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**VOLUNTEERS: 5630**

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The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Volunteers may be utilized to perform a wide-range of activities such as assisting with the supervision of students in school facilities, on the playground and on field trips; assisting students and teachers in classroom activities or in the preparation for such activities; or assisting in office support activities.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers that will include appropriate screening, assignment, and supervision. All volunteers must complete all required paperwork and be approved following submission of required background checks prior to beginning any volunteer activities.

District employees who supervise the activities of volunteers shall explain the volunteer's responsibilities regarding the particular activity for which the volunteer is assisting. On field trips and in other activities where volunteers assist with the supervision of students, both students and volunteers are to be informed of the rules and expectations of student behavior and the means by which they are to be held accountable to those rules and expectations. When working with students or when coming in contact with any student records, all volunteers must maintain strict confidentiality regarding the release of information concerning any student.

To be considered as a volunteer, an individual must be at least eighteen (18) years of age and not a current K-12 student. Exceptions to this will be made when volunteering is a part of the approved K-12 curriculum and the placement and activities are carefully supervised by regular staff members.

Volunteers shall not accept from any third party any monetary and/or other substantial compensation, gratuity or gift related in any way to the volunteer's performance of District functions.

The District may revoke the engagement of a volunteer at any time.

**Volunteer Athletic Coaches**

It is permissible for schools to utilize the services of volunteers to assist the employed head coach in an authorized program, provided that:

- A. The volunteer will be responsible to the head coach and must always remain under the supervision of a regular employed member of the coaching staff, both during practices and games;
- B. Volunteers shall abide by all policies and regulations of the school district and uphold all District or school policies relating to athletics. Volunteers and coaches must also support and abide by applicable rules and regulations published by the Washington Interscholastic Athletic Association (WIAA), including its Mission Statement, Statement of Purpose and Goals, and Coaching Code of Conduct;

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- C. Volunteers are utilized to fulfill a particular need at a particular time and are not guaranteed future employment as a coach in this school district, nor does their acceptance as a volunteer for one year imply acceptance in a future season. No fees, school district or ASB funds, funds from any fundraising activities; or any funds from any individuals, groups or businesses, may be expended for volunteers or coaches, in lieu of salary or salary related expenses.

Cross References:   Administrative Policy – 5005   Employment of Staff: Disclosures,  
Background Checks, Certification  
Requirements, and Approval

Legal References:   RCW 43.43.830-840   Background checks–Access to children or  
vulnerable persons–Definitions

WAC 446-20-285   Employment–Conviction Records–Child and  
adult abuse information