



P U Y A L L U P

S C H O O L D I S T R I C T

A Tradition of Excellence

Volunteer Handbook

Everybody can be great... because anybody can serve.

You don't have to have a college degree to serve.

You don't have to make your subject and verb agree to serve.

You only need a heart full of grace. A soul generated by love.

- Martin Luther King, Jr.



P U Y A L L U P
SCHOOL DISTRICT

A Tradition of Excellence

Timothy S. Yeomans, Ed.D., Superintendent

Welcome to the Puyallup School District! Our School Board, your fellow educators, and our students are delighted that you have joined our team!

As parents and volunteers, your support of our schools and your passion for quality education adds greatly to the very fine quality of life that we have here in Eastern Pierce County.

Thank you in advance for your dedicated work in service to “each child” in our District. I am sure that your future contributions to our children, schools, and communities will be an outstanding addition to the fine work already taking place.

My very best wishes to you for a very productive and successful school year.

Sincerely,

Timothy S. Yeomans

Dr. Timothy S. Yeomans, Superintendent
Puyallup School District



Our Mission

The Puyallup School District, in partnership with our diverse communities, educates and inspires students to reach their full potential.

Our Vision

Puyallup School District students will be:

- Skilled in successfully applying knowledge in all required subjects.
- Competent as critical and innovative thinkers able to analyze and solve complex problems.
- Engaged as life-long learners pursuing their goals and dreams.
- Successful as communicators and collaborators.
- Proficient in demonstrating an understanding of and a respect for individual differences.
- Prepared to transition to post-high school opportunities and be able to compete locally and globally.
- Skilled in making life choices that are healthy and socially responsible.
- Motivated to strive for excellence.

Becoming a Volunteer

To begin volunteering with the school district, you must:

- Complete an Online Volunteer Application (fastest and preferred method) or submit a paper Volunteer Application, along with a copy of your current driver license. If you are in the military and have an expired driver license, please submit a copy of that license and show your military identification card when you submit your application. (You should not be required to submit a copy of your military ID.) Applications are available at each school, at the district office, or on the district website.
- All volunteers are required to participate in a Washington State Patrol background check process. This process is conducted for student safety and it provides us with a background statement on all volunteers. By signing the volunteer application form, you have given us permission to conduct the background check.
- Read the Volunteer Handbook, sign and submit the Training Verification Form at the end of the handbook. Orientation may be conducted at your chosen school.
- Sign in and out in the school office each time you volunteer.
- Wear your Volunteer Badge whenever you are volunteering. One will be provided for you. Staff and students are very aware of strangers in the building and may stop you if you aren't wearing your badge.



Tips and Responsibilities of Volunteers

As a volunteer in the Puyallup School District, you are an important member of our educational team. Volunteering in a school is a unique and exciting privilege benefitting the students, their schools, and the community.

- Understand and accept the students in terms of their own culture and values. Be patient, trustworthy and honest in your approach and attitude.
- Names are important. Make sure you pronounce the student's name correctly. Make sure your student knows your name and can pronounce it correctly. When talking to children or in front of children, refer to adults by Mr., Mrs., Ms., or Miss.
- Encourage and support student successes. Students make mistakes. Let them know that making mistakes is part of learning. Praise the student honestly and frequently. Remember, attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
- Support and supplement the instructional program of the classroom teacher. The volunteer's role is assistance, not replacement.
- Be prompt, dependable, and regular in attendance. If you do find that you need to miss your regular volunteer day, notify the building volunteer coordinator and your teacher that you will be unable to attend with as much notice as possible.
- Know and observe all regulations and procedures in the assigned school (i.e. fire drills, accident reporting, lunch and coffee privileges, pupil restroom and drink privileges, inclement weather procedures).
- Discuss problems that arise with the teacher or school volunteer coordinator.
- Notify the principal, counselor, teacher, or school volunteer coordinator if a student confides in you about a situation of abuse or neglect. Staff will assist and support you with the reporting and follow-up protocols.
- Leave personal concerns and pressures at home. Leave school problems at school.
- Remember that you are acting as a role model for children, not only in how you interact with others at school, but who you are as a person.
- Know that parents are the first and most important teachers of their children and assist them in working with their children.
- Have a good professional attitude, interest, and enthusiasm for working with young people, and be someone who can work cooperatively with school staff.
- Refer all problems with student behavior to the teacher or the office. Do not confront students yourself.
- Follow the professional example set by the school staff relating to action and appearance. Acceptable attire for volunteers is the same as for regular employees. Have students address you by your proper name. Be businesslike but friendly and relaxed.

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. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

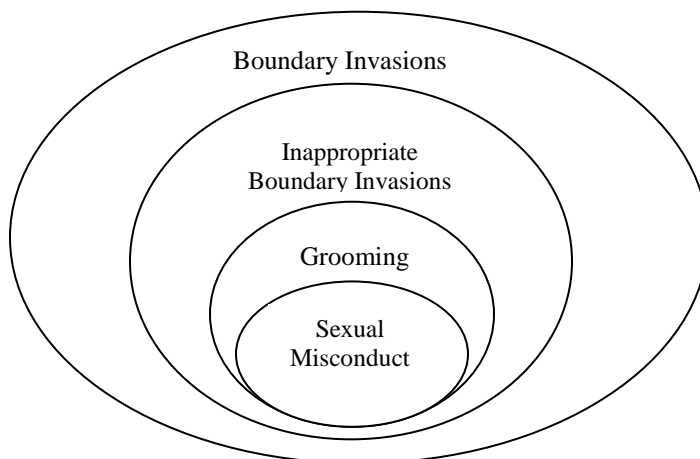
Maintaining Professional Boundaries with Students: A Volunteer's Guide

Puyallup School District's Belief: We can help prevent sexual misconduct against students by employees and other adults in our schools by monitoring boundary invasions against students. This guide will help you identify boundary invasion dangers and become familiar with policies and procedures that protect both staff and students.

Staff members and volunteers need to be familiar with the responsibilities regarding child abuse – which includes sexual misconduct – as described in district policies 3421 – Child Abuse, Neglect and Exploitation Prevention, and 5272 and 5272R – Maintaining Employee/Student Boundaries. These policies are included in this handbook.

If you have knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, you are required to report such abuse or misconduct to the appropriate school administrator.

Experts divide adults who prey on children into two categories: 'Grabbers' and 'Groomers'. Grabbers assault a child with little or no warning. If you witness an assault on a child, you should contact authorities immediately. However, most sexual misconduct follows a period of careful sexual grooming – a process during which an adult predator gradually wins the trust of a targeted child through a series of escalating behaviors and boundary invasions. This chart illustrates the process of how a simple boundary invasion may progress into inappropriate boundary invasion and then to sexual grooming:



The key to protecting students from sexual grooming is stopping inappropriate boundary invasions before they escalate. Which kind of behaviors may be considered a boundary invasion against a student? Inappropriate boundary invasions include, but are not limited to:

- Counseling students in non-school matters.
- Meeting students away from school grounds unless as part of a school-sponsored event.
- Making comments about a student's body.
- Having any discussions with students regarding romantic or sexual activities.
- Invasions by the adult into the child's personal space and personal life, such as taking an undue interest in a student (i.e. having a 'special' friend or a 'special relationship' with a particular student).
- Giving gifts or money to the student for no legitimate educational reason.



Maintaining Professional Boundaries with Students: **A Volunteer's Guide** *(cont'd)*

- Engaging in peer-like behavior with students (i.e., being cool by being like one of the kids).
- Being overly touchy with students.
- Telling the student 'secrets' and having 'secrets' with the student.
- Being alone with the student behind closed doors at school.
- Giving students rides in your personal vehicle without administrative approval.
- Engaging in talk containing sexual innuendo or banter with students.
- Using e-mail, text-messaging, or social media websites to discuss personal topics or interests with students.
- Invading the child's privacy (e.g. walking in on the child in the bathroom or locker-room). Hugging, kissing or other physical contact with a student. Students should not be on your lap, and there should be no frontal hugging, etc. A hand on the shoulder may be appropriate when giving praise. Brief tactile (touch) contact with early elementary students may occasionally be necessary to effectively manage students with short attention spans. Likewise, touching may also be occasionally necessary during coaching – such as wrestling or football – so, some exceptions exist.
- Volunteer Coaches should avoid driving individual students to or from games, practices or events unless there is some type of medical or weather emergency. When traveling with a team, a coach or other adult school representative should never be alone in a room with a student.

In general, the role of the school staff member is that of an authority figure rather than that of a peer or friend. Observing these boundaries will reduce the likelihood of establishing an inappropriate role with students.

Keep Your Principal Informed if you have any questions about your work with students and these policies, or if you see another volunteer or employee involved with a student or students that makes you uncomfortable or seems to be a violation of this policy.



Safety and Liability Issues

● *Where should I work with a student?*

Locations will vary, depending upon availability and the preference of the student's teacher. Many schools are crowded, so you may end up working with the student in the hallway. Try to find a quiet space with as few distractions as possible.

Sometimes a teacher will direct you to an empty classroom. Always work in an area assigned by the teacher or the school volunteer coordinator and keep the door open.

If you are working with a student in an after-school program, it may be tempting to offer the student a ride home. **Never go off site with a student and never give them a ride in your car.** Your volunteer experience is limited to the public school setting.

● *What are my confidentiality rights?*

As the relationship with a student progresses, he/she will begin to trust you and may start to confide in you. Take time to listen and show that you care. However, do not make a promise you cannot keep. If a student reveals information relating to possible abuse or neglect, let the student know that you care and are there to listen. Be sure to follow school guidelines and let the building administrator, teacher, or counselor know of the situation. There is always a chance that someone may already have insight into the situation, which could help you to understand and work better with that student.

Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Do not give out personal contact information such as your address, phone, email and personal website addresses.

● *Can I hug a student?*

Some students, especially at the elementary level, will naturally become very attached and affectionate toward you. Many students are craving affection and attention, so it is important that you handle the situation with sensitivity. Unfortunately, **front hugs should be avoided.** Instead, carefully put your arm around a child's shoulder and turn it into a side hug. Use other signs of affection, such as "high fives." In addition, regardless of age, students should never sit on your lap.

● *What are some safer touch areas?**

Areas that are safest to touch are:

- Shoulders
- Upper Back
- Arms
- Hands

Remember to keep in mind the cultural perspective and personal context of touch from the student's perspective. Cultural influences, beliefs and personal history affect a student's comfort level regarding personal boundaries. Some children are not comfortable with touch and may want more personal space. Respect their wishes. Recognize their signals that they do not want to be touched, such as avoiding you or drawing back or away from you when you touch.

*Special circumstances will arise where touch that exceeds these guidelines will be necessary. Special physical education needs, nursing and coaching may require additional student contact for the health and hygiene needs of the student. Be clear (to yourself and the student) about when, where, why and how you are touching the student.



Safety and Liability Issues *(cont'd)*

● *What are some signs of possible child abuse and neglect?*

The following factors may be present when abuse has occurred, but do not guarantee an abusive situation. If any of the following signs are present in your child, **you are required to alert the teacher, principal, or counselor so that they can further investigate the situation.** The following signs may signal the presence of child abuse or neglect.

Signs of Abuse:

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to school or other activities early, stays late, and does not want to go home.
- Signs of injury, such as welts, bruising, cuts, burns, fractures, or swellings.
- A history of repeated, untreated, or unexplained physical injury.
- A contradiction between the story “I fell off my bed” and physical evidence that has included repeated bruising.
- The child appears to be uncomfortable or fearful when talking about the injury.
- Child alludes to or seems preoccupied with sexual matters.

Signs of Neglect:

- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide care.

● *What is the purpose of these rules?*

The Puyallup School District wants you, as volunteers, to carry out your responsibilities in a caring and appropriate manner. We want you to feel comfortable about hugging and touching kids. We want everyone to feel safe. Having guidelines will assist you in creating and maintaining a safe environment for you and the students with whom you work.



District Policies

As a Puyallup School District volunteer, you are responsible for understanding and following the District Policies and Regulations on the next few pages. If you have any questions or concerns, contact your school's principal or volunteer coordinator.

- Prohibition of Harassment, Intimidation and Bullying (Policy 3207)
- Child Abuse, Neglect and Exploitation Prevention (Policy 3421)
- Parent and Community Involvement (Policy 4130)
- Regulation of Dangerous Weapons on School Premises (Policy 4210)
- Employment: Disclosures, Certification Requirements, Assurances and Approval (Policy 5005)
- Nondiscrimination and Affirmative Action (Policy 5010)
- Drug-Free Schools, Community, and Workplace (Policy 5201)
- Maintaining Employee/Student Boundaries (Policy 5272 and Regulation 5272R)
- Volunteers (Policy 5630 and Regulation 5630R)
- Harassment – Racial and Other Forms (Policy 6590)



PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Policy No. 3207

The District is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an 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.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom or program rules.

Training

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District will seek partnerships with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.



Policy No. 3207 - continued

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The Superintendent will appoint a compliance officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District.

The Superintendent is authorized to direct implementation of regulations of this policy.

CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION

Policy 3421

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The Board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.

- A. Creating a substantial risk of physical harm to a child's bodily functioning.
- B. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes.
- C. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- D. Assaulting or criminally mistreating a child as defined by the criminal code.
- E. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- F. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- G. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.



Policy 3421 - continued

The District will provide inservice training to staff dealing with issues surrounding child abuse.

The Superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect.

Certificated staff are legally responsible for reporting all suspected cases of child abuse and neglect. Under state law classified staff are free from liability for reporting instances of abuse or neglect and certificated staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

PARENT AND COMMUNITY INVOLVEMENT

Policy No. 4130

The Board recognizes that parent involvement significantly contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parent involvement. Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education; and
3. Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The Board recognizes that parents play an important role in a child's education. In recognizing that role, the Board respects parents as partners in the decision-making process for their children's education. The Board believes that meaningful parent involvement and the development of collaborative relationships between home and school are critical to success for all students. When teachers and parents communicate and share similar high and realistic expectations for student achievement and behavior, students can be expected to learn more and perform better in school.

The term "parent" as used in this policy refers to parents, extended family, guardians, or other persons with whom a Puyallup School District student resides. In using these terms, the Board recognizes that families within our community vary in family composition, cultural backgrounds, abilities, financial resources, and belief structures.

Schools also need the support of other members of the community including parent organizations, public agencies, businesses, civic and faith-based organizations to support effective education. The District will create partnerships with community organizations that promote education as an investment in the community. Community groups and parents will be encouraged to help schools develop and implement innovative programs that advance educational goals and support high academic achievement for all students. The Board of Directors adopts as part of this policy the following guidance for parent involvement.



Policy 4130 - continued

The District shall:

1. Put into operation programs, activities and procedures for increasing the involvement of parents in all of its schools consistent with federal and state laws including Title I and the Learning Assistance Program (LAP). Those programs, activities, and procedures will be planned, implemented, and evaluated with meaningful consultation from parents of participating children;
2. Work with schools to ensure that the required school-level parental involvement plans, as a part of the school improvement plans, meet the requirements of federal and state laws;
3. To the extent possible, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in school activities including providing information and school reports in an understandable and uniform format in a language parents understand and providing alternative formats upon request;
4. Coordinate and provide technical assistance in planning and implementing effective parent involvement activities to improve student academic achievement; and
5. Involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

Policy No. 4210

It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The Superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Office of Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

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

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. 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 may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.



Policy 4210 - continued

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Students who violate this policy are subject to District discipline policies including the due process provisions regarding notification to parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the Superintendent. The District shall also comply with federal protections for disabled students in the application of this policy.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of District policy.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm.

Possession of firearms and dangerous weapons by employees and volunteers is governed by Policy 5290.

USE OF TOBACCO ON SCHOOL PROPERTY

Policy No. 4215

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the School District, and all members of the community, have an obligation as role models to refrain from tobacco use on school property.

Smoking or any other use of tobacco products shall be prohibited on School District property or in private vehicles located on School District property. This shall include all District buildings, grounds and district-owned vehicles. It is illegal for individuals under the age of 18 to possess, purchase and/or use tobacco products.

Notices advising District employees and patrons (including vendors, contractors, parents, and visitors) of this policy shall be posted in appropriate locations in all District buildings and at other District facilities as determined by the Superintendent. Employee and student handbooks shall include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and School District employees are responsible for the enforcement of the policy.



EMPLOYMENT: DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL

Policy No. 5005

The Board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the Superintendent. Prior to final action by the Board, a prospective employee shall present necessary documents which establish eligibility to work and attest to his/her identity as required by P.L. 99-603, Immigration Reform and Control Act of 1986. This certification shall be made by the Superintendent or Designee on the I-9 form issued by the Federal Immigration and Naturalization Service.

All administrative and supervisory vacancies shall be announced to the certificated employees of the Puyallup School District via the District website. An effort shall be made to maintain a balance between administrative appointments from within and outside of the District.

The District shall report all new hires to the State Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Disclosure Of A Crime

Prior to employment of any unsupervised employee or volunteer, the District shall require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary Board final decision to have sexually abused or exploited any minor or to have physically abused any minor: or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, “unsupervised” means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

Background Check

Prospective unsupervised employees shall have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington State Criminal Identification Fingerprint Card.

Volunteers and employees without unsupervised access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.

Applicants may be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions as identified above, the candidate will not be recommended for employment, or if temporarily employed, will be terminated. When such a background check is received, the Superintendent is directed to consult with legal counsel.



If a volunteer has undergone a criminal record check in the last two years for another entity, the District shall request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the District.

Record Check Data Base Access Designee

The Superintendent is directed to establish procedures for determining which employees are authorized to access the Superintendent of Public Instruction's record check data base. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by District employees. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Disclosure of Prior Sexual Misconduct

Pursuant to Chapter 28A.400 RCW, the District shall require all applicants for District employment, certificated or classified, to execute a release form authorizing their current and past school district employers to disclose to the District copies of all documents in the employers' personnel, investigative, or other files relating to sexual misconduct. The applicant shall also be required to release his or her current and past school district employers from any state or jurisdiction, and employees acting on behalf of those employers, from any liability for providing such information. The District shall request all current or past employers of the applicant to provide such information. No applicant shall be hired until the District reviews information from such school districts; provided applicants may be hired on a conditional basis pending receipt of the information. The District shall also respond to requests for this information from other school districts within twenty business days.

Certification Requirements

The District shall require that certificated employees hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment or the District has obtained the appropriate Professional Educator Standards Board waiver), for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the employee until the District has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with State requirements. If a certificated employee with a lapsed certificate is issued a transitional certificate pursuant to WAC 180-79A.231 (7), he or she may be conditionally employed for up to two years while he or she meets the certificate reinstatement requirements.

Classified Employees

Classified employees who are engaged to serve less than twelve (12) months, shall be advised of their employment status for the ensuing school year prior to the close of the school year. The Superintendent shall give "reasonable assurance" by written notice that the employee will be employed during the next school year.



Policy 5005 - continued

Board Approval

All applicants selected for employment shall be recommended by the Superintendent. Employees must receive an affirmative vote from a quorum of members of the Board. In the event an authorized position must be filled before the Board can take action, the Superintendent has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent employee. The Board will act on the Superintendent's recommendation to fill the vacancy at its next regular meeting.

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Policy No. 5010

Nondiscrimination

The District shall provide equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided to qualified individuals without discrimination with respect to race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, families with children, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability.

The Board shall designate an employee to serve as the Affirmative Action/ Title IX Compliance Officer.

Affirmative Action

The District, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for employees and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, disabled, ethnic minorities, women, Vietnam veterans and disabled veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The Superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the District and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, disabled, ethnic minorities and women, Vietnam veterans and disabled veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the Affirmative Action plan and regulations developed according to it, shall be disseminated widely to employees in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the Board.

Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the District shall not limit, segregate or classify any applicants for employment or any employee in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.



Policy 5010 - continued

- B. The District shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or employee unless it is clear that an accommodation would impose an undue hardship on the operation of the District program. Such reasonable accommodations may include:
 - 1. Making facilities used by employees readily accessible and usable by persons with disabilities; and
 - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the District, factors to be considered include the nature and cost of the accommodation.
- C. The District shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 - 1. The test or criteria is clearly and specifically job-related; and
 - 2. Alternative tests or criteria that do not screen out persons with disabilities are not available.
- D. While the District may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any employee who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may utilize the policy and regulation for staff complaints.

Nondiscrimination for Military Service

The District will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The District will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

Policy No. 5201

The Board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“Workplace” includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District.

For these purposes, the Board declares that the following behaviors will not be tolerated and will be grounds for immediate discipline, up to and including termination, even for a first offense:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates or any non-prescribed controlled substance.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates or any non-prescribed controlled substance in any amount or in any manner on District property at any time.



- C. Being convicted of a felony or misdemeanor attributable to the use, possession, or sale of illegal chemical substances or opiates or any non-prescribed controlled substance.
- D. Using District property or the staff member's position within the District to make or traffic alcohol, illegal chemical substances or opiates or any non-prescribed controlled substance.
- E. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the District.
- F. Failure to report a drug or medication whether or not prescribed by the staff member's physician, that may adversely affect that staff member's ability to perform work in a safe or productive manner. Employees are required to report such use of medication to their supervisors. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the District office then will determine whether any work restrictions are necessary and/or whether termination is necessary.
- G. Failure to notify one's supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than five (5) days after such conviction. The District shall inform the federal government within ten (10) days of such conviction, regardless of the source of the information.
- H. Testing positive for any non-prescribed controlled substance.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the District's discretion, as it deems appropriate.

Each employee shall be notified of the District policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge.

MAINTAINING EMPLOYEE/STUDENT BOUNDARIES

Policy No. 5272

The purpose of this Policy is to provide all employees, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Board of Directors expects all employees to maintain the highest professional, moral and ethical standards in their interaction with students. Employees are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the District.

Employees will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the employee's duties in the District. Additionally, employees are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other employees when interacting with



Policy 5272 - Continued

students. Employees will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this Policy.

The Board of Directors supports the use of technology to communicate for educational purposes. However, District employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Internet sites that violates the law, District policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the District's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The Superintendent or Designee will develop staff protocols for reporting and investigating allegations and develop regulations and training to accompany this Policy.

MAINTAINING EMPLOYEE/STUDENT BOUNDARIES

Regulation No. 5272R

The purpose of this Regulation is to provide all employees, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In an employee/student relationship, employees maintain boundaries that are consistent with the legal and ethical duty of care that school district employees have for students.

A boundary invasion is an act or omission by an employee that violates professional staff/student boundaries and has the potential to abuse the employee/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by an employee that does not have an educational purpose and results in abuse of the employee/student professional relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by employees include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the employee-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, employees are expected to refer the student to appropriate guidance/counseling staff. In either case, employee involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;



Regulation 5272R - Continued

- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Internet sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, employees should avoid these situations. If these activities are conducted, they should be pre-approved by the appropriate administrator or supervisor. If not pre-approved, the employee must report the occurrence, to the appropriate administrator or supervisor, as soon as possible. Being alone with an individual student out of the view of others;

- Inviting or allowing individual students to visit the employee's home;
- Visiting a student in the student's home; and/or
- Social networking with students for non-educational purposes.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other employee may be engaging in conduct that violates this policy.

Employees are required to promptly notify the principal (or supervisor) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Employee violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices, if covered. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

Training

All new employees and volunteers will receive training on appropriate employee/student boundaries.

Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

This Policy and Regulation shall be included on the District Web site and in all employee, student and volunteer handbooks. Annually, all administrators and employees will receive copies of the District's reporting protocol.

Dissemination of Policy and Reporting Protocols

This Policy and Regulation shall be included on the District Web site and in all employee, student and volunteer handbooks. Annually, all administrators and employees will receive copies of the District's reporting protocol.



VOLUNTEERS

Policy No. 5630

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Volunteers are parents, community members, employees volunteering in a location other than their work location, students volunteering in a school other than the school they attend, and coaches or advisors in unpaid assignments. In working with volunteers, District employees shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The Superintendent shall be responsible for developing and implementing regulations for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy 5005, except that volunteer coaches or advisors regularly scheduled to interact with students shall be required to comply with the disclosure, background and record check requirements for an unsupervised employee under Policy 5005.

VOLUNTEERS

Regulation No. 5630R

The voluntary help of citizens should be requested by employees through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers shall:

- A. Be subject to volunteer screening process.
- B. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated employees.
- C. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- D. Refer to a regular employee for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- E. Receive such information as:
 1. General job responsibilities and limitations;
 2. Information about school facilities, routines and procedures;
 3. Work schedule and place of work;
 4. Expected relationship to regular employees;
- F. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal in consultation with a District supervisor.
- G. Have assignments and activities carefully defined in writing that support, but not supplant the duties of employees. Examples of suggested duties for volunteers may include:
 1. Bulletin boards;
 2. Preparation of materials for art, science, math classes;
 3. Word processing, inventories, collating, newsletters and related activities, student lunchroom counts and attendance and class records;
 4. Clean-up activities;
 5. Library and audio visual duties;
 6. Assistance with physical education exercises;
 7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading, and others;



Regulation 5630R - Continued

8. Vision and hearing testing and approved medical surveys;
 9. School activities supervision;
 10. Playground supervision with an employee; and
 11. Chaperone student trips.
- H. Have their services terminated for these and other reasons:
1. Program and/or duties completed;
 2. Resignation of the volunteer;
 3. Replacement by paid staff member; and
 4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

HARASSMENT – RACIAL AND OTHER FORMS

Policy No. 6590

The Puyallup School District shall provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, religion, creed, color, national origin, sex, sexual orientation, including gender or identity, 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, honorably discharged veteran or military status or any other legally protected class. Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and, inappropriate physical contact, bullying, and intimidation. This policy as well as the complaint procedure will be made available to students, staff, parents, prospective employees, District vendors, volunteers, and any interested individuals through the District website.

Racial Harassment

Racial harassment is behavior based on race or color and has the intent or effect of limiting the ability of a student or school district employee to participate in or benefit from educational services, activities, and privileges. Racially motivated behavior is discriminatory and is a violation of District policy and regulations and may also violate criminal and other state and federal antidiscrimination laws.

Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. Harassment is the submission to unwelcome sexual behavior as a condition of employment, assignment, promotions, or educational decisions regarding grades and participation in District programs or activities. Sexual harassment is a form of sexual discrimination and, therefore, a violation of District policy and regulations and may also be a violation of criminal and other state and federal laws. Sexual harassment can occur 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.

Sexual harassment occurs when:

- A. submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, education, grades, work opportunity or other benefit;
- B. submission to or rejection of the conduct or communication is used as a factor for employment, academic or other school-related decisions affecting an individual; and/or



- C. such conduct or communication interferes with an individual's work/school performance or creates an intimidating, hostile or offensive working/school environment.

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

- A. demands for sexual favors in exchange for preferential treatment or something of value;
- B. stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. 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;
- E. using derogatory sexual terms for a person;
- F. standing too close, inappropriately touching, cornering or stalking a person; or
- G. displaying offensive or inappropriate items of a sexual nature on school property or school sponsored activities.

Other Harassment

Harassment based on any other protected trait under Policy 6590 is behavior based on such a trait that has the intent or effect of limiting the ability of a student or school district employee to participate in or benefit from educational services, activities, and privileges. Behavior motivated by such factors is discriminatory and is a violation of District policy and regulations and may also violate criminal and other state and federal antidiscrimination laws.

Harassment Training

The Superintendent shall develop regulations to provide age-appropriate information and education to District employees, students, parents and volunteers regarding this policy and the recognition and prevention of harassment. At a minimum, harassment recognition and prevention and the elements of this policy will be included in employee, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to employees, students, parents, volunteers and visitors. The policy shall be reproduced in each employee, student, volunteer and parent handbook.

Sexual Harassment Training

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. Upon request, parents can be provided with copies of this Policy and Regulation and appropriate materials on the recognition and prevention of sexual harassment.

Reporting Harassment

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging harassment 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 or Child Protective Services. Persons found to have been subjected to harassment will have reasonable and appropriate District services made available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate. Staff shall be reminded of their responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.



Policy 6590 – Continued

All employees are responsible for receiving informal complaints and reports of harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All employees are also responsible for informing complainants of the formal complaint process. Employees who fail to take prompt action to report allegation or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of harassment shall be subject to disciplinary action up to and including termination. The Superintendent shall be responsible for developing regulations for responding to allegations of harassment.

The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve employees, students, volunteers and parents in the review process.

Disciplinary Action

The District shall not tolerate any behavior or activity that tends to create or would create, if uncorrected, a hostile, offensive, or abusive work or learning environment. Students, employees, volunteers, District vendors, or any other individuals whose behavior violates the policy shall be disciplined or subject to consequences. Discipline and/or consequences may include suspension, expulsion, dismissal, or termination of services.

Anyone else who engages in harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Retaliation against any person that initiates a harassment complaint or assists in the investigation of a complaint is prohibited and will be subject to appropriate disciplinary action. The District will take appropriate actions to protect involved persons from retaliation. Individuals who knowingly report false allegations of harassment or corroborate false allegations will be subject to appropriate disciplinary action.

Disciplinary action for anyone guilty of racial or other forms of harassment will be dependent upon, but not limited to, the perpetrator's attitude; intent; the effect on other students and/or staff; mitigating circumstances; and, the perpetrator's discipline history. Based on these factors a more or less severe punishment may be imposed. A course in diversity covering the topics found herein may be required as part of the disciplinary procedures.

Employee disciplinary action may be initiated with a conference, include a course covering the topics found herein and may progress to termination. Adults attending school activities who engage in harassment, racial or otherwise may be asked to leave school property. The Superintendent shall identify a Designee to be responsible for receiving and investigating student, staff and community member complaints of any form of harassment. The Superintendent's Designee shall maintain accurate reports of harassment allegations as well as the investigations conducted.

Questions or complaints of alleged discrimination or harassment may be directed to:

Employment/Human Resources, Amie Brandmire ~ (253)841-8764 brandmah@puyallup.k12.wa.us
Equity and Achievement, Gerald Denman ~ (253)840-8966 denmange@puyallup.k12.wa.us
Title IX Coordinator, Rick Wells ~ (253)841-8785 wellsjr@puyallup.k12.wa.us
Section 504 Coordinator, Gerald Denman ~ (253)840-8966 denmange@puyallup.k12.wa.us

All individuals may be reached at: Puyallup School District, 302 2nd St SE Puyallup, WA 98372

Puyallup School District Volunteer Code of Conduct

Communication: You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation-including gender expression or identity, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Appropriate physical contact: Handshakes, high-fives, an arm around the shoulder or side hug are the only safe and friendly ways to touch a child when you are volunteering. Front hugs should be avoided. Regardless of age, students should never sit on your lap. If a child ever inappropriately touches you, please inform a staff member right away.

Reporting abuse: Physical or sexual abuse or child endangerment is a crime. If a student reveals information relating to a possible abuse, neglect, or harassment situation let the student know that you care and are there to listen but that you are required to pass this information on to a teacher, counselor, or principal who can offer them help. Please report this to a staff member immediately, be assured they will follow up on the information.

Confidentiality: Students in the Puyallup School District have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA”). You must refer all questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal. Before you speak, always remember that violating student’s confidentiality isn’t just impolite, it’s against the law.

Puyallup School District Policies and Regulations

Volunteering with our students is a privilege. As a PSD volunteer, you are expected to adhere to all District policies, particularly those listed below, which are located on our district website at www.puyallup.k12.wa.us, or in our Volunteer Handbook, also on the website. Please read this handbook before your first volunteer experience. *Volunteers may be removed from service at any time at an administrator’s discretion.*

- Field Trips, Excursions and Athletic Events (Policies 2320, 2320R and 2320F)
- Prohibition of Harassment, Intimidation and Bullying (Policy 3207)
- Student Conduct Expectations and Reasonable Sanctions (Policies 3240, 3240F)
- Prohibition of Corporal Punishment (Policy 3244)
- Accommodating Students With Diabetes (Policy 3415)
- Child Abuse, Neglect and Exploitation Prevention (Policies 3421F, 3421R)
- Parent and Community Involvement (Policy 4130)
- Regulation of Dangerous Weapons on School Premises (Policy 4210)
- Use of Tobacco on School Property (Policy 4215)
- Employment: Disclosures, Certification, Assurances and Approval (Policies 5005, 5005R)
- Nondiscrimination and Affirmative Action (Policy 5010)
- Drug-Free Schools, Community, and Workplace (Policy 5201)
- Maintaining Employee/Student Boundaries (Policies 5272, 5272R)
- Volunteers (Policies 5630, 5630R)
- Harassment – Racial and Other Forms (Policy 6590)

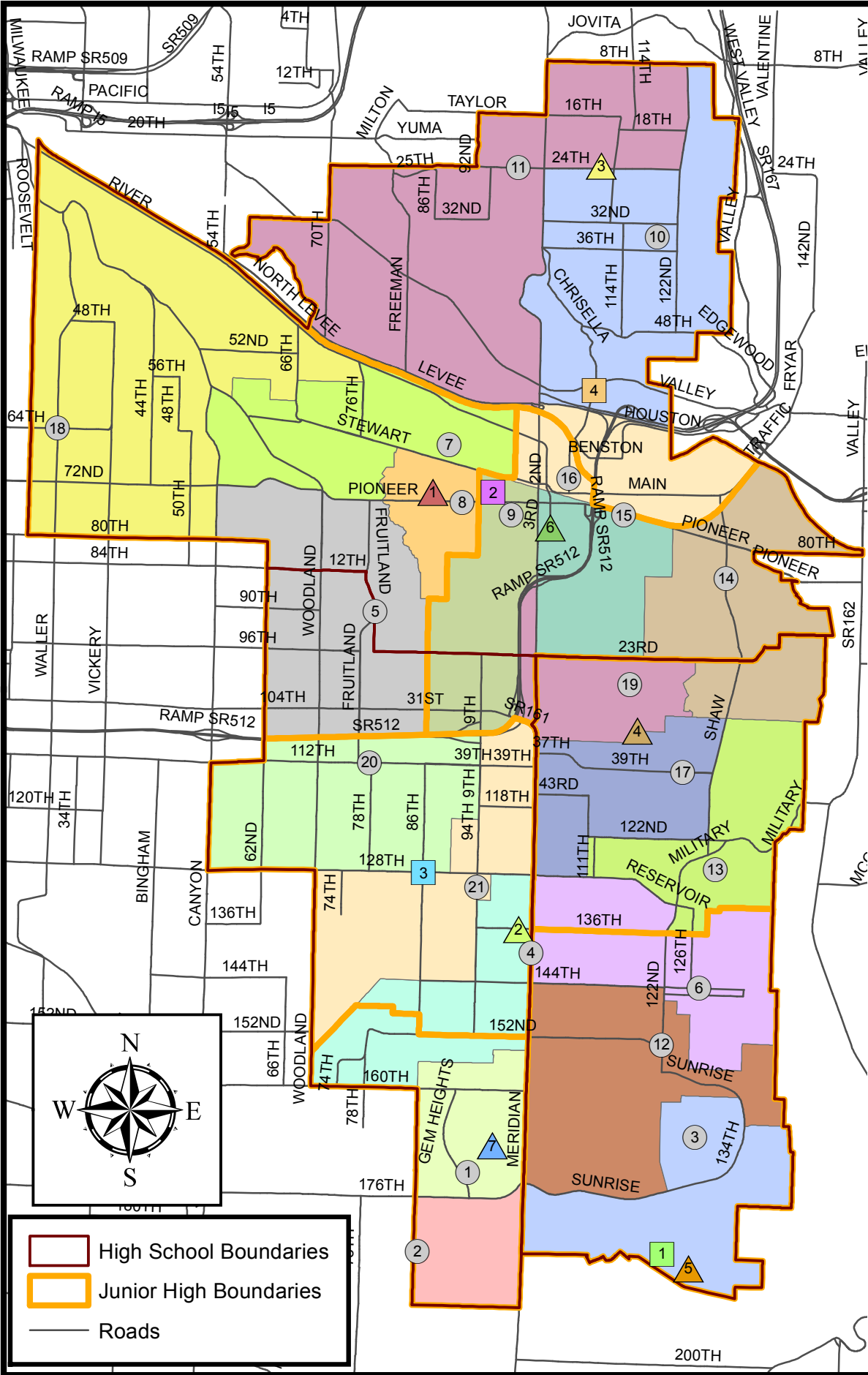
I, (print name) _____, as a volunteer have read and agree to the above terms. I understand that I am responsible for following all PSD District Policies and Regulations. In addition to the remaining guidelines in the Volunteer Handbook, I have been made aware of whom I can speak to regarding any questions or concerns I may have.

Please sign full name

Volunteer site(s)

Date

Puyallup School District



Senior High Schools (Grades 10-12)

- 1 Emerald Ridge435-6300
12405 184th St E, Puyallup 98374
- 2 Puyallup841-8711
105 7th St SW, Puyallup 98371
- 3 Rogers841-8717
12801 86th Ave E, Puyallup 98373
- 4 Walker841-8781
5715 Milwaukee Ave E, Puyallup 98372

Junior High Schools (Grades 7-9)

- 1 Aylen841-8723
101 15th St SW, Puyallup 98371
- 2 Ballou841-8725
9916 136th St E, Puyallup 98373
- 3 Edgemont841-8727
2300 110th Ave E, Edgewood 98372
- 4 Ferrucci841-8756
3213 Wildwood Pk Dr, Puyallup 98374
- 5 Glacier View840-8922
12807 184th St E, Puyallup 98374
- 6 Kalles841-8729
501 7th Ave SE, Puyallup 98372
- 7 Stahl840-8881
9610 168th St E, Puyallup 98375

Elementary Schools (Grades K-6)

- 1 Brouillet841-8670
17207 94th Ave E, Puyallup 98375
- 2 Carson840-8808
8615 184th St E, Puyallup 98375
- 3 Edgerton840-8809
16528 127th Ave Ct E, Puyallup 98374
- 4 Firgrove841-8733
13916 Meridian S, Puyallup 98373
- 5 Fruitland841-8734
1515 S Fruitland, Puyallup 98371
- 6 Hunt841-8690
12801 144th St E, Puyallup 98374
- 7 Karshner841-8736
1328 8th Ave NW, Puyallup 98371
- 8 Maplewood841-8737
1110 W Pioneer, Puyallup 98371
- 9 Meeker841-8738
409 5th St SW, Puyallup 98371
- 10 Mt. View841-8739
3411 119th Ave E, Edgewood 98372
- 11 Northwood841-8740
9805 24th St E, Edgewood 98371
- 12 Pope841-8755
15102 122nd Ave E, Puyallup 98374
- 13 Ridgecrest841-8753
12816 Shaw Rd E, Puyallup 98374
- 14 Shaw Road841-8675
1106 Shaw Rd, Puyallup 98372
- 15 Spinning841-8742
1306 E Pioneer, Puyallup 98372
- 16 Stewart841-8743
426 4th Ave NE, Puyallup 98372
- 17 Sunrise841-8744
2323 39th Ave SE, Puyallup 98374
- 18 Waller Road841-8745
6312 Waller Road, Tacoma 98443
- 19 Wildwood841-8746
1601 26th Ave SE, Puyallup 98374
- 20 Woodland841-8747
7707 112th St E, Puyallup 98373
- 21 Zeiger841-8663
13008 94th Ave E, Puyallup 98373

High School Boundaries
 Junior High Boundaries
 Roads