

## **HUMAN RESOURCES**

### **School and Program Volunteers**

1. For the purposes of this procedure, volunteers will be identified as those who serve without compensation at a school or other district site.
2. Except as otherwise approved by the superintendent or designee, volunteers in Everett Public Schools must be at least 18 years of age with the exception of Everett Public Schools' students whose volunteer work is at a school or district sanctioned activity or a component of their learning as a student. Former students of Everett Public Schools may volunteer in schools, but are not permitted to volunteer at the high school they attended until they reach 21 years of age. Former students now in college and under the age of 21 may be volunteer tutors in AVID classrooms at their alma mater, upon completion of a [volunteer application form](#), a clear background check and approval.
3. The purpose of the volunteer program is to:
  - a. Improve instruction by permitting more individual help to students under the direction of the teacher.
  - b. Enrich curriculum by adding the experience and skills of the volunteer's special avocation, professional, and special interest to that of the classroom teacher.
  - c. Enable school and district staff to use their skill and training more effectively by utilizing the services of parents and other community members for routine, non-professional duties.
  - d. Improve adult/student and school/community relations through the interaction of community members with school staff and students in the school setting.
4. The need for volunteers and the retention of volunteers in schools or programs will be determined by the school or program. Volunteers may be released from their assignment by the school, program or department administrator or his/her designee without notice.
5. A volunteer works under the direction and supervision of a district staff member. He/she will be given specific instruction and necessary materials for any job he/she undertakes.
6. The volunteer is not a substitute for a staff member, but one supplying supplemental and supportive services.
7. A volunteer cannot divulge confidential information to which he/she may have access in the classroom, school or department.
8. Adult volunteers are required to complete a [disclosure statement](#) pursuant to [RCW 43.43.830](#) as part of the volunteer screening process. The district will maintain this information pursuant to the Local Government Common Records Retention Schedule ([Retention Manual](#)). Any information which disqualifies an applicant will remain confidential.

9. Adult volunteers are required to sign and acknowledge they have received and reviewed the [Volunteer Handbook](#) which explains requirements about student confidentiality, appropriate behavior and interaction with students and legal requirements about reporting abuse and reporting/preventing harassment.
10. School and building volunteer sign-in/sign-out documents will be maintained at each school/building pursuant to the [Retention Manual](#).
11. Adult volunteers chaperoning overnight field trips will receive [overnight field trip](#) volunteer training annually as defined in [Procedure 2320P](#) Field Trips. A school, program or department administrator will check each overnight volunteer's authorization status before allowing such volunteers to go on overnight field trips as chaperones.
12. The volunteer's work site is responsible for: orientation, supervision, evaluation, recognition and clarification of items on the volunteer checklist and information included in the [Volunteer Handbook](#).
13. Appropriate orientation at the building level shall be provided for new volunteers consistent with their tasks and existing district standards. The [Volunteer Handbook](#) including the volunteer checklist are provided by the district. Information specific to schools/departments and the volunteer's role shall be developed under the leadership of the school/department administrator. Volunteers shall receive an orientation that includes but is not limited to:
  - a. Welcome and introduction to key staff.
  - b. Appropriate district and school materials, i.e., school calendar, district map, school contact information, school schedule, etc.
  - c. Review of sign-in and sign-out procedures.
  - d. Wearing a volunteer badge at all times while volunteering in schools/buildings.
  - e. Clarification of whom to call if the volunteer is unable to come in at expected times.
  - f. Introduction to the building (location of restrooms, water, coffee, etc.).
  - g. Review of school rules.
  - h. Review of school safety procedures (evacuation, earthquake, shelter-in-place, and lockdown).
  - i. Affirmation that the volunteer has reviewed the [Volunteer Handbook](#) including the information listed in the volunteer checklist.
  - j. Information, instructions and orientation specific to the volunteer's role and expectations.
14. Schools and departments are encouraged to provide appropriate volunteer recognition.
15. When acting at the direction or request of district staff, volunteers are covered by the district's liability insurance.

Cross Reference: [Board Policy 5430](#)

School and Program Volunteers

Adopted: May 4, 1992  
Revised: November 21, 1994  
Revised: April 7, 1997  
Updated: May 2001  
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Revised: February 2005  
Updated: December 2008  
Revised: September 2009  
Revised: September 2010  
Updated: February 2012  
Revised: June 2016  
Revised: September 2017

**VOLUNTEER APPLICANT DISCLOSURE STATEMENT PURSUANT TO CHAPTER 43.43 RCW**

Please answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided; indicate the charge or finding, the date, and the court(s) involved. If you do not understand the following questions or if you are uncertain as to your answer to those questions, do not complete this form until such time as you are certain as to your response.

1. Have you **ever** been convicted of any crime? The term "**convicted**" means all adverse dispositions, including a finding of guilty, a plea of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

Yes     No    If yes, explain:

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2. Have you **ever** had findings made against you in any civil adjudicative proceeding? "**Civil adjudicative proceeding**" means any judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult under Chapters [13.34](#), [26.44](#), or [74.34](#) RCW, or rules adopted under Chapters [18.51](#) and [74.42](#) RCW. "**Civil adjudicative proceeding**" also includes judicial or administrative orders that become final due to the failure of the alleged perpetrator to timely exercise a right afforded to him/her to administratively challenge findings made by the Department of Social and Health Services or the Department of Health under Chapters [13.34](#), [26.44](#), or [74.34](#) RCW, or rules adopted under Chapters [18.51](#) and [74.42](#) RCW.

Yes     No    If yes, explain:

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3. Have you **ever** been the subject of a complaint made to the Office of the Superintendent of Public Instruction regarding whether you have committed an act of unprofessional conduct, as defined in [WAC 181-87](#), or whether you are a person of good moral character and personal fitness as defined in [WAC 181-79A-155](#)?

Yes     No    If yes, explain:

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I agree that if I have provided false, misleading, or incomplete information, the district may, in its sole discretion, disqualify me from volunteering or terminate my opportunity to volunteer with the district. I further agree that if at any time in the future I am convicted of any crime, have findings made against me in a civil adjudicative proceeding, or become the subject of a complaint made to the Office of the Superintendent of Public Instruction, I will immediately notify the Everett Public Schools' STEM, Partnerships and Legislation Department.

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, correct, and complete. It is understood that this statement and record become the property of the Everett School District. A criminal history check on volunteer applicants may be requested through the Washington State Patrol or federal law enforcement agencies at any time.

_____	_____
Print Name	City/State
_____	_____
Volunteer Signature	Date

**THANK YOU FOR YOUR WILLINGNESS TO VOLUNTEER IN EVERETT PUBLIC SCHOOLS.  
FOR LEGAL PURPOSES, THE INFORMATION WILL BE MAINTAINED BY THE DISTRICT.**

Revised: <u>April 7, 1997</u>	Updated: <u>July 2009</u>
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