

VOLUNTEERS: 5630P

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons. Volunteers shall be made aware of the following procedures and restrictions:

- A. All volunteers must complete disclosure and background checks required by the District or by state law. This includes fingerprinting for all volunteers assisting athletic coaches and any volunteer who may have unsupervised access to students.

If fingerprinting is required and a volunteer applicant has undergone a criminal records fingerprint check in accordance with applicable state law, within the last two (2) years, then the District shall request that the applicant furnish the District with a copy of the criminal history record information or sign a release to permit the entity that did the fingerprint check to release the information to the District, unless the information is available in the OSPI database which can be accessed by the District. The entity from which the record check is obtained is immune from criminal or civil liability for the dissemination of the information. In this instance, the District will also require that the volunteer sign a disclosure statement assuring the District that the volunteer has not been convicted of a crime since the completion of the criminal record check.

Volunteers who complete background checks with the District must also report any criminal or misdemeanor convictions that occur after completing the background check, if they wish to continue as a volunteer. Such convictions must be reported immediately to the Assistant Superintendent for Human Resources/designee.

- B. If background checks reveal that volunteer applicants have been convicted of a crime that disqualifies them from working with children their engagement as a volunteer shall not be approved. For convictions that do not automatically disqualify the person from working with children, the review officer will consider the seriousness and history of any convictions and compare the record to the candidate's Disclosure Statement before making a final determination. Any omission, falsification or misrepresentation on the Disclosure Statement is grounds for denial to serve as a volunteer. An applicant may request a review of such decision by the Assistant Superintendent of Human Resources or designee. Such requests must be made in writing and submitted within ten (10) calendar days from the applicant's receipt of notice from the District disallowing the volunteer engagement. The applicant shall not be allowed to perform volunteer work during the time of review.
- C. Approval to serve as a volunteer comes from the District's Human Resources department. Prior to beginning any volunteer assignment, all volunteers must complete the Volunteer Checklist/Agreement (form 5630F) and the Federal Way Public Schools Disclosure Statement. Staff and volunteers should allow a minimum of 2-5 days after all forms have been completed and submitted to the Human Resources department for a volunteer applicant to receive clearance to begin serving as a volunteer.

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- D. All forms and lists authorizing a person to serve as a volunteer shall be distributed, collected, and maintained at the building level. Staff members and prospective volunteers must check with the school secretary or designated building volunteer coordinator to verify when a person is approved to serve as a volunteer.
- E. Volunteers shall serve in the capacity of helpers. Instructional services shall be rendered under the supervision of certificated staff.
- F. Volunteers shall not discuss the performance or actions of students except with the student's teacher, school counselor or principal.
- G. Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final resolution.
- H. Volunteers shall receive such information as:
 - 1. General assignment responsibilities and limitations;
 - 2. Information about school facilities, routines and procedures;
 - 3. Volunteer schedule and place of work; and
 - 4. Expected relationship to the regular staff and students, and their requirement to know and comply with the District policies and procedures pertaining to these expectations.
- I. Appropriate training at the building level shall be provided for new volunteers consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal/designee or program director/designee for district-wide programs.
- J. Before beginning assignments, assignments and activities should be carefully defined. Examples of suggested duties for volunteers may include:
 - 1. Bulletin Boards;
 - 2. Preparation of materials for art, science, math classes;
 - 3. Clerical duties including keyboarding, inventories, putting booklets together, newsletters and related items, student lunchroom counts and attendance and class records;
 - 4. Clean up activities;
 - 5. Library and audio visual assistance;
 - 6. Assistance with physical education exercises;
 - 7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
 - 8. Vision and hearing testing and approved medical surveys;
 - 9. School activities supervision; and
 - 10. Playground supervision with a staff member;

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- K. The District may revoke the engagement of a volunteer at any time. Volunteer services may be terminated due to, but not limited to, the following reasons:
1. Program and/or duties have been completed;
 2. Resignation of the volunteer;
 3. Replacement by paid staff member; and/or
 4. Circumstances which in the judgment of the administration may necessitate the termination of the volunteer's services.

VOLUNTEERS ASSISTING AN ATHLETIC COACH

- A. The following procedures will be used in recruiting and selecting volunteers for assisting an athletic coach:
1. The head coach, athletic director, and principal/designee determine the need for volunteers. Program needs and tasks and expectations of volunteers are specified.
 2. Those interested in volunteering shall contact the athletic director.
 3. The athletic director outlines program needs and tasks and expectations with the volunteer.
 4. The candidate for the volunteer position is interviewed by the head coach and athletic director.
 5. The head coach and athletic director, utilizing selection criteria below, make a recommendation to the principal.
 6. If approved, the volunteer is notified by the principal/designee and given a written outline of tasks and expectations, including the provisions of A, B, and C of policy 5630.
 7. All volunteer athletic coaches must show evidence of current First Aid and CPR certification, or be enrolled in a "hands-on" course leading to certification.
 8. Volunteers must complete the Volunteer Checklist/Agreement and all disclosure, background check, and other required forms prior to beginning any volunteer tasks. The Volunteer Checklist/Agreement must be completed and signed on a yearly basis, and kept on file at the school.
 9. A follow-up memo is sent to the Director of Employment Services indicating selection of volunteers and completion of all steps of this Procedure.

Each year the coach, athletic director, and principal/designee shall review the need for, and proposed use of, volunteers as outlined in Steps 1 and 3 above; select and recommend volunteers as outlined in Steps 4 and 5 above; ensure that all volunteers have completed and signed the Volunteer Checklist/Agreement as stated in Step 8 above; and notify the volunteers and central office administration regarding the selection of volunteers as described in Steps 6 and 9 above. If a volunteer has been performing successfully in the program and the coaching staff and the administration wish to continue his/her services, Step 4 above does not need to be repeated on an annual basis. However, the coach and/or the administrators should meet with each volunteer prior to the start of each season to review tasks and assignments as outlined in Step 6 and in the Volunteer Checklist/Agreement.

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B. Criteria for Selection

1. Playing and/or coaching experience in the particular sport, preferably on the level at which s/he is volunteering, i.e., high school sports or competition.
2. Current knowledge of skill, techniques, and strategies related to the sport.
3. Commitment to the educational and athletic philosophy of the total school program.
4. Ability to work effectively with and motivate students.
5. Availability for daily practices, contests, and coaches' meetings.
6. Acceptance of the responsibilities and limitations of a volunteer in the program.
7. Current First Aid and CPR Certification.
8. Selection priorities:
 - a. Given equal qualifications, volunteers will be selected according to the following priorities:
 - 1) In-building staff;
 - 2) In-district staff; or
 - 3) Community, including college students or alumni.
 - b. In general, it is preferred that volunteers not be parents of students involved in the sport.