

Washington State School for the Blind

Volunteer Handbook



2214 East 13th Street
Vancouver, WA 98661
Phone: (360) 696-6321
Fax: (360) 737-2120
www.wssb.wa.gov

Volunteering at the Washington State School for the Blind (WSSB) Table of Contents

- Introduction and Welcome from the Volunteer Coordinator and Superintendent
- School's Vision, Mission, Purpose Statements and History
- Volunteer Policy
- Volunteer Application*
- Authorization for Criminal History Information*
- Background/Criminal History Information*
- Applicants Consent to Release of Information*
- Oath of Confidentiality*
- Volunteer Opportunities
- Campus Map
- Campus Directory



STATE OF WASHINGTON

WASHINGTON STATE SCHOOL FOR THE BLIND

2214 E. 13th St. · Vancouver, Washington 98661-4120 · (360) 696-6321 · FAX # (360) 737-2120

Dear Volunteer,

Welcome to the WSSB. Thank you for the gracious donation of your time and talents. Know that your efforts are incredibly valuable to our programs which serve blind and visually impaired students throughout our state. Each of you makes a powerful impact in the lives of our students.

The WSSB has a long history of empowering blind and visually impaired children to become more independent. We strive to promote activity opportunities that have traditionally not been thought possible for our students.

In the attached pages you will find valuable and helpful information about the school and our volunteer program. Please take the time to read the information and contact me with any questions.

On behalf of our students, staff and board members here at the WSSB I want to thank you for your commitment to our volunteer program.

Sincerely,

Adrienne Fernandez
Volunteer Coordinator

Dr. Dean O. Stenehjem
Superintendent

Vision:

Independence for blind and visually impaired children.

Mission:

The mission of the Washington State School for the Blind is to provide specialized quality educational services to visually impaired and blind youth ages birth-21 within the state of Washington.

Purpose:

To serve as a statewide demonstration and resource center and provide direct and indirect services to students both on campus and in the children's local communities

History:

The Washington State School for the Blind (WSSB) was established in 1886 as a territorial school designed to meet the educational needs of blind and visually impaired (BVI) children. Throughout the school's history, service delivery models have continually changed in order to meet the current and future needs of BVI children, family members and local school districts. WSSB provides statewide services as a small state agency and public school that is nationally accredited, with a goal of providing world-class services to students, families and those working with the blind/visually impaired.

Washington State School for the Blind

Statewide Service Delivery Model
Thousands served through effective
partnerships

Example of Partners

[not all inclusive]

- Governor's Office
- WSDS
- OSPI
- ESDs
- LEAs
- DSB
- CDHL
- Universities
- DOC
- C.I.
- Consumers
- DEL
- Private Found.
- Private Corps.
- PFBC
- National Orgs.
- COSB
- Parents



Quality Indicators

- Student outcomes
- Survey stakeholders
- National accreditation
- Follow-up studies
- Customer yearly feedback

Washington State School for the Blind

Service Delivery System (additional information)

Thousands of services per year

- **Outreach Services:** Provides direct and consultative services to approximately 1/5 of the school districts in the state. Provide support to all districts. (Director of Outreach is also the State's Vision Consultant – partnership with WA Sensory Disability Services and Dept. of Educ.)
- **Intensive On-Campus Programs:** 24/5 services for students in Washington, Oregon and at times from other states and countries. Grades 6-12+ including the LIFTT (Learning Independence for Today and Tomorrow) 5th year program, full range of services with up to 42% turnover per year with on-campus students, students on a 24 hour IEP to intensify time on campus, wide range of recreational opportunities, sports, music, etc. All teaching staff are not only Teachers of the Visually Impaired (TVI's), but also meet federal definition in the area of highly qualified in specific disciplines.
- **Specialized School Programs:** Summer School Programs, Youth Employment Solutions (career development and readiness), Outdoor School, etc.
- **Statewide Assistive Technology Center:** Provides training in Assistive Tech. direct and consultative services to LEAs and on campus.
- **Birth to Three Services:** New area of responsibility to WSSB. Statewide Coordinator based out of WSSB and works in partnership with numerous organizations and agencies in the improvement of statewide service delivery.
- **Ogden Resource Center (ORC):** Multiple departments under the ORC:
 - **Instructional Resource Center (IRC):** Statewide material/resource center based at WSSB in partnership with OSPI (Dept. of Education).
 - **Braille Access Center (BAC):** Braille Transcription Services [production of over 600,000 pages of braille per year and often over 100 new textbooks]
 - **Braille Prison Program:** 12-18 women employed in partnership with Correctional Industries – Nationally Certified Transcribers in Literary, math, music braille and tactile graphic specialists.
- **Accessible and Usable Online Learning Programs:** both synchronous and asynchronous. Highly qualified TVI/specific disciplines providing options for students – open to anyone world-wide.
- **Digital Access to curricular materials/resources:** [e.g. Video Clips on Blindness Tips – accessed by over 50,000 people per year]
- **Research and Development:** Research projects continually in place with major universities throughout the U.S. and other countries. Great partnerships [university connection along with private sector].
- **Professional Development Programs:** Facilitates professional development options for over 300 TVIs, para-professionals, families, etc. per year. [On-campus, throughout the state and on-line.]
- **Human Resource Services to LEAs:** Assist LEAs in recruitment of TVIs and O&M specialists.
 - **Student teaching options:** (full range of options on-campus, through outreach services, etc.). Free on-campus housing provided to up to four student teachers per quarter/semester.

WASHINGTON STATE SCHOOL FOR THE BLIND

POLICY:

DATE: October 12, 2005
Update: May 31, 2007
Revised: October 18, 2012

SUBJECT: Volunteers

Prepared by: Adrienne Fernandez, Volunteer/Rec Coordinator
Update: Dean O. Stenehjem

Approved by: _____
Dr. Dean O. Stenehjem, Supt.

Volunteer Application Process: Individuals interested in volunteering at the Washington State School for the Blind (WSSB) must meet with the Volunteer/Rec Coordinator prior to beginning service. The Volunteer/Rec Coordinator will provide the candidate with an application packet and information concerning programs and/or refer the individual to the school's website (www.wssb.wa.gov). The prospective volunteer **must** fill out the application packet, including all required information, and must pass a Washington State Patrol (WSP) background check or similar background check in the state of which they reside and/or have resided **prior** to assignment. Volunteer requirements:

- Procedure for Washington State Patrol background check (or in the state of which they reside and/or have resided prior to assignment):
 - Volunteer/Rec Coordinator collects information through the application process and informs the potential volunteer of our safety procedure and that a background check is required.
 - Background checks are conducted within 24 hours by the Business Office.
 - The Volunteer/Rec Coordinator is informed of those individuals that have passed clearance.
If there is a finding with the background check:
 - The Business Office informs the Director of On-Campus for a decision.
 - Background check information can be found on WSSB's network under the "S" drive. The following people have access to this: Director of On-Campus, Director of Transition, Irwin Secretary, Volunteer/Rec Coordinator, and Director of Support Services. This information will be brought forth to the Superintendent.
 - If a person is not allowed to volunteer based upon the information collected on the background check the Volunteer/Rec Coordinator will inform the person. If this person has questions they are to talk with the Director of On-Campus programs.
- Volunteer Photo Identification Badges must be worn while on volunteer assignment. The Volunteer/Rec Coordinator will schedule appointments to process identification cards.
- Photos of the volunteers will be posted in Old Main on the Volunteer bulletin board to help employees recognize them.
 - The responsibility for the photo and posting is part of the orientation process and conducted by the Volunteer/Rec Coordinator (process to be determined in consultation with the Director of On-Campus programs).
- A copy of the volunteer's driver license (if they have one) is to be kept on file.

Changes in Personal Data: So that WSSB may contact volunteers regarding activities and volunteer opportunities, it is important that current contact information is on file, and accessible by the Volunteer/Rec Coordinator and Administrators. Volunteers are asked to promptly advise the Volunteer/Rec Coordinator of any changes to address, telephone, email, or other relevant contact information and is to be updated immediately.

Staff Interested in Volunteering: WSSB employees who wish to volunteer for activities or events outside the regular scope of their paid duties should contact the Volunteer/Rec Coordinator.

Age Requirement: WSSB welcomes all potential volunteers. Those individuals who are under the age of 18 must have parent/guardian consent, as well as Volunteer/Rec Coordinator approval prior to volunteering.

Orientation and Training: Once a specific volunteer placement is established, a meeting is scheduled between the Volunteer, Volunteer/Rec Coordinator, and placement staff. The specific details of the volunteer placement will be discussed at this time (see above for more info.).

Conduct: Volunteers are role models, and by virtue of their connection with WSSB, become representatives of WSSB. Volunteers' conduct in manners, speech, and action should therefore be socially and professionally appropriate. In the event of serious misconduct such as abuse of a student/staff, theft, dishonesty, or insubordination, the Volunteer/Rec Coordinator, in coordination with Administration, will investigate the incident and appropriate action will be taken. Volunteers are not permitted to be alone in a non-public setting with one student. Volunteers are to work together in a group with staff, students and other volunteers. While working in the cottages, volunteers are not permitted to go down the hall. The cottages are the students' homes while on campus. The private bedrooms of students are off limits. Help the students learn to help themselves; **do not do things for the students they are capable of doing themselves.** The ability to perform independently is one of the primary goals of WSSB. Sometimes, despite good intentions, being overly helpful results in more harm than good when it comes to effectively executing a student's individual education program. If there is a question about the student's ability to perform certain functions, volunteers should check with a staff member who is familiar with that student.

Attendance Requirement: WSSB depends on its volunteers to keep their commitments. The work volunteers do is vitally important to the school. Staff relies on volunteers to help keep programs running as scheduled. In case of illness or other emergencies, please contact the Volunteer/Rec Coordinator as soon as possible. If an event or program has been canceled or the school is closed due to weather, the Volunteer/Rec Coordinator will notify scheduled volunteers. Volunteers are to adhere to the schedule of assigned days established through the Volunteer/Rec Coordinator. WSSB keeps records of all volunteer hours. Volunteer timesheets may be obtained from the Volunteer/Rec Coordinator. Please turn timesheets into the Volunteer/Rec Coordinator the last working day of the month. The Volunteer/Rec Coordinator submits this data to the Superintendent's office on a monthly basis.

Personal Appearance: Volunteers are representatives of WSSB, and role models to students. The personal appearance and hygiene of all volunteers is an important part of volunteers' interactions with students and staff. Without unduly restricting individual tastes, WSSB expects personal cleanliness, good grooming and appropriate attire of its volunteers while they are on-campus or with students.

Drug-Free Work Place: WSSB is committed to providing a drug-free workplace and forbids the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance by employees and/or volunteers while on school premises or while performing any job-related activity, whether on or off school premises. Volunteers are further prohibited from reporting to work or performing job-related activities, on or off school premises, while under the influence of an unlawful controlled substance. Smoking is not permitted on any of the school grounds, which includes parked, private vehicles in school parking lots; in any school vehicle regardless of its location, or in any WSSB building. Please contact the Volunteer/Rec Coordinator regarding questions about the location of appropriate smoking areas.

Confidentiality Policy: The privacy rights of everyone at WSSB must be considered privileged and confidential information. While working in a volunteer assignment, volunteers may have contact with personal and/or medical information about students which is considered confidential. This information is not to be shared with anyone except the staff working directly in the volunteer's assigned area, the Volunteer/Rec Coordinator or school Administrators. An oath of confidentiality will be signed by each volunteer. Violations of the oath of confidentiality agreement could be grounds for loss of volunteer privileges.

Emergency Procedures for Volunteers: Any injuries resulting from accidents which occur in the course of volunteer assignments should immediately be reported to the Volunteer/Rec Coordinator or a school Administrator. An Accident Report **must** be filled out as soon as possible, and submitted to the Volunteer/Rec Coordinator. Accident Report forms are located in the Health Center. If a volunteer becomes ill or injured while on volunteer assignment at WSSB, WSSB will assist them in seeking needed medical assistance.

Medical Services: WSSB provides on-campus health services for our students. The Health Center is located in the Old Main Building across from the cafeteria. The Health Center is open from 6:00am-11:00pm.

In case of an accident or sudden illness of a student, volunteers should follow these emergency procedures:

- **Minor injuries:** Report situation to the Health Center (ext. 123), and available staff member in assigned area.
- **More Serious Injuries:**
 - Call the Health Center (ext. 123), or contact the nurse at home, if the incident occurs between 11:00pm–6:00am. If needed:
 - Dial (9)-9-1-1. Provide the following information:
 1. Your Name
 2. Name and address of WSSB
 3. Name and age of the student
 4. Describe the situation (physical details, observations)
 5. Directions to the building the student is in or near
 - Follow instructions provided by 9-1-1 Emergency Staff
- Stay with the student until the Nurse and/or Paramedics arrive. Provide CPR/First Aid to the extent of training capabilities, and seek help from other available staff.

Emergency Evacuation: It is extremely important that all WSSB volunteers, as well as staff and students, understand and follow established emergency/fire evacuation procedures. There are maps posted throughout the campus buildings illustrating the fire/emergency evacuation routes. Volunteers are asked to review these with the staff person in their assigned area. Emergency evacuation drills are conducted regularly in all the cottages and school buildings illustrating the emergency procedures and evacuation routes.

Behavior Management: WSSB Administrators are committed to insuring the safety, security, and well being of each individual on campus. To help attain these goals, a student behavior management policy is in place. This policy stresses WSSB's philosophy of a positive approach to behavior management and prohibits corporal punishment. In the instance that a student is inappropriate in their behavior, volunteers are to report the situation to staff working in their immediate area, the Volunteer/Rec Coordinator, or available Administrator, who will address the situation.

Transporting of students: Volunteers **are not** permitted to transport students in their private vehicles without parental permission. Student transportation is provided by authorized school personnel and vehicles.

Safety and Security: WSSB is an open campus from 7:00am-10:00pm. There are gates accessing parking lot entrances which are closed nightly and can only be opened with a key card. WSSB has a twenty-four hour surveillance system with cameras located in various places throughout the campus. WSSB has a Safety Committee, which makes safety recommendations to school Administration. If volunteers have safety questions or concerns, please notify the Volunteer/Rec Coordinator, or any available Administrator, and the issue will be brought to the Safety Committee.

Complaint Procedure: If a Volunteer has concerns or problems while working in their volunteer assignment, they are asked to discuss the situation with the Volunteer/Rec Coordinator and also make contact with the Director of On Campus Programs.

Sexual Harassment: It is the policy of WSSB that sexual harassment is unacceptable conduct in the work place and will not be tolerated. Sexual harassment is defined as all unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Reporting of Sexual Harassment: Any volunteer who believes that he/she or a student has been subjected to sexual harassment is to report the matter promptly to the Volunteer/Rec Coordinator and to the Director of Support Services.

Meals: Volunteers who are on assignment during scheduled meal time are welcome to eat with the students.

Parking: WSSB maintains two parking lots for volunteer access. One is located on the east side of the Old Main Building (in front of the Ogden Resource Center) and one is located on the west side of the Old Main Building. Volunteers are welcome to access these two parking lots.

Telephone Services: WSSB provides public phones for the convenience of staff, students, and volunteers. They are located in each building and cottage. To reach an outside line, one must dial 9 prior to the number. No calls outside the local area are permitted.

Social Opportunities: Volunteers are invited to attend Tuesday night Recreation Swim. This event is for volunteers only (not extended families).

Training: If space is available volunteers are welcome to attend CPR classes offered to staff and students at the WSSB. Volunteers who are interested in attending class must sign up prior to the class with the Volunteer/Rec Coordinator.

Recognition: WSSB recognizes the hard work and dedication of its volunteers and their commitment to WSSB students. Many events would not be possible without their service. Every spring WSSB students provide a concert for staff, families, and volunteers. All WSSB volunteers are recognized for their service at the spring concert. Check with the Volunteer/Rec Coordinator for details on the date and time of this annual event.



STATE OF WASHINGTON

WASHINGTON STATE SCHOOL FOR THE BLIND

2214 E. 13th St. · Vancouver, Washington 98661-4120 · (360) 696-6321 · FAX # (360) 737-2120

Dear Volunteer Applicant:

Thank you for offering your time to make a difference in the lives of Blind and Visually Impaired children. Volunteers in our schools demonstrate that there are adults in the community that care about children and value education.

To be a volunteer at the Washington State School for the Blind (WSSB) you must complete the Volunteer Clearance Application Process prior to being assigned to a volunteer position. The information disclosed on these forms will be used only in making the initial decision of whether you are eligible to volunteer and will not be used or disseminated for any other purpose. This process includes the following documentation:

1. **REQUEST FOR CRIMINAL HISTORY INFORMATION TO WASHINGTON and/or OREGON STATE PATROL** – We request this information to obtain Washington and/or Oregon State Patrol (WSP/OSP) records of any criminal convictions for felony crimes, as well as any offenses against persons, civil adjudications of child abuse, and the disciplinary board final decisions from the WSP/OSP criminal identification system. WSSB Superintendent approval may be required if the WSP/OSP report shows evidence of a criminal history background.
2. **APPLICANT DISCLOSURE FORM** – This form is required by law in order to be in compliance with RCW 43.43.830, RCW 43.43.832 and RCW 9.96A.020.
3. **VOLUNTEER EXPECTATION AGREEMENT** – This form is for your safety as well as for the protection of the children you work with. By signing this form you verify that you understand the expectations and appropriate behaviors while working as a volunteer with WSSB students and staff.
4. **COPY OF PHOTO IDENTIFICATION** – Government/State issued driver's license or ID card. Please provide a clear, readable copy.

If you have any questions regarding the clearance process, please feel free to contact the WSSB Volunteer Coordinator at (360) 947-3290.

Washington State School for the Blind Volunteer Expectation Agreement

Thank you for your interest in volunteering for the Washington State School for the Blind (WSSB). This information is provided as a guide while volunteering. Please review the following carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.

Relationships: For the protection of all, the relationship between you and any student you become acquainted with through volunteering at WSSB must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or visitations to your home, social events, office, vehicle, or activities is not permitted without specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through community contacts.

Appropriate Touching: Handshakes, "high five", are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: WSSB provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation - including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The school provides equal access to the Boy Scouts and other designated youth groups. Contact Human Resources at (360) 497-3311 regarding questions and complaints of alleged discrimination; or a letter may be submitted to Human Resources, 2214 E. 13th Street, Vancouver WA 98661.

Confidentiality: As a volunteer you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School Safety Plan: In the event of an emergency while you are on site (fire, earthquake, etc.) you need to be familiar with the safety plan of the location you volunteer in.

First Aid: Occasionally emergencies happen while you are working with students. Volunteers are not expected to perform any type of first aid. If a medical emergency occurs please contact the school office. Please be aware of universal blood and body fluid precautions.

I have read and understand the above expectations.

Volunteer's Name (please print)

Signature

Phone

WSSB Representative Signature

Date

**Washington State School for the Blind
Request for Criminal History Information
Child/Adult Abuse Information
Via Washington/Oregon State Patrol
RCW 43.43.830 through 43.43.845**

Please complete, sign and date this form to be a volunteer at the Washington State School for the Blind (WSSB). **Washington** residents must present a **valid** Washington Driver License or State ID card. **Oregon** residents must present a **valid** Oregon Driver License or State ID card.

I understand that the services I am providing are voluntary in nature and I do not expect to receive any compensation or benefits from WSSB.

Return forms to WSSB Volunteer Coordinator.

APPLICANT INFORMATION (please print clearly)

Applicant's Name _____
First Middle Last

Maiden/Alias Name _____

Print other last names you have been known by (write none if none)

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

Driver's License Number _____ State _____ Verified by _____
Application must be accompanied by a clear and readable copy of your identification

Applicant's Address _____
Street City

_____ Phone _____
State Zip Code

Email Address _____

Applicant's Signature _____ Date _____

Washington State School for the Blind
Volunteer Coordinator:
Adrienne Fernandez
2214 E. 13th Street
Vancouver, WA 98661

Entered into database _____

**Washington State School for the Blind
Volunteer Disclosure Form**

Washington State Law requires applicants for prospective employment and volunteer positions to complete this form.

Answer YES or NO to each listed item.

Have you ever been convicted of any crimes against children or other persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communications with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling prostitution; or any of these crimes as they may be renamed in the future?

YES NO

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

Have you ever been found by a court in a domestic relations proceeding under the Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

YES NO

Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?

YES NO

Have you ever been found in any disciplinary board final decision to have abused or financially exploited any person 60 years of age or older who has a functional, mental or physical inability to care for himself or herself or who is a patient in a state hospital?

YES NO

Have you ever been found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a person 60 years of age or older who has a functional, mental, or physical inability to care for himself or herself or who is a patient in a state hospital?

YES NO

Have you ever been convicted of any crimes relating to drugs, including, but not limited to manufacture, delivery or possession with intent to manufacture or deliver a controlled substance?

YES NO

Have you, within the last ten (10) years been convicted of any felony other than the crimes described above?

YES NO

If your answer is "YES" to any of the questions above, please describe and provide the date(s) of the findings of the penalty imposed.

The Washington State School for the Blind is authorized to request the Washington State Patrol to make available a prospective employee's or volunteer's record for convictions of offenses against children or other persons, adjudications of child abuse in a civil action, disciplinary board final decisions, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board's final decision. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

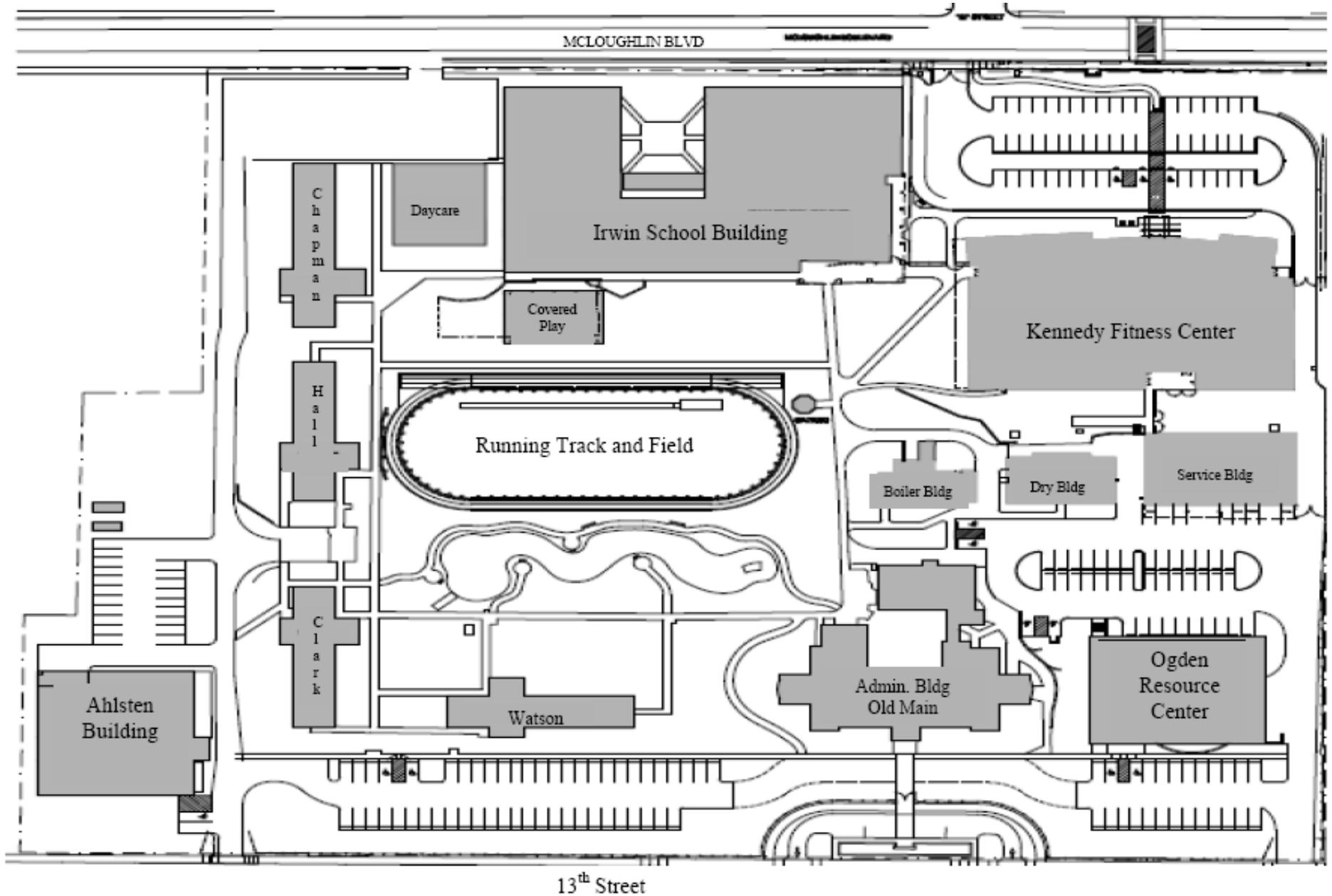
Volunteer Signature

Date

WSSB Volunteer Opportunities

- Swim class support, Rec. Swim buddy
- Swim Meet
- Scuba
- Tandem
- Downhill Ski
- Cross Country Ski
- Golf
- Bowling
- Yoga
- Dances
- Hikes
- Archery
- Leisure walks
- Arts & Crafts
- Theatre & Plays
- Blazer and Hockey Games
- Goal Ball Events
- Phys. Ed Class
- Jump Rope for Heart
- Power Lifting & Meets
- Horseback Riding
- G-6 Airpark
- Woodshop
- Photography Class
- Sculpting
- Art Museum Tours
- Talent Show
- Daily Living Skills
- Microwave Cooking Class
- Sewing, Knitting, Crocheting
- White Cane Day
- Holiday shopping at the mall
- Sight Guide for Field Trips and off campus events
- Braille Challenge
- Career Fair
- Camp Magruder
- Track
- Leo & Lion's Jamboree
- Prom, decorating, chaperones, assist female students with prom dress shopping
- End of year games day
- End of year all night lock in activities and chaperone
- Coffee shop activities
- Bingo, Cards & Board games
- Instructional Resource Center/Braille Access Center
- Health Center
- Library
- Parent Infant Program
- Special Guest Speakers and presenters for Assemblies & Career Fair
- Sensory Safari Tour Guides
- Tutors for math class, homework, typing/keyboard, tech
- Special Projects
- Fund Raising
- Research and outreach for career exploration, student work experience and community partnerships
- Business/office support-shredding
- Photo Editing and Management
- Youth Employment Solutions Program-In Summer
- Sports Camp-In Summer
- Organization
- Research

Washington State School for the Blind
2214 East 13th Street Vancouver, WA 986611



***Please note: All extensions that start with “3” you can call directly by dialing 360-947-Extension**

All extensions that start with “4” must dial the main line above, wait for the auto attendant and then dial extension

ADMINISTRATION

Stenehjem, Dean (Superintendent).....3301
 Kurz, Janet (Executive Assistant/Facilities).....3302
 Old Main-Front Office (Jackie Tucker).....3315

BIRTH TO THREE

Snyder, DeEtte (Director, Cell: 602-680-7525).....3305
 McAlexander, Cindy (Cell: 360-907-2445).....3380

BUILDINGS AND GROUNDS

Tracey, Rob (Plant Manager, cell 360-606-5897).....3320
 Kindblade, Brian, text message only.....360-213-9263
 Fleming, John (message).....4145

BUSINESS OFFICE/HUMAN RESOURCES

Amene, Tesfa (Fiscal Analyst).....3316
 Baker, Anne (Human Resources Manager Cell: 360-931-1190).....3311
 Court, Jim (Supply/Procurement Officer).....3317
 Cristler, Jody (Administrative Assistant).....3312
 Hing, Joseph (Fiscal Analyst).....3318
 Sarate, Mary (Dir. of Business Services Cell: 360-607-0579).....3314

CONFERENCE ROOMS

Board Room.....4000
 Irwin Conference Room.....4001

CUSTODIAL

Marshall, Mickey (Supervisor, cell 360-635-7542).....3321
 Sadoris, Michelle (evening).....4149
 Goodrich, Ian (evening).....4146
 Konopinski, Ed (day).....4147
 Patton, Tosha (graveyard).....4148

DIGITAL LEARNING

Bicknell, Mike (Digital Learning Coordinator 512-565-0319).....3331
 Borowski, Danya (Tech. Specialist, cell 360-773-8687).....3332
 Lukowski, Ed (Tech. Specialist, cell 360-600-4350).....3333
 McClanahan, Bruce (Technology 360-213-8871).....3360
 Schultz, Carol (Technology Specialist).....3363

EDUCATION DEPARTMENT

McCormick, Sean (Director of On Campus Programs).....3307
 Varley, Cindy (Administrative School Secretary).....3309
 Arts & Crafts.....4156
 Audiology Clinic.....4129
 Band/Lesson Room.....3353
 Computer Lab.....3363
 Daily Living Skills Room.....3352
 Recreation/Volunteer Coord.(Adrienne Fernandez)(cell:360-213-7057) .3290
 Hudson’s Bay Liaison (Steve Lowry).....3359
 Kennedy 1st Aid Room.....3394
 Kennedy Fitness Room.....4154
 Kennedy Classroom.....4160
 Library.....4134
 Lounge (Irwin-Teachers).....4155
 Music Room.....3353
 Occupational Therapist (Ashlee Young).....4139
 O & M.....Judy (3358), Doug (3365)
 School Counselor (Kim Curry, cell 360-771-8665).....3325
 Speech Pathologist (Mary Jane Holland).....4129
 Student Store.....4051
 Wood Shop.....4157
 Health Center (Robin Cell 360-931-3121& Justine).....3388

FOUNDATION (PFBC)

Webb, JaReda (Executive Director).....3324

FOOD SERVICE

Dining Room/Kitchen.....4125
 Anderson, Savannah (Cook 1).....4126
 Lonnee, Bob (Food Service Supervisor).....3291
 Quillard, Karen (Food Service Lead Worker).....4127

LIFT PROGRAM

Cell (360-624-4052).....3285

LOW VISION CLINIC

Dr. Christi Closson.....3323
 Appointment Scheduling (Janet Kurz).....3302

OGDEN RESOURCE CENTER

Fenton, Jennifer (ORC Manager).....3340
 IRC (Fax).....360-737-2120
 Peterson, Tyler (Warehouse Operator).....3342
 Lattin, Zach.....3343
 Lukowski, Kandi.....3344
 Raner, Justin.....3341
 Sivill, Michael.....3345
 Vargas, Angela.....3346

OUTREACH

Coleman, Emily (Director, cell 509-994-6008).....3304
 Asher, Elizabeth.....(cell) 360-827-2868.....Ext 3371
 King, Danielle.....(cell) 503-889-6904.....Ext 3370
 Dlugo, Joe.....(cell) 360-464-3425.....Ext 3374
 Dlugo, Kirsten.....(cell) 650-380-0620.....Ext 3375
 Gallagher, Peggy.....(cell) 360-931-2257.....Ext 3377
 Johnson, Colleen.....(cell) 503-580-4789.....Ext 3378
 Kier, Kathryn.....(cell) 360-609-2397.....Ext 3379
 McClanahan, Bruce.....(cell) 360-213-8871.....Ext 3360
 Mowry, Karen.....(cell) 360-907-1508.....Ext 3381
 Parker, Pam.....(cell) 509-301-2031.....Ext 3382
 Spohn, Tracy.....(cell) 360-852-1810.....Ext 3385
 Tanner, Carrie.....(cell) 360-356-6590.....Ext 3386
 Givens, Marshal.....(cell) 970-631-7870.....Ext 3372
 Tucker, Jackie (Administrative Assistant).....3315

RESIDENTIAL LIFE

Director of Transition (Lori Pulliam, cell 360-607-7611).....3279
 Residential Dean (Tess Scholl).....3280
 Residential Dean (Libby Pitts).....4114
 Chapman Cottage (Boys).....3284
 Clarke Cottage (Boys).....3282
 Hall Cottage (Girls).....3283
 Watson Cottage (Girls).....3281
 Health Center (Robin Cell 360-931-3121& Justine).....3388
 Recreation Center.....4051

TRANSPORTATION

Student Transportation/Weekend (Tess Scholl).....360-947-3280
 Air Transportation Monitor.....Cell: 360-831-1143
 Charter Bus “Taco” Monitor.....Cell: 360-921-0044
 Charter Bus “Bell” Monitor.....Cell: 360-608-7829
 Student Transportation/Day (Cindy Varley).....3309
 Campus Vehicle Scheduling (Jackie Tucker).....3315

SERVICES FOR THE BLIND 360-696-6238

WASHINGTON STATE SCHOOL F/T DEAF 360-696-6525

McDonald Cottage.....East 4335, West 4337

Roberts Cottage West.....4373

CENTRAL PARK DAYCARE 360-696-4525

GREEN HOSPITAL 360-693-1511

LION’S SIGHT CLUB (Eye Glasses)..... (Ralph) 360-750-9157

LOW VISION SUPPORT GROUP (Chris) Cell: 360-256-2644

Adrienne Fernandez	3290	Hall Cottage	3283	Lori Hughes	4112
Ally Blacklock	4102	Health Center	3388	Lori Pulliam	3279
Andrew Hansen	4110	Ian Goodrich	4146	Low Vision Clinic	3323
Angela Vargas	3346	Irwin Conf Rm	4001	Mai Nguyen	3361
Anne Baker	3311	Irwin Lounge	4155	Mark Raetzman	4116
Art Building	4156	Jackie Tucker	3315	Marshal Givens	3372
Ashlee Young	4139	James Eccles	4106	Mary Sarate	3314
Autumn Gnik	4108	Janet Kurz	3302	MaryJane Holland	4129
Board Rm (Conf)	4000	JaReda Webb	3324	Michael Sivill	3345
Bob Lonnee	3291	Jennifer Butcher	3351	Michelle Doherty	3376
Boni Moran	4136	Jennifer Fenton	3340	Michelle Saddoris	4149
Brooke Richardson	3362	Jennifer Langley	3353	Mickey Marshall	3321
Bruce McClanahan	3360	Jennifer Miller	4131	Mike Bicknell	3331
Carol Schultz	3363	Jessica Dickerson	4105	Mike Face	4134
Carrie Tanner	3386	Jim Court	3317	Nov Gnik	4109
Catherine Orr	4113	JJ Isaacson	3356	Pam Parker	3382
Chapman Cottage	3284	JoAnne Fink	4107	Pat Wilber	3366
Christina Trachi	4117	Jody Cristler	3312	Paul Baldwin	3350
Christine Curatolo	4133	Joe Dlugo	3374	Peggy Gallagher	3377
Cindy McAlexander	3380	John Fleming	4145	Rahel Tefera	4137
Cindy Varley	3309	John Lay	4130	Rob Tracey	3320
Clarke Cottage	3282	Joseph Hing	3318	Robin Williams	4122
Coffee Shop	4051	Judy Koch	3358	Ryan Chiodo	4140
Colleen Johnson	3378	Julie Raetzman	4115	Savannah Anderson	4126
Common Rm1	4161	Justin Raner	3341	Scott Hone	4111
Corey Grandstaff	3354	Justine Mings	3388	Sean McCormick	3308
Cottage 2.5 (Mod)	4052	Kandi Lukowski	3344	Sean Southworth	3384
Dalton Williams	4119	Karen Mowry	3381	Sonja Steinbach	3364
Danielle King	3370	Karen Quillard	4127	Stephanie Face	3352
Danya Borowski	3332	Karmay Miller	4135	Steve Lowry	3359
Dean Stenehjem	3301	Kathryn Kier	3379	Teresa Phillips	3383
Debbie Combs	4132	Kennedy 1 st Aid Rm	3394	Tesfa Amene	3316
DeEtte Snyder	3305	Kennedy Fitness Rm	4154	Tess Scholl	3280
Doug Trimble	3365	Kennedy Classroom	4160	Tina Powell	4101
Ed Konopinski	4147	Kim Curry	3325	Tosha Patton	4148
Ed Lukowski	3333	Kim Johnson	3357	Tracy Spohn	3385
Elisa Boam	4103	Kirsten Dlugo	3375	Treca Young	4120
Elizabeth Asher	3371	Libby Pitts	4114	Tyler Peterson	3342
Emily Coleman	3304	Lief Barnes	4138	Watson Cottage	3281
Eva Trimble	4118	Lifft Program	3285	Wood Shop	4157
Food Service Phone	4125	Lisa Hodge	3355	Zach Lattin	3343

Washington State School for the Blind 2016-2017

August	Birth-3 Parent Workshop	August 13
	Staff Training and Workshops	August 24
	Student Registration / First Day of School (no transp.)	August 29
	Welcome Students Ice Cream Social	August 29
September	Labor Day	September 5
	Board of Trustees Meeting	September 16 (11am-4pm)
October	National White Cane Awareness Day	October 13
	<i>End of 1st Quarter</i>	<i>October 28</i>
	National Federation of the Blind Convention	TBD
November	Washington Council of the Blind Convention	November 3-5
	Veterans Day Holiday	November 11
	Board of Trustees Meeting	November 18 (11am-4pm)
	Thanksgiving Holiday	November 21-25
December	Winter Holiday Program	December 15
	WSSB Open House	December 15
	Winter Holiday	December 19-January 3
January	Students returning by bus/air	January 3
	M.L. King's Birthday	January 16
	Board of Trustees Conference Call	January 18
	Lions Swim Meet	January 26
	PAYDAY Assembly	January 27
	<i>End of 2nd Quarter/1st Semester</i>	<i>January 27</i>
	Student Non-Attendance Day	January 30
February	President's Day	February 20
March	Board of Trustees Meeting	March 17 (11am-4pm)
	Career Fair	March 13-15
	<i>End of 3rd Quarter</i>	<i>March 31</i>
April	Spring Break	April 3-7
	Northwest Environmental Science Camp (Magruder)	April 24-27
May	Board of Trustees Conference Call	May 4
	Lions Track Meet	May 18
	Spring Music Performance/Volunteer Recognition	May 25
	Memorial Day	May 29
June	Annual Picnic/Awards	June 1
	Board of Trustees Meeting	June 2
	Commencement	June 2
	<i>End of 4th Quarter/2nd Semester</i>	<i>June 14</i>
	Final Day of School (no transportation)	June 14