

Volunteers

Purpose

This procedure directs administrators, staff and community members in the responsibilities and tasks associated with volunteer assistance in school classrooms, programs, departments, and activities.

Scope

This policy applies to the Superintendent, administrators, staff, students, parents and guardians, and community members.

Procedure

1. The Valley School District welcomes the voluntary assistance of parents, guardians and community members in its schools, programs, departments and activities. The purpose of the district volunteer program is to:
 - (a) Enable school and district staff to use their skills and training more effectively by utilizing the services of volunteers for routine, non-professional duties.
 - (b) Improve interpersonal and community relations through the interaction of community members with school staff and students in the school setting.
2. **GENERAL GUIDELINES**
 - 2.1. The principal or administrator will determine the need for assistance in his/her school or program and will make final approval of any volunteer serving in his/her building. Volunteers may be released from service or assignment by the school, program, or department administrator or designee without cause or notice at any time.
 - 2.2. Volunteer enlistment and coordination will be managed at the school/program level, with the assistance of the district Human Resources Department. Staff and prospective volunteers must check with the school secretary or program administrator to verify when a person is approved to begin serving as a volunteer.
 - 2.3. Volunteers will serve in the capacity of helpers and will not be assigned to roles which require specific professional training. The volunteer serves without compensation and is not a substitute for a staff member, but rather one providing supplemental and supportive services. Examples of suggested duties for volunteers may include:
 - (a) Preparation of materials for art, science or math projects and activities.
 - (b) Assistance with bulletin boards and displays.
 - (c) Assistance with physical education activities or interscholastic athletics.
 - (d) Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments and listening to oral reading.

- (e) Office and library support tasks.
 - (f) School activity and playground supervision.
- 2.4. A volunteer works under the direction and supervision of a district staff member. Instructional assistance will be provided to students only under the supervision of certificated staff. The volunteer will be given specific instruction and necessary materials for the task assigned, as applicable. The volunteer is expected to be familiar with and adhere to all district policies and procedures.
- 2.5. Volunteers involved in assignments occurring longer than one day must submit an application packet for approval each year, including required background screening in accordance with Policy 5005-Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval.
- 2.6. One-time volunteers and visitors who work at school for one day or less per school year and remain under the direct supervision of staff do not need to submit an application unless they accompany students off campus (such as during a field trip or activity). Examples of one-time volunteers are:
- (a) A grandparent participating in a classroom activity.
 - (b) A person presenting information to the class on a one-time basis.
 - (c) Parents, friends or relatives who attend and help at a class party or one-time event in the classroom or school.
- 2.7. All volunteers, including one-time volunteers and visitors, must check in at the school/program office upon arrival and departure to sign in and out of the building. Each person should wear an identification badge during their volunteer activity or assignment. This requirement assists staff in case of emergencies.

3. VOLUNTEER ENGAGEMENT

- 3.1. Volunteers must be at least eighteen (18) years of age, unless otherwise approved by the building administrator, such as when a Valley School District student's volunteer work at a school or district-sanctioned activity is a component of the minor volunteer's learning.
- 3.2. Prior to beginning service, volunteers will complete and submit an application packet to the school/program office for approval. Staff should allow up to 48 hours after the application submission for an applicant's clearance to begin volunteering.
- 3.2.1. Volunteers with supervised access to children (meaning other adult(s) continuously present) must undergo a background check with the Washington State Patrol.
 - 3.2.2. Volunteers with unsupervised access to children (meaning not in the presence of an employee or other adult and working with children under sixteen (16) years of age or developmentally disabled persons) must

undergo a background check with the Washington State Patrol and fingerprint check through the WSP and FBI in accordance with state law.

3.2.3. The following application documents are required:

- (a) Application
- (b) Volunteer Checklist/Agreement
- (c) Washington State Patrol Request for Criminal History
- (d) Disclosure Statement
- (e) Fingerprints submitted to OSPI (as appropriate)

3.3. **Building Orientation**

3.3.1. The school/program administrator(s) or designee(s) will be responsible for oversight of volunteers, including providing general information and guidance about the school/program schedules and regulations. Volunteers should receive an orientation that includes, but is not limited to, the following:

- (a) Introduction of key staff, administrators
- (b) School/program information: website, policies and procedures, schedule, rules, routines, etc.
- (c) Building layout (bathrooms, staff room, cafeteria, office)
- (d) Sign in/out procedures
- (e) Information and guidance specific to the volunteer's responsibilities, limitations and staff expectations.

3.4. **Conduct Expectations**

3.4.1. School/program staff should coach volunteers to help them be aware of state and federal laws (FERPA) concerning student privacy and confidential communications in both written records and verbal statements. Volunteers should not discuss the performance, actions or any other information about any student, except with the student's teacher, counselor or principal.

3.4.2. Volunteers should be directed to promptly report any problems that arise with students, whether instructional, medical, behavioral or operational in nature, to their immediate supervisor and/or the principal or program administrator.

3.4.3. School/program staff should coach volunteers to understand district rules concerning nondiscrimination and harassment, maintaining professional student/staff boundaries, notification of threats of violence or harm, child abuse reporting expectations, and maintaining a tobacco/drug/weapons-free campus.

- 3.4.4. To promote a positive working and learning environment that is safe, productive and nurturing, school/program staff should coach volunteers to understand that, for everyone's protection, volunteers should never be left alone with a child and out of view of school employees or other adult volunteers. Like staff, volunteers in schools are expected to maintain the highest moral and ethical standards while interacting with children.

Supporting Documentation

5630F1-Volunteer Application

5630F2-Volunteer Checklist/Agreement

Document History

Action:	Date:
New	February 14, 2018
Revised	
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