



BREMERTON SCHOOL DISTRICT

VOLUNTEER HANDBOOK



We cannot always build the future for our youth,
but we can build our youth for the future.

~Franklin Delano Roosevelt

Bremerton School District
134 Marion Ave North
Bremerton, WA 98312

www.bremertonschools.org

WELCOME TO BREMERTON SCHOOLS!

The District recognizes the valuable contribution that volunteers make to the total school program through their efforts.

We are glad to have you as part of the Bremerton School District and we appreciate the support we receive from our families and the community.

Volunteers provide teachers more time and flexibility for teaching and student learning in the classroom. Your commitment is appreciated and we know that our volunteers impact the students, staff and the district as a whole. There are many programs that we would not be able to offer at the level we do if not for the assistance of our volunteers.

Respectfully,

Lester "Flip" Herndon

Bremerton School District Superintendent

Volunteers are not paid -- not because they are worthless,
but because they are priceless.

~unknown

"It's a rewarding experience to volunteer in the schools. Knowing you are doing something not for personal gain, but for the kids, that will benefit them directly. Getting to see our youth in action gives you perspective as to what their true needs are. And it keeps us young!"

*Shanna Jordan-Baird
Parent Volunteer*

BECOMING A VOLUNTEER



Volunteering is a very rewarding experience. We encourage families and the community to be involved throughout our schools. Our students and staff appreciate our volunteers as they see the impact they make.

If you have not volunteered with us before, you will need to:

- Contact the school and let them know that you would like to become a volunteer
- Complete a **Volunteer Application** which includes a background check. Volunteer Applications are available at all schools and on our website: www.bremertonschools.org
- Bring a valid Driver's License at the time of your application.

After the paperwork and background check has been completed and cleared, you will be able to volunteer in Bremerton schools.

Questions?

Contact Joyce Cowdery, District Volunteer Coordinator -
360.620.7291 joyce.cowdery@bremertonschools.org.

SAFETY

Please follow all safety guidelines posted in the school.
In an emergency follow directions of school staff.

VOLUNTEER EXPECTATIONS



All Volunteers must:

- Sign in and out of the volunteer notebook each time they are in the building
- Wear a volunteer badge at all times
- Contact the school if you are unable to come when you are scheduled
- Wear professional attire for the activity as appropriate
- Be sensitive to teacher's time
- Respect for the Teacher/Staff Authority
- Refer to a staff member for solutions of any student issues
- Volunteers will be supervised by a staff member when performing volunteer duties
- Volunteers will not perform supervisory tasks
- Volunteers will not handle behavioral issues
- Follow the Bremerton School District Policies and Procedures :
 - 3207, Student and Employee Prohibition of Harassment, Intimidation, Bullying, and Retaliation
 - 3210, Nondiscrimination
 - 3421, Child Abuse, Neglect and Exploitation Prevention
 - 4215, Use of Tobacco on School Property
 - 5010, Nondiscrimination and Affirmative Action
 - 5201, Drug-Free Schools, Community and Workplace
 - 5630, Volunteers
 - 6515, Infection Control Program
 - 6590, Sexual Harassment

Hard copies of policies and procedures are available at any school upon request.

CONFIDENTIALITY

Protecting student and staff privacy is a top priority.

As a volunteer, you may become aware of confidential information, such as discipline, health needs, family situations, etc. of our students and staff. We ask that you respect their privacy by not divulging this information. Similarly, if you should become aware of information that could put a Bremerton School District employee, yourself, or students at risk, we ask that you report this information immediately to a building principal or other district administrator. Knowing your concerns can help us make sure that everyone stays safe at school. All volunteers are required to sign a Confidentiality Agreement as part of their application.



Unless someone like you cares a
whole awful lot, nothing is going to get better. It's not.

~ Dr. Seuss

VOLUNTEER OPPORTUNITIES

Bremerton School District offers a wide variety of opportunities for volunteers, flexible hours and days, while striving to work with the volunteer's schedule. We welcome and appreciate your time and service to the students and staff. Whenever possible, volunteers will be assigned to activities consistent with their knowledge, skill and ability level.

Please Note:

Each school has individual needs. Below are a few possibilities.

- Reading Tutors
- Math Tutors
- Science Assistants
- Writing Assistants
- Office Support
- Mentors (per requests from administrators/counselors/teachers)
- Assist students with homework/classwork
- Support Special Projects and Activities
- Classroom Assistants (per teacher request)
- Chaperoning (Field Trips/Dances/Socials, etc.)
- Guest Speakers/Presenters
- Watch D.O.G.S. (Dads of Great Students)
- Many More – check with the school

You make a living by what you get.

You make a life by what you give.

~ Winston Churchill



SENIOR TAX EXEMPTION PROGRAM (STEP)

The Senior Tax Exchange Program (STEP) allows eligible senior residents to volunteer in schools in exchange for the local school portion (levy and bond) of their property taxes.

STEP Guidelines:

- Citizens 62 years of age and older
- Primary residence is in the Bremerton School District and taxes are paid on this residence.
- Annual income is greater than \$35,000 and less than \$65,000 (Seniors who earn less than \$35,000 annually are already eligible to have their property taxes waived by Kitsap County)
- Reimbursement is set at the state minimum wage level up to \$600 per calendar year, per qualified property owner.
- Compensation is dispersed via a two-party check made out to the participant and the Kitsap County Treasurer twice a year.
- STEP volunteers must participate a minimum of 20 hours
- STEP volunteers have the same expectations as all volunteers.



For more information visit our website or call 360.620.7291.

"Schools are part of the "commons" for all Americans and they work better when we are all involved-our kids are everyone's kids."

*Shelley Mortvedt
Parent Volunteer*

ATHLETIC VOLUNTEERS/ VOLUNTEER COACHES

Any individual who is interested in becoming a volunteer coach will need to schedule an appointment with the school's Athletic Director, prior to volunteering.

All volunteer coaches in the District must comply with and follow district requirements as well as those of the Washington Interscholastic Activities Association (WIAA).

Never doubt that a small group of
committed people can change the world.
Indeed, it is the only thing
that ever has.

~ Margaret Mead



The Bremerton School District complies with all federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression 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. This holds true for all students who are interested in participation in educational programs and/or extra-curricular school activities.

Inquiries regarding compliance procedures and complaints may be directed to the School District's Title IX Officer/ADA Coordinator, Denise Zaske, Director of Personnel, (360) 473-1026 or 504 Officer, Mike Sellers, Principal, (360) 473-4100, Bremerton School District, 134 Marion Avenue North, Bremerton, Washington 98312.

September 2011