

## VOLUNTEERS

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

Definition:

A volunteer is anyone who will be assigned a task(s) that involves interacting with students, directly or indirectly, during or after the school day, in any school or district sponsored program.

Building staff will:

- A. Require that volunteers complete the screening process (including completing and signing the Volunteer Application, Volunteer Agreement, and Volunteer Disclosure and Consent forms, and receiving approval from successfully completing the Washington State Patrol background check) before volunteering in schools.
- B. Obtain proper identification to validate submitted information during the screening process.
- C. Run the prospective volunteer through the U.S. Department of Justice National Sex Offender Public Watch database.
- D. Require all volunteers to sign-in and out at the main office and wear identification badges while volunteering.
- E. Provide and ensure that all volunteers receive appropriate orientation and training in district and building policies and procedures, developed under the leadership of the principal and in consultation with a district administrator.
- F. Provide all volunteers with general job responsibilities and limitations, information about school facilities, routines and procedures, work schedule and place of work, and staff expectations. Building staff will not assign roles that require specific professional training.
- G. Supervise volunteers to ensure they appropriately complete assigned tasks, and comply with building and district policies and procedures.
- H. Process any complaints or concerns regarding volunteers through the principal.

Volunteers will:

- A. Complete the screening process (including completing and signing the volunteer agreement and other forms in the application packet) before volunteering in schools.
- B. Sign-in and out at the main office and wear an identification badge while volunteering.
- C. Serve in the capacity of helpers and not be assigned to roles that require specific professional training. Instructional services will be rendered under the supervision of certificated staff.
- D. Refer any student problems that arise, whether of an instructional, medical, emotional, or operational nature, to a regular staff member.
- E. Ask for information, such as:
  - 1. General job responsibilities and limitations
  - 2. Information about school facilities, routines and procedures

3. Work schedule and place of work
  4. Expected relationship to the regular staff
- F. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training will be developed under the leadership of the principal in consultation with a district supervisor;
- G. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
1. Bulletin boards
  2. Preparation of materials for art, science, math classes
  3. Office support duties
  4. Clean up activities
  5. Library and audio visual duties
  6. Assistance with physical education exercises
  7. Sports equipment set up and take down
  8. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others
  9. Vision and hearing testing and approved medical surveys
  10. School activities supervision, including sporting activities
  11. Playground supervision with a staff member
- H. Have their services terminated for these and other reasons:
1. Program and/or duties completed
  2. Resignation of the volunteer
  3. Replacement by paid staff member
  4. Circumstances which in the judgement of the administration may necessitate asking the volunteer to terminate services

Volunteers will not:

- A. Discuss the performance or actions of a student except with the student's teacher, coach, counselor, or principal.
- B. Promote or recommend non-school-sponsored activities or recruit students to participate in such activities.
- C. Express, promote, or share personal agenda (e.g. religious, political, or commercial).
- D. Initiate social activities with students or make contact outside of school, including but not limited to contact by phone, mail, email, or any social networks, unless the contact arises from the student's relationship with the volunteer's child, a relationship between the student's parent/guardian and the volunteer, or the need to communicate regarding an organized educational or athletic community event or activity related to school/district programs.
- E. Have inappropriate contact with students, or make comments or innuendos that are sexual in nature, or could be construed as sexual.
- F. Violate school or district policies and procedures, or the directives of school employees.
- G. Engage in illegal activity.

The district and schools greatly appreciate volunteers. While their support is important, volunteering is a privilege, not a right, and the school or district may, in its sole discretion, decide to discontinue any volunteer's participation at any time and for any reason or no reason, with or without notice or warning.

Adopted: January 17, 2018