

Trillium Academy Volunteer Handbook 2024-25

Thank you for volunteering at Trillium Academy! We are grateful for you sharing your time, talents, and efforts in support of our mission. We strive to ensure your volunteer experience with Trillium Academy is positive and one that enhances your relationship with our school community. Together we can contribute to Trillium Academy as a great place to learn, grow, and have fun.

About this Handbook: This handbook is designed to help volunteers understand the important role they play in the Trillium Academy community and to provide guidelines to help you volunteer comfortably. As with all other school personnel, volunteers must meet certain qualifications and accept certain responsibilities.

Who Can Volunteer? We love having parents/guardians, caregivers, grandparents, and friends of our educational community to volunteer at Trillium Academy.

There are a few things you'll need to do before volunteering, such as:

- be excited to join our volunteer community;
- review this volunteer handbook to confirm your interest and understanding;
- complete the volunteer application;
- complete the liability and confidentiality release;
- submit to and pass a background screen; and
- be over 18 to volunteer with lower school students or be over 25 to volunteer with our middle school and high school-aged students.

Exception: One-time volunteers (described below) have reduced application processes.

Being a Volunteer: Volunteering is a unique and exciting experience and a benefit to both the school and the volunteer. It is designed to foster a supportive relationship between students, the school, and their community.

Volunteers should:

- Exhibit a genuine interest in helping students.
- Be friendly and caring.
- Be reliable and flexible.
- Understand and appreciate the dynamics and work of the school faculty/staff.

Volunteers should have:

- A professional attitude and an ability to work cooperatively with school staff.
- Interest in working with young people.
- Good moral character.
- Time and willingness to serve.
- An understanding of the role education plays in the lives of children and our communities.

Volunteers benefit by:

- Enlarging their circle of acquaintances.
- Becoming more understanding of their own children's learning journey.
- Learning new skills and educational techniques.
- Becoming more appreciative of the professional educator's role.
- Experiencing personal satisfaction in encouraging students to learn.
- Seeing positive results from their efforts to help students and teachers.



Volunteer Roles: Trillium Academy volunteers are an integral part of our school community as they work in almost every aspect of school operations from the classroom and office helpers, tutoring and mentoring, organizing and staffing special events and extracurricular activities, and preparing teacher/student materials. Volunteers may work on campus or outside the school site to support educational activities.

One-Time Volunteer: If all the requirements below are met, a One-Time Volunteer sign-in sheet is sufficient to volunteer. **An individual can serve as a One-Time Volunteer once in a school year.** You must register as a school volunteer before returning to volunteer again.

- A volunteer whose student attends the school – recruited specifically to support a one-time student event (e.g. curriculum night, science fair, promotion ceremony, etc).
- School event volunteers can provide logistical event support – must have an assigned staff or adult supervisor for the duration of the event.
- The volunteer role must not include any unsupervised exposure or contact with children.
- Volunteers must remain in open and public settings, always within the unobstructed view of staff or adult supervisors.

Volunteers are not Trillium Academy employees. The suggestions and opinions of volunteers are always welcome. However, it is the Trillium Academy employees, who are held responsible by law for decisions that are made regarding the learning and management of learners. For this reason, volunteers always work under the direct supervision of educators, administrators, and educational support staff. A volunteer is also different than an employee as volunteers are not compensated via salary or benefits.

A volunteer is different from a visitor who is invited on campus for a short, designated amount of time (meeting, event, tour), is accompanied by a Trillium team member, and who doesn't have assigned responsibilities for events or student support. A visitor is not required to complete the volunteer application process.

Due to safety and security, volunteers may not bring other minor children with them while volunteering at the school.

Volunteer Opportunities: Whatever your schedule or availability, we have ways for you to get involved! Multiple opportunities exist throughout the year from one-time event support to ongoing classroom engagement. We welcome and appreciate the support you are able and willing to give.

Current volunteer opportunities including description, estimated time requirement, special skills needed, Trillium contact, will be communicated in the newsletter or via email as they become available.

VOLUNTEER GUIDELINES: Volunteering strengthens family engagement and provides community members with valuable opportunities for personal and professional growth. Please review these guidelines carefully – they are informed by state and federal laws, Trillium Academy policies, and were created to ensure safe, predictable and positive learning environments for students.

Student Engagement and Focus: Volunteers will have the incredible opportunity to join students as they travel through their Trillium Academy learning journey. Some ways to improve your volunteer experience and your engagement with students may include:



- Show respect and interest for the individual student and his/her own unique personality;
- Share time and attention with all students, not just your own. A volunteer may not necessarily serve in their own child's classroom;
- Be present, observant, eliminate distractions, and put cell phones away during your engagement;
- Respond positively to student feelings;
- Be patient with yourself when working with students. Give yourself time to find your niche;
- Be poised in handling situations with kindness and firmness;
- Sincerely praise the students' growth and progress;
- Names are important. Make sure you say the student's name the way the student wants it to be said. Learn to spell it correctly. Make sure the student knows your name and can pronounce it correctly;
- Avoid making comparisons between students, between teachers and between schools;
- Students make mistakes. Let them know that making mistakes is part of learning. Don't be afraid of making mistakes yourself; and
- Be trustworthy and honest in your approach and attitude. Students will trust and respect you when you are "real."

Your volunteer commitment: Choose a commitment level you can keep. Students and staff count on volunteer tutors and classroom helpers to be dependable and regular in attendance. Volunteers who miss shifts may cause confusion among students and scrambling to fill. You may not realize it but someone is counting on you!

We realize things happen. Call the school office or your Volunteer Coordinator as soon as possible for a replacement if you're unable to make your volunteer assignment. Always leave a message for the teacher if you will not be there.

As a volunteer, if you are not happy with an assignment, need a schedule change, or unfortunately need to terminate your volunteer service, the Head of School or volunteer coordinator should be notified.

Sign-in Procedure: Each volunteer must sign-in and sign-out in the school office. This procedure is necessary to know who is in the building for security purposes, in case of an emergency, and for evaluation of the effectiveness of the Volunteer Program.

A personalized name tag will be worn while your volunteer service is being performed. Wearing the name tag while on campus, the volunteer is immediately recognizable as a person whose specific business is helping educators and students.

Faculty/Staff are instructed to introduce themselves to visitors without a nametag to determine their purpose for being on campus and then to escort them to the office.

Volunteers are not allowed to enter a classroom without a staff/faculty escort.

Confidentiality: Confidentiality is a key part of your role as a volunteer at Trillium Academy. You may hear or observe student behavior, student work performance, and/or peer interaction skills during your time as a volunteer. Information about a student may be communicated to school staff and school administration. Information shall be communicated immediately if it is a medical emergency OR if a student shares information



that indicates a threat of imminent physical injury to the student or others. Before you speak about a student to another person, remember that violating a student's confidentiality is not only impolite; it's also against the law.

Specifically, students have the right to expect that information about them will be kept confidential by all volunteers/visitors. 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 ("FERPA"). Volunteers/visitors *must not* repeat anything that happens to or about a student to anyone other than authorized school personnel, as designated by Trillium Academy administration. Confidential information may not be discussed in any form, including any type of social media.

Discrimination and Harassment: You are a role model. Your conversations and behaviors with students and staff should support our Trillium Academy guiding principle to create an environment where every community member is valued and respected, celebrating the diverse experiences and perspectives they contribute.

Trillium Academy students come from many different families, cultures, and communities. We are committed to fostering inclusion and belonging and celebrate diversity in our students and school community. Please listen and learn about the backgrounds and values of students you interact with. Do not impose your personal values and beliefs onto the students.

Avoid language or behaviors that may be perceived as harassing, discriminatory, profane, sexist, or offensive. No students or staff person should ever be harassed, spoken to disrespectfully, or denied services on the basis of sex, race, religion, disability, age, creed, color, national or ethnic origin, family composition, sexual identity, gender identity, sexual orientation, or any other protected class. In addition, school personnel or volunteers cannot encourage or promote political or religious beliefs by class activities, comments, or invitations to their place of worship.

Boundaries: Healthy relationships allow students to learn and thrive. You are valuable in helping staff create an affirming learning environment by knowing and caring for the students you volunteer with. Maintaining appropriate adult/student relationships are critical to the safety, security, and well-being of our students and are a major component of our ethical duty of care.

For the protection of all, the relationship between you and all students with whom you volunteer must always be kept appropriate. Examples of inappropriate boundary infringements are as follows:

- Unnecessarily invading a student's privacy;
- Encouraging students to confide personal or family problems on an ongoing basis beyond an initial sharing;
- Interactions that are not observable and interruptible. Your interactions with a student should occur within the hearing or visual range of other adults and/or other students.
- Singling out a student for personal attention;
- Socializing with students outside of school events, except as part of organized community activities;
- Maintaining personal contact with students outside of school-related matters without parental knowledge;
- Sending students on personal errands unrelated to educational purposes;



- Initiating or accepting social media “friend” requests from current students of any age and former students under the age of 18;
- Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, invitations to your home, social events, office, vehicle, social media connections, or activities;
- Sharing your contact information with students, including social media information;
- Requesting or collecting the student’s contact information, residential information, social media information, or information identifying the student’s family;
- Disclosing personal, sexual, family, or employment concerns to students;
- Inappropriate physical contact with a student or conduct that could be perceived as harassment, including but not limited to physical contact of a romantic or sexual nature (e.g., kissing, caressing, fondling, and sexual acts); physical play between adults and a student unrelated to official athletics and coaching activities; tickling, wrestling, or massaging; hugs not in full view of other adults and not initiated by student; and sitting on laps;
- Making sexual jokes, innuendos, or banter with students;
- Showing or discussing pornography or overtly sexual material to a student;
- Taking or posting photos or sharing descriptions of students on personal websites or social media accounts. Exception: if your photo is of your own child and no other students appear in the photo; and
- Any other conduct that has the appearance of impropriety and fails to maintain appropriate volunteer/student boundaries.

This prohibition, of course, would not restrict out-of-school contact with students and their families who are family friends or known to you through other community contacts, and the relationship has visibility of the student’s parent/guardian.

Reporting: Should you observe inappropriate adult/student boundary infractions while at the school or are concerned with an interaction you had with a student while volunteering, report the concern immediately to the Head of School.

Mandatory Reporting: Adult volunteers are part of Trillium Academy’s mandatory reporting responsibility of suspected child abuse.

Child abuse is defined as the severe mistreatment of a child. Abuse or neglect includes physical abuse, emotional abuse, sexual abuse, or neglect. Some examples include:

- Any non-accidental physical injury, including but not limited to striking, kicking, burning, or biting the child or any action that results in a physical impairment of the child;
- Injury to the psychological capacity or emotional stability of the child as evidenced by an observable or substantial change in behavior, emotional response, or cognition or as evidenced by anxiety, depression, withdrawal, or aggressive behavior;
- The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct;
- Deprivation or withholding of adequate food, clothing, shelter, medical care, or medical treatment, including mental health or supervision; and



- Sexual exploitation, child exploitation, child pornography, or child prostitution.

Reporting: Report suspected abuse or neglect immediately to the Head of School to initiate the mandatory reporting process and follow up.

Student Behavior and Discipline: When in the classroom, field trip, or other volunteer assignment, observe student behavior for teasing, exclusivity, peer pressure, unsafe behaviors, and/or behavior that doesn't seem right. Calmly and clearly address it directly with the student(s) to stop the harmful behavior. Inform the teacher immediately to support and address restorative or discipline actions as necessary.

If a student is being unsafe with their body, other students, or school property, use verbal safety reminders, then turn to staff for help as needed. Never physically intervene or restrain a student.

Volunteers must seek the aid of school personnel in the event of general discipline problems. Please refer any unexpected student behavior to the teacher or office staff. Any discipline of a student should be left up to a Trillium Academy faculty/staff member. **Physical punishment is never permitted.**

Student Evaluation: Volunteers must not evaluate, diagnose, or prescribe for students educationally.

Medication: Volunteers must not give medications or medical treatment to a student unless in an extreme emergency. During a field trip you may be given a sealed envelope with personal and/or medical information for each of the students in your group. This envelope should only be opened when emergency care of the student is necessary or when it's necessary to hand information over to a medical professional or emergency responders. These envelopes must be returned, unopened, to the lead teacher at the end of the field trip or activity.

Building and Emergency Procedures: The school has emergency procedures in place for the Trillium Academy campus. Be sure to review the procedures with a staff member prior to volunteering on campus. Know and observe all regulations and procedures in the school building (i.e. fire drills, accident reporting, lunch and coffee privileges, student restroom and drink privileges, inclement weather procedures).

Review your Student and Family Handbook (24-25) for additional policies and procedures.

Promotion: Volunteers must not promote any commercial product or brand names, nor sell or deliver any products. Exceptions may be made at the discretion of the Head of School when items are donated or events are sponsored for the benefit of Trillium Academy.

Volunteer Drivers: Current parents/guardians may additionally serve as volunteer field trip drivers if they submit copies of their **current driver's license, vehicle make/model/license plate information, and proof of insurance** physically to the school office or by scanning/sending the documents to jaymie.lewis@trillium.org. Per Washington State insurance laws, the driver's personal auto insurance policy will be the primary insurance coverage in case of accident or injury.

Your driving commitment: By agreeing to drive for a school event, you acknowledge that your vehicle is in good working order and safe for student transport, you have adequate safety restraints (lap & shoulder belts) and will



enforce their use with occupants of your vehicle, you will obey traffic laws and not put vehicle occupants at risk, and you will not drive impaired due to alcohol, drug, medication, or mental distraction.

While traveling:

- Students should only ride in the back seats unless the student is the child of the driver;
- Students should, at all times, use both lap and shoulder belts during the trip;
- Booster seats shall be used per Washington state requirements;
- Food and/or drinks should not be shared or consumed during the drive to avoid distractions and guard against any allergic reactions;
- Drivers should focus on driving and not on the radio, directions, or their cell phone;
- Only Trillium Academy authorized students and adults are allowed in the vehicle during the volunteer engagement. No other children, riders, or pets (unless documented service animal) are permitted; and
- No firearms, weapons, alcohol, drugs, smoking or vaping are allowed in the vehicle while transporting Trillium Academy students.



Trillium Academy Volunteer Application				
Volunteer Name:				
Street Address				
City, State, Zip				
Primary Phone:				
Secondary Phone:				
Emergency Contact:		Phone:		
Your Student's Name:		Grade Level:		
Your Student's Name:		Grade Level:		
Types of Volunteer Opportunities I am interested in (please circle all that apply):				
Field Trips	Clerical Support	Admissions Events	New Family Welcomes	Board Committee
After-school support	Music Program support	Tutoring	Science Program support	Technology Support (website, etc.)
Lunch coverage	Building Projects	Landscaping	Fundraising Events	Academic events (Curriculum nights, conferences, etc.)
Faculty/Staff Appreciation	Parent Education	Arts Program Support	Theatre Program support	Math Program support
Language Arts Program support	History Program Support	Student Services Support	Guest Speaker	Volunteer Coordination
General classroom support	Makers Program support	Family Social Events	Graduation	Other - Describe below.
ALL VOLUNTEERS: Please complete the 1) Volunteer Release of Liability and Confidentiality Agreement and 2) Washington State Patrol Check and Declaration document to start the background check.		DRIVERS ONLY: Provide 1) copy of your current driver's license; 2) copy of your current Proof of Insurance card ; 3) make, model, and license plate number of vehicle(s) being used in student transport.		



The mission of Trillium Academy is to break away from conventional schooling and celebrate the incredible capabilities of twice-exceptional (2e) students, providing them with the learning environment they need to discover and develop their talents and passions to live successful and enriching lives.

Trillium Academy
Volunteer Release of Liability & Confidentiality Agreement
2024-2025

I, the undersigned, hereby release and agree to hold harmless Trillium Academy, its officers, directors, and employees of any and all liability that could possibly be incurred as a result of my negligence, intentional or unintentional, during the commission of my responsibilities as a volunteer for Trillium Academy.

I further release and hold harmless Trillium Academy, its officers, directors, and employees of all liability with regard to any physical or emotional harm that I may sustain during the time I volunteer at the School, or as a result of my participation as a volunteer, or in any other activity sanctioned by Trillium Academy.

Additionally I agree to the following:

- My role is as a volunteer, and, as such, I will receive no financial reimbursement for services rendered.
- I have reviewed, and I understand, and agree to abide by the Volunteer Handbook.
- I will submit to a background check to determine that I do not have a criminal history that would render me unable to work with or around children.
- I will bring to the attention of Trillium Academy administration any information or questions that arise of a legal or mandatory reporting nature.
- I recognize that any and all information shared with me or observed as part of my duties as a volunteer is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.
- I will not copy, transcribe, record, or memorize confidential Trillium Academy information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services at the Trillium Academy.

THIS AGREEMENT shall be governed by and construed in accordance with the laws of the State of Washington. I have had the opportunity to read and understand the release and acknowledge that by signing the document, I am waiving certain legal rights in the event of injury.

BY SIGNING BELOW, I accept and agree to the terms contained above.

Name (printed)	
Signature	
Date	

Volunteer Application

Please return your completed forms to the school office.



Washington State Patrol Check and Declaration

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. Trillium Academy conducts routine Washington State Patrol background checks on all volunteers. For the safety of our children, all volunteers must complete this form and be cleared through the Washington State Patrol Criminal History (WATCH) program. By signing this application, you grant Trillium Academy permission to conduct the background check, attest to the accuracy of the information provided, and hold Trillium Academy harmless for the results. If you do not sign below, we cannot process your request and you will not be able to volunteer. WSP results are available upon request.

1. Have you ever been convicted of ANY crime?(Convicted includes ALL instances in which a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, or stipulation to the facts is the basis of conviction and/or all proceedings in which prosecution has been deferred or a sentence has been suspended or deferred.)
_____ Yes _____ No

2. Have you ever been convicted of a crime relating to DUI or drugs? _____ Yes _____ No

3. Have you ever been convicted of a crime relating to abuse, neglect, sexual abuse, exploitation, or physical abuse? _____ Yes _____ No

4. Have you ever been convicted of a crime relating to financial exploitation, including extortion, theft, robbery, or forgery? _____ Yes _____ No

5. Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country? _____ Yes _____ No

6. Have you ever been convicted of domestic violence or assault? _____ Yes _____ No

7. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? (A civil adjudicative proceeding includes a judicial or administrative proceeding as well as findings by the Department of Social and Health Services or the Department of Health that you have not administratively challenged or appealed.) _____ Yes _____ No

8. _____ Female _____ Male _____ Other

9. Race: _____

10. Birthdate (Month/Date/Year - 00/00/0000): _____

11. Print Full Name (first, middle & last) _____



Signature _____ Date: _____



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