

Brier Elementary School

Volunteer Handbook



"Never underestimate the power of a small group of committed citizens to change the world. Indeed, it has never been done otherwise."
– Margaret Mead



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BRIER ELEMENTARY SCHOOL

3625 232nd Street SW, Brier, WA 98036-8258
PHONE: (425) 431-7854 FAX: (425) 431-7853

Includes Brier, Edmonds, Lynnwood, Mountlake Terrace, and Woodway

Dear Brier Volunteer,

Thank you for volunteering at Brier Elementary School! On behalf of the students, staff, PTA and Brier Site Council, we welcome you into our classrooms, school and community events.

We have a terrific school and with your help as a volunteer, we can continue to improve our student learning and positive school climate. Volunteers bring special talents, focused and specialized learning for students, a sense of belonging and deeper relationships for children. We are so glad you are here!

In this volunteer packet, you will find information about how volunteers make an impact on student learning, and specific ideas about how you can help. We hope you find the packet helpful.

Thank you so much for volunteering to provide some of your valuable time, energy and talents to our school. Together, we can all make a difference in the lives of our children.

Warmly,

Tori Thomas
Principal

•OUR MISSION•

To ADVOCATE for all students by PROVIDING a learning environment which EMPOWERS students, staff and the community to MAXIMIZE their personal, creative and academic potential in order to BECOME lifelong learners and responsible world citizens.

Benefits of Volunteering

The research on the benefits of volunteering is very clear. Volunteering has benefits to volunteers, student achievement, parents, educators, and school quality. Some of these findings include:

Volunteers: Volunteers say these are top reasons they volunteer: personal satisfaction, sharing abundance, making a difference, learning about other organizations, meeting great people, developing leadership skills, public recognition, increased influence, professional credibility, and making contacts.

Students: When family members are involved in a student's education, those students generally have higher grades and test scores, better attendance, and more consistently completed homework.

Parents: Parents experience higher self-esteem and feel less restricted by child-rearing and homemaking tasks. They find their children more interesting and enjoyable.

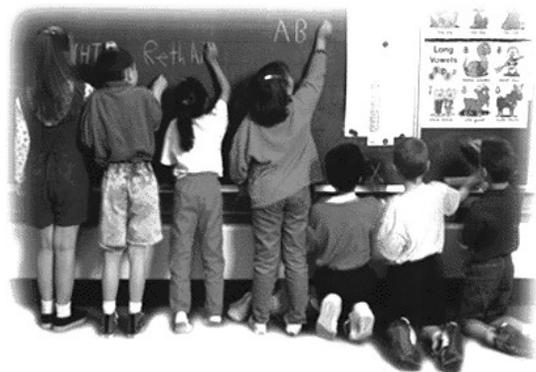
Educators: Consistent parent involvement tends to improve communication and relations between parents, teachers, and administrators.

School Quality: School programs that involve parents usually outperform identical programs without parent and family involvement.

The evidence is clear:
When it comes to
volunteering, everyone wins!

Sources:

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, National PTA (National Educational Service, Bloomington, Indiana, Copyright 2000)



Volunteer Opportunities at Brier

There are many ways that you can volunteer. Choose the approach that best meets your interests.

1. Student Support

- Reading:** one-on-one help, or working in small groups. Reading help, reading groups, listening to kids read, helping with readers' theater.
- Math:** one-on-one or in small groups. Help students learn basic math facts, memorize facts, or solve difficult problems.
- Writing:** one-on-one or in small groups. Listen to students read their writing to you, help them edit and revise their work, and give them feedback about how their writing.
- Tutoring:** Helping students who are behind in other academic subjects, such as math or writing
- Enrichment:** helping students who need an extra challenge with academic subjects
- Coach:** Helping students with other areas like computers, research projects, etc.
- Learning Support:** Help with tutoring, small groups etc. in the areas of reading, writing and mathematics.
- Social Support:** Be a lunch buddy, or a mentor who can give a kid some quality time.

2. Classroom Support

- Classroom help:** Able to help in the classroom? Needs vary from helping with small groups, phone calling, running copies, cutting, pasting, bulletin boards, correcting papers, recording books on tape, etc. Please specify any or a specific classroom – we all need you!!
- Field Trips:** Chaperones and drivers needed for all classrooms. Must have current Washington State Patrol Form and Driver Information form on file (we provide for you). A great way to see some local sights through the eyes of a child!

3. School Support

- Office Help:** Assist in calling homes regarding absent students, workroom, copying, laminating, assembling Tuesday Packets, etc.
- School Events:** picture day, health screening day, field day, science fair
- Before and/or after school class:** Do you have a skill or talent that would make a great class? We're always looking for people willing to teach (birding, arts & crafts, world language, drama, music, etc.)
- Specialist Programs:** Library, Physical Education, General Music, Orchestra and Band. There's a place for your special interests.
- Playground:** Need daily/weekly volunteers to help out during any of our recesses. Help in monitoring various areas and watching out for the fun and safety of our children.
- Technology:** From helping supervise the computer lab, to helping classes with a technology project, to helping serve as our school's webmaster- there is need for your expertise.
- Arts:** From helping bring a special art project to the school to learning how to run our school kiln, there are ways that you can help children in the arts!

PTA Support

- Family Events** (BBQ Bash, Halloween Party, Bingo)



Night, Science Fair): Volunteers needed to help plan, organize and work at events.

- ❑ **Fundraisers** (Box Tops, Catalog Sale, Carnival, Auction): Assistance is needed to help plan and organize events like the Carnival and the Auction; trimming and counting of Box Tops; counting money and distribution of orders for Catalog Sale.
- ❑ **Committees** (Budget, Membership, Playground Improvement): Volunteers needed to serve on various PTA committees that typically meet once per month.

Support from Home

- ❑ **Giving Baskets:** Assist with gift/food collection for needy Brier families. (November/December)
- ❑ **Grading Papers:** Taking students assignments home and providing simple correction
- ❑ **Cut 'n Glue:** This project work is usually for preparing instructional materials, such as cutting paper, trimming lamination, gluing work together, etc.
- ❑ **Phone calling:** There are times throughout the year where we need to “get the word out” or recruit volunteers for a certain occasion.

Call me when you need me: There are those times when we need a hand with something not foreseen or listed above. If you'd be willing to help on an on-call basis (realizing of course that you may not always be available) this is a huge help to us!



How to Become a Volunteer: 1, 2, 3!

Volunteering at Brier is as simple as 1, 2, 3:

- 1: Select an opportunity
- 2: Apply to be a volunteer
- 3: Serve as a volunteer

Step 1: Select an Opportunity

Review the list “Volunteering Opportunities at Brier Elementary School”

- Select which opportunities you are interested in

Step 2: Apply to be a Volunteer

Understand that safety for all people at Brier Elementary School comes first. Toward that end, and to comply with District and State laws regarding volunteering in schools, we require thorough information on all volunteers in our school. It takes approximately 2 weeks to process the paperwork. Please complete the following forms and return to the school office:

- Volunteer Information Form (*Required*)
- Applicant/Volunteer Disclosure Statement Form (*Required*)
- Request for Criminal History Information Form (*Required*)
- Private Transportation for School Activities Form (*Required only for driving students*)
- Request for Abstract of Driving Record Form (*Required only for driving students*)
- Suggestion Form (*Helpful*)

Step 3: Serve as a Volunteer

- Read this volunteer handbook entirely to orient you to volunteering at Brier Elementary School.
- Once your application has been approved, and you have read this entire manual, you are ready to start volunteering.
- Have fun!



Tips on Successful Volunteering

We want your volunteering experience to be successful. Here are some tips that will help.

Coming to school

Model appropriate transportation to school: listen to safety patrol, drive safely, etc.

Please do not take pre-school children to school for volunteering shifts.

Arrive on time to the classroom.

- Always sign in and out at the school office, and wear a visitor badge.
- If you need to miss your shift, please call ahead and notify the staff member directly so they can re-arrange plans.

Behavior at school

- Brier Elementary School has a dress code for students. We ask all volunteers to read the dress code in the family handbook and dress accordingly. It addresses minimizing exposure of skin, no hats inside, and avoiding clothing that has inappropriate advertising or offensive messages. Also, please refrain from strong fragrances due to student allergies.
- Please use appropriate language: refrain from profanity, racial slurs, crude comments or any other offensive language.
- Please model a work ethic that other students can learn from.
- Please use a calm voice and refrain from running on school grounds.
- Please do not bring gum or tobacco onto school grounds.
- Brier Elementary School is a weapons-free, drug-free, tobacco-free zone.
- Please avoid sensitive subject matters, such as religion, politics, violence, and other adult subjects.

Working with students

- When working with students, behave more as mentor than friend.
- Treat students with respect at all times.
- Please hold students accountable for behavior.
- Encourage students to work hard and do their best.
- Report serious concerns to staff.
- The information you learn about students at school is privileged information and should be treated with



confidentiality.

- If there are minor behavior concerns, such as students running the hallway, please redirect the student behavior immediately.
- If a student has major misbehavior, such as fighting or being disrespectful to an adult, please report the behavior to a staff member immediately.
- Please do not give gifts to individual students.
- Please minimize interruptions to the learning environment.
- Have fun- learning can be fun!

Working with other adults

- Be reliable. Other adults and students are depending on you to follow through on your volunteering commitments.
- Be flexible. School schedules vary and we are all asked to handle change gracefully.
- Our photocopy machines are in high demand. Please discuss project priority with other people to decide how best to use this limited resource.
- Contribute to the positive attitude of our school. Share compliments and pose questions to clarify understanding of difficult situations.
- Volunteers are welcome to use the refrigerator and soda machine located in our staff lounge. If you are staying during the lunch hour, we encourage you to maximize your contact time with students by joining them in the cafeteria. Kids love having adults sit with them.
- Please feel free to ask questions. We are all happy to help.

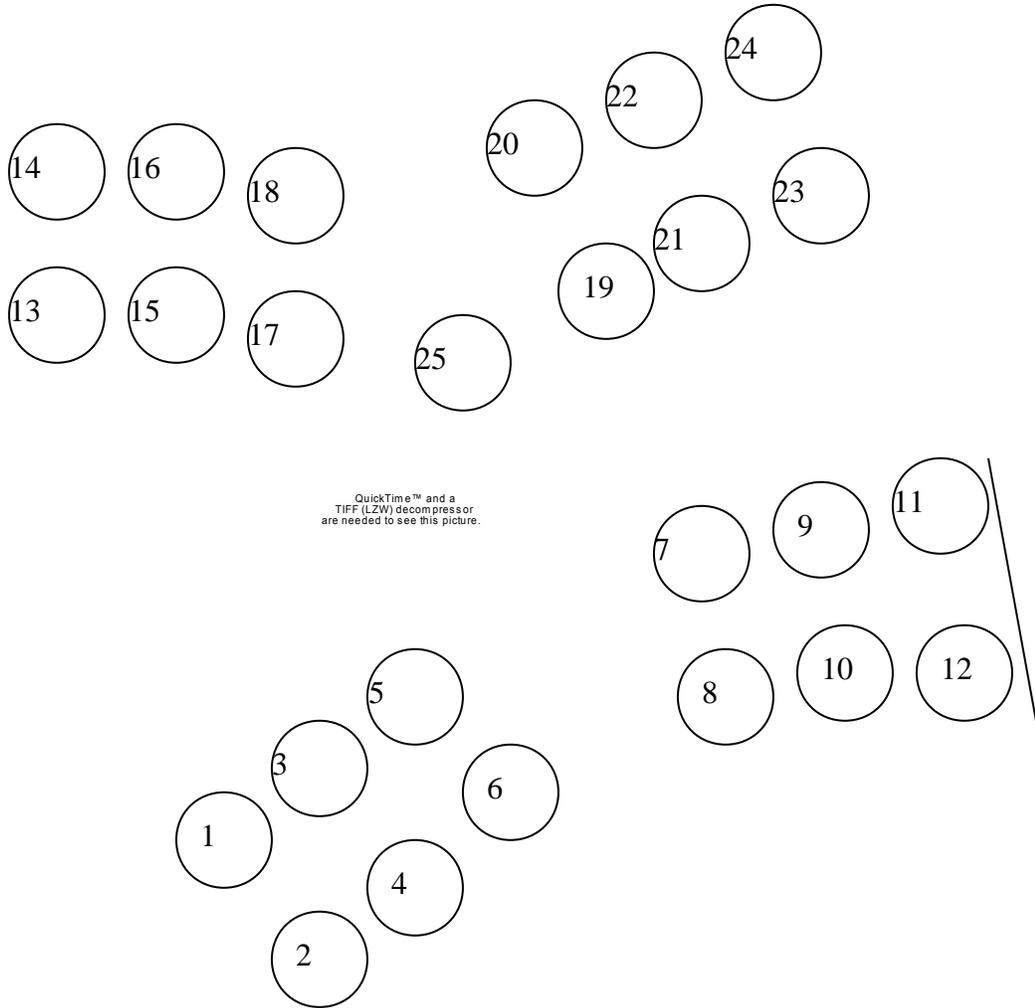
E m e r g e n c y P r o c e d u r e s



This is a simple overview of emergency procedures at Brier Elementary School. In any emergency, there are five major stages: recognize signal, create security, take attendance, maintain calmly, dismiss from emergency. Although these steps are always the same in any emergency, there are slight variations depending on the nature of the emergency. In case of an emergency, follow these guidelines and the directions of a staff member.

	Signal	Security	Attendance	Maintaining	Dismissal
Fire	Fire alarm	Rejoin class and calmly evacuate.	Ensure that the school accounts for your presence.	Wait calmly and follow directions.	Follow directions for dismissal.
Earthquake	Shaking of earth	Drop and cover. Wait until shaking stops for 60 seconds. Rejoin class and calmly evacuate.	Ensure that the school accounts for your presence.	Wait calmly and follow directions.	Follow directions for dismissal.
Lockdown	“We are implementing a lockdown immediately.”	Immediately enter closest room with a staff member.	Ensure that the school accounts for your presence.	Wait calmly and follow directions.	Follow directions for dismissal.

Map of Brier Elementary School



Unit A: Gym, Kitchen, Staff Lounge

Unit B: Office, Library

Unit C: Primary Classrooms

Unit D: Intermediate Classrooms

Volunteer Information Form

In order to provide the school with necessary information, and to comply with District and State guidelines, please complete the entire volunteer information form and related forms. Thank you.

Name:.....

Phone(s):

Email:

In what ways are you interested in volunteering?.....

.....

.....

Emergency contact information (name and phone):

Do you have any health-related issues we should be aware of?

How much time can you commit to volunteering?

Is there someone else you want to volunteer with? Name/Phone:

Please indicate your available volunteering times:

	Monday	Tuesday	Wednesday	Thursday	Friday
Time of day					

Please check off all that you have completed:

- Read and understood the Volunteer Handbook
- Filled out the “Edmonds School District Human Resources Applicant/Volunteer Disclosure Statement HR-120”
- Filled out the “Washington State Patrol Request For Criminal History Information Child/Adult Abuse Information Act”
- Filled out the “Edmonds School District Private Transportation for School Activities T-104” form
- Filled out the “Department of Licensing Request for Abstract of Driving Record”

**EDMONDS SCHOOL DISTRICT
HUMAN RESOURCES
APPLICANT₁/VOLUNTEER DISCLOSURE STATEMENT**
(Reference RCW 28A.400, RCW 43.43)

**YOU MUST ANSWER ALL EIGHT (8)
ITEMS ON THIS FORM.**

Applicant/Volunteer Name (Please Print) Date of Birth

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed:

(the term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred prosecution, or suspended sentence occurred).

- | | |
|---|---|
| <input type="checkbox"/> Custodial Assault | Purposes |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First Degree Arson |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> First Degree Burglary |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Aggravated Murder |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> First or Second Degree Murder |
| <input type="checkbox"/> Incest | <input type="checkbox"/> First or Second Degree Extortion |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First or Second Degree Kidnapping |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First or Second Degree Manslaughter |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> Violation of a Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Communication with a Minor for Immoral | <input type="checkbox"/> Promoting Pornography |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Check any of the following if you have ever been convicted of these crimes relating to financial exploitation where the victim was a vulnerable adult *(defined as adults of any age who lack the functional, mental, or physical ability to care for themselves).*

- First, Second, or Third Degree Extortion
- First, Second, or Third Degree Theft
- First, Second, or Third Degree Robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF

THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

IF YOU CHECKED ANY OF THE BOXES IN QUESTIONS 1 AND 2, INDICATING THAT YOU HAVE BEEN CONVICTED OF A CRIME (AS LISTED OR RENAMED), PLEASE ATTACH AN EXPLANATION.

YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

(over)

1.

All prospective employees who will or may have unsupervised access to children under 16 years of age, developmentally

disabled persons, and/or vulnerable adults are "applicants".

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

YES NO

4. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

YES NO

5. Have you ever been 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?

YES NO

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? (*"Disciplinary board final decision"*

means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons or (b) any final decision by a disciplinary authority under Chapter 18.130 RCW of the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology).

YES NO

7. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

YES NO

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in Questions 1 through 7 above?

YES NO

IF YOU ANSWERED YES TO ANY QUESTIONS 3 THROUGH 8, PLEASE ATTACH AN EXPLANATION.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Applicant/Volunteer

Date

An inquiry may be made to the Washington State Patrol or a federal law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you.

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633

**REQUEST FOR CRIMINAL HISTORY INFORMATION
CHILD/ADULT ABUSE INFORMATION ACT
RCW 43.43.830 THROUGH 43.43.845**

(Instructions on Reverse Side)

<p>A REQUESTING AGENCY/ADDRESS</p> <p>Agency _____</p> <p>Attn _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p>Authorized Signature _____ Date _____</p> <p>Title _____ Area Code/Phone Number _____</p>	<p>B PURPOSE</p> <p>Check appropriate box</p> <p><input type="checkbox"/> Educational School District (ESD)/School District Volunteer - no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization - no fee (Excluding Schools & EDS's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$10</p> <p><input type="checkbox"/> Adoptive Parent - \$10</p> <p>Fees: Make payable to Washington State Patrol by cashier's check, money order, or business account.</p>
--	---

C APPLICANT OF INQUIRY (please provide as much information as possible name and date of birth are mandatory)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Social Security Number: _____ Driver's Lic. Number/State: _____ / _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

D IDENTIFICATION DECLARING NO EVIDENCE
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

As of this date, the applicant named below shows no evidence pursuant to RCW 43.43.830 through 43.43.845.

Requesting Agency _____

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

WSP Use Only

Valid Two Years From Issue

Applicant Right Thumb Print (Optional)

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**EDMONDS SCHOOL DISTRICT
PRIVATE TRANSPORTATION FOR SCHOOL ACTIVITIES**

T - 104
8/03

One copy each to School and to Vehicle Operator

Name of Driver _____

Address _____

Telephone No. (_____) _____ Driver License No. _____

Name of Insurance Company providing vehicle insurance coverage _____

Insurance Policy No. _____ Agent's Name _____

Insurance Policy Limits _____

Year/Make/Model of vehicle _____

Number of seatbelts in vehicle (exclusive of driver) _____

Driver Assurances (*Driver's initials are required to affirm assurances.*)

_____ I possess a valid Washington State Drivers License. (Please attach copy of license.)

_____ I possess an accurate copy of my Drivers Abstract. (Please attach copy of abstract.)

_____ I have not received any citations after the issue date of my Drivers Abstract.

_____ I possess automobile insurance with limits equal to or greater than the limits required
(\$100,000/\$300,000/\$50,000 BI/PD

Liability, 100/300 UIM, \$10,000 PIP or MP) in the District's Administrative Regulations. (Please attach copy of insurance

policy Declarations page.)

_____ I understand that in the event of an automobile accident, my vehicle insurance provides primary coverage.

_____ The vehicle used for this activity is operationally safe. (Including, but not limited to: lights, signals, horn, tires and brakes, etc.).

_____ I will ensure that each passenger will be secured by an appropriate seatbelt and/or child restraint system when the vehicle is in use.

_____ I have read and I understand the District's Policy and Administrative Regulations.

Driver's Signature Date

My signature certifies that the information above is correct.

This portion must be initialed, completed and signed by a building administrator.

_____ I have reviewed the information contained in this document, the completed HR-120, the WSP background check and

other pertinent information and hereby authorize this driver and this vehicle to participate, subject to other applicable rules and regulations, in the occasional transportation of students to and from school-related activities.

Building Administrator
Class/Teacher

Date

Driving Record Request (You can take this form to Dept.of Licensing-same day)

You may use this form to request **your driving record**. We will mail, email, or fax your record to you or to the individual or company you request below. Mail this request and **\$10 for each record** in a check or money order payable to the

Department of Licensing to:

Driver Records

Department of Licensing

PO Box 9048

Olympia, WA 98507-9048

Please allow two weeks for processing. If you have additional questions, contact customer service at (360) 902-3900.

Requestor name (*Last, First, Middle Initial*)

Washington driver license number Date of birth (Area code) Daytime telephone number

Name of individual or company you want your drive record sent to

How would you like your driving record sent to you? (Check one only)

U.S. mail email Fax

Delivery information (Mailing address, email, or [Area code] Fax number)

Type(s) of record

Insurance records will show violations, convictions, and accidents only. Other drive records will show all traffic-related

convictions, violations, collisions, suspensions, revocations, and disqualifications.

We offer the following types of driving records. Check the box beside the type(s) you need.

Noncommercial insurance record. Available for underwriting noncommercial motor vehicle policies.

Commercial insurance record. Available to commercial employers' insurance companies for motor vehicle

underwriting purposes only.

Life insurance record. Available to the life insurance carrier providing coverage for underwriting purposes only.

Contains all traffic-related commercial and noncommercial convictions, violations, and collisions.

Employment record. Available to employers or prospective employers if driving is one of the employee's job duties.

Volunteer / Transit record. Available both to transit authorities, for insurance and risk-management purposes related

to the operation of vanpool vehicles, and to volunteer organizations determining whether a driver should transport

individuals under age 18, over age 65, or those who are physically or mentally disabled.

School bus record. Available to school districts to determine employment eligibility for school bus operation.

This request is to be billed and mailed to school district _____

School district authorization _____ Requestor code _____

Complete record. Available to the individual named on the driving record, defense attorneys, law and justice

agencies, and governmental agencies.

I declare under penalty of perjury under the laws of the state of Washington that I am the individual named above.

Date and place Signature (valid for four months)

The Department of Licensing has a policy of providing equal access to its services.

DR-500-009 (R/7/09)W *If you need special accommodation, please call (360) 902-3900 or TTY (360) 664-0116.*

FOR VALIDATION ONLY

106-060-421-0005

X

ADR ADRS

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BRIER ELEMENTARY SCHOOL

SITE ADVISORY COUNCIL

SUGGESTION FORM

The Site Advisory Council is made up of Brier Elementary parents and staff working together to:

- **Improve school, family, student and community communications**
- **Increase parents' understanding of curriculum, instruction, learning and assessments**
- **Promote forums for idea exchange and discussion**
- **Provide input for school-based decisions**

We welcome your comments and suggestions, and will contact you to report our progress and/or action taken.

Describe your suggestion or comment and please include your thoughts about what you would like to see happen. Thank you!

NAME: _____ PHONE: _____

PARENT _____ STAFF _____ VISITOR _____ (mark one)

SITE COUNCIL ACTION TAKEN:

Please return this form to the Site Advisory Council mailbox located by the PTA and Staff mailboxes in the school office.



Brier Elementary School

3625 232nd Street SW • Brier, WA 98036
Phone (425) 431-7854 • Fax (425) 431-7853

<http://Brier.8m.com>