them and their ability to succeed. Feel free to use phrases from this list or to develop your own:

I knew you could do it.
You've just about got it.
You did it that time.
You're doing fine.
I'm very proud of you.
You're learning fast.
This is good work.
You're working hard today.
You figured that out quickly.
That's the way.
You make it look easy.
That's better than ever.
Good remembering.
You've been practicing.
Now you've got it.

Congratulations.
Once more and you'll have it.
I couldn't have done it better.
Excellent.
Outstanding.
Good for you.
Much better.
That's great.
Keep trying.
Way to go.
Perfect.
Good work.
Marvelous.
Keep it up.
Fantastic.

The district is committed to a positive, safe, civil, and productive education and working environment for all students, employees, volunteers and patrons. The district does not tolerate sexual harassment by or directed toward students, employees, volunteers while helping at school, or others involved in school district activities.

Sexual harassment is defined as occurring when:

- submitting to the harasser's demands is a stated or implied condition of obtaining an education, work opportunity, safety, or other benefit;
- submission to or rejection of the harasser's demands is a factor in making an academic, work, or other school-related decision affecting an individual; or
- unwelcome physical, sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur in the following relationships: adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging harassment, intimidation or bullying that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

All employees are responsible for receiving informal complaints and reports of sexual harassment and for informing appropriate district personnel of the complaint or report for investigation and resolution. All employees also are responsible for directing complainants to the formal complaint process under procedure 6551-P, found on the district Web site (www.coupeville.k12.wa.us) and at the school district office.

Age-appropriate information and/or training regarding sexual harassment is provided to district employees, students, parents and volunteers by:

- posting this policy in each district school and/or office in a place available to employees, students, parents, volunteers, and visitors;
- including this policy in student, employee, volunteer, and parent handbooks;

- reviewing this policy during employee, student, and regular volunteer orientations;
- providing training employees, substitute staff, and contracted staff.

The superintendent is designated as the compliance officer for allegations of sexual harassment:

Superintendent
 Coupeville School District
 501 South Main Street
 Coupeville, WA 98239
 360-678-2400

The superintendent annually reports to the board in October concerning the efficacy of this policy and related procedures.

Legal References	RCW	28A.640.020	Regulations, guidelines to eliminate discrimination
		9A.36.080(3)	Malicious harassment–definition and criminal penalty
	WAC	392-190-056 to 058	Sexual Harassment

Informal Complaint Process – Sexual Harassment

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process – Sexual Harassment

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
 1. That the district does not have adequate evidence to conclude that harassment occurred;
 2. Corrective actions that the district intends to take; and/or
 3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

Appeal Procedure

Level One. If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- The date upon which the complainant received the superintendent's response, or
- The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

- The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Two. If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the superintendent of public instruction by filing a written notice of appeal with the superintendent of public instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The superintendent of public instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the superintendent of public instruction shall be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the board.

Orientation and Education for Staff and Students

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

Review Committee. Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

It is a violation of state law and district policy for any person to carry, exhibit, display, draw, or store for any period of time any weapon apparently capable of producing bodily harm, including:

- firearms, as defined in RCW 9.41.010,
- slingshots or airguns designed to propel a BB, pellet, or other projectile,
- daggers, swords, knives, or other cutting or stabbing instruments,
- metal, wood, or plastic pipe or bar capable of being used or intended to be used as a club, or
- any weapon containing poisonous or injurious gas,

while on school property, at school-sponsored functions, or in district-owned vehicles. It is also prohibited to aim, point, or discharge a firearm at or towards any person, or to carry, exhibit, explode or ignite any incendiary or explosive device, on school property, at school-sponsored functions, or in school-owned vehicles. This policy also applies to “look-alike” weapons.

The following persons may carry firearms into school buildings, as necessary:

- Persons engaged in military, law enforcement, or school district security activities;
- Any federal, state or local law enforcement officer.

The following persons over 18 years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students, and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons over 18 years of age, and persons between 14 and 18 years of age with written parent/guardian permission may possess personal protection spray devices on school property, provided they are retained and used only in self-defense as defined by state law. No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14 or to anyone between 14 and 18 who does not have parental permission. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Students who violate this policy are subject to district corrective action policies. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, subject to appeal, with possible case-by-case modification by the superintendent.

School officials must notify the appropriate law enforcement agency and the student’s parents of known or suspected violations of this policy.

Legal Reference:	RCW	9A.16.020	Use of force
		9.41.010	Terms defined
		9.41.250	Dangerous weapons
		9.41.280	Possessing dangerous weapons on school facilities
		9.91.160	Personal protection spray devices
		28A.600.420	Firearms on school premises

The use and abuse of alcohol or controlled illegal, addictive, or harmful substances (including tobacco and anabolic steroids) are known to impair the normal development, well-being and academic performance of students. Such use and abuse is recognized as a societal problem affecting the school, home and community.

District curriculum includes an emphasis on alcohol, tobacco, and illicit drug abuse prevention.-The curriculum addresses the legal, social, and health consequences of alcohol, tobacco, and illicit drug use, and provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The curriculum is age-appropriate and developmentally based for all students in all grades.

Legal Reference:	RCW	28A.170	Substance Abuse Awareness Program
		28A.230.020	Common school curriculum
	20 U.S.C. 3171 et seq.		Drug-free Schools and Community Act

Coupeville School District

Operating Principles

Positive Perseverance

- We share enthusiasm, reflection, strategies, and creativity as we continuously improve our educational services.

Respect, Caring, and Contribution

- We have a heart for kids, families, and staff.
- We demonstrate respect and caring as the foundation of all we do.
- We support each other by...
 - interacting honestly and compassionately,
 - lending a hand, and offering to share skills, knowledge and resources,
 - encouraging each other to express ideas and to learn new ways of doing things,
 - standing by each other in difficult times,
 - creating a safe environment where people trust each other and can ask for support,
 - recognizing and celebrating each other's successes and contributions,
 - respecting each other's integrity.
- We support our district and our common purpose.

Integrity

- We relate honestly with each other, students, parents and the public.
- We model self-discipline in our interactions with others.
- We hold ourselves accountable for our actions.

Decisions that foster a healthy learning community

- We consider district goals and objectives as decisions are made, and make informed decisions.
- We clearly communicate how, when, and by whom decisions are made.
- We think it is more important to find solutions than to blame.
- We make decisions using the following decision making model:
 - Clearly identify the issue/problem.
 - Involve those affected by the decision.
 - Identify priorities and/or concerns.
 - Gather facts.
 - Maintain an open mind and ear to all concerns.
 - Explore and evaluate alternatives.
 - Choose and support the most appropriate alternative, and inform those affected by the decision.
- We follow up and evaluate the effectiveness of the solution.
- We abide by all final decisions.

Effective communication

- We strive for clear communication.
- We listen with respect, seeking to hear and understand the ideas of others.
- We recognize the value of humor.
- We check the facts and go to the source for information and concerns.
- We hold confidential that which has been entrusted as a confidence.
- We share our opinions and input at appropriate times and in appropriate ways.

Renewal

Expiration Date _____



Application to Volunteer

Please use blue or black ink.

Legal Last Name _____ First _____ Middle _____

Nickname or other name you prefer to go by _____

Address (street & mail): _____

Primary Phone # _____ Other Phone # _____ E-mail _____

Preferred method of contact: Primary Phone Other Phone E-mail

I want to volunteer in the elementary school middle school high school

classroom office/clerical health screens field trip sports/activities*

Please describe any special talents you have, or use this space to identify the kinds of activities you would enjoy doing as a volunteer in our schools.

Other languages I speak: _____

References: REQUIRED (Please, no relatives)

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Emergency Information:

Contact person _____

Relationship to you _____ Telephone _____

Name of physician _____ Telephone _____

Please describe any special medical conditions: _____

*Applicants interested in volunteering with team sports or activities will need to be screened by the Athletic Director as well as have a standard background check.

Renewal

Expiration Date _____

In order to protect our students and staff, Coupeville School District requires all volunteers to complete the following disclosure.

Disclosure. Please answer yes or no to each of the following questions. If the answer to any question is "yes", please explain the situation in detail in the area provided, indicating the offense(s), the date(s) of the conviction(s), the name of the court(s), (e.g., King County Superior Court), and the sentence(s) imposed.

Yes No Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, or a stipulation to the facts. Exclude civil infractions, such as minor traffic citations.)

Yes No Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves. Civil adjudicative proceeding includes judicial or administrative proceedings as well as findings by DSHS or the Department of Health that you have not administratively challenged or appealed.)

If you answered "yes" to any of these questions, please explain here:

Background Check Information: Date of Birth _____ Gender _____ Race _____

Place of Birth _____ Height _____ Eye Color _____ Hair Color _____

Maiden/Married Names/Aliases _____

I hereby certify that:

1. The information I have provided is true and correct and I give my permission for Coupeville School District to perform a background check.
2. I have received and reviewed district policy 6550-Prohibition of Harassment, Intimidation, Bullying and policy/procedure 6551-Sexual Harassment.
3. I agree to work within the policies and procedures of the Coupeville School District.

Signature of Volunteer _____ Date _____

Note to Volunteers regarding Immunization. We encourage all volunteers to be up to date on immunizations for measles, rubella, mumps and/or tetanus-diphtheria. Please be advised that, should an outbreak of one of a vaccine-preventable disease occur, you may be excluded by the Island County Health Officer from volunteering in the schools during the period of the outbreak.

The district provides equal educational opportunity and treatment in all programs and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation (gender expression or identity), marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides the Boy Scouts of America, and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society, equal access to school facilities. Inquiries regarding compliance or grievance procedures may be directed to the school district's Title IX Coordinator; Compliance Coordinator for 28A.640 and 28A.642 RCW; Section 504/ADA Coordinator: James Shank, Superintendent, Coupeville School District, 501 South Main, Coupeville, WA 98239 – (360) 678-4522.

For District Use: <input type="checkbox"/> Fingerprints <input type="checkbox"/> Character & Fitness Supplement	Background check cleared, Date/Initials: _____/_____
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