

## **HUMAN RESOURCES**

### **School and Program Volunteers**

#### **Definition**

For the purposes of this procedure, volunteers are identified as individuals who are approved by the district to assist in the work in the district and serve without compensation at a school or other district site. Volunteering in the district is a privilege, not a right, and approval as a volunteer may be withheld or revoked by the district's executive director of human resources or designee for any reason at any time.

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 the volunteer application process, a clear background check and approval.

The school, program, or department will determine the need for volunteers and the retention of volunteers in schools, programs, or departments. The school, program or department administrator or his /her designee for any reason and without notice may release volunteers from their assignment.

A volunteer works under the direction and supervision of a district staff member and will be given specific instruction and necessary materials for any assignment or task he/she undertakes.

The volunteer is not a substitute for a staff member, but one supplying supplemental and supportive services.

A volunteer generally will not be provided with confidential student information or records ([Board Policy 3600](#)) and cannot divulge confidential information to which he/she may gain access to in the classroom, school or department.

When working within their scope as a volunteer, volunteers are generally covered by the district's liability insurance ([Board Policy 6530](#)). Questions about this coverage may be directed to the district's Business Services Office at 425-385-4150.

## **Purpose**

The purpose of the volunteer program is to:

- a. Improve instruction by permitting more individual help to students through the use of volunteers under the direction of a district staff member.
- b. Enrich curriculum by adding the experience and skills of the volunteer's special avocation, professional, and special interest to that of a district staff member.
- c. Enable district staff to use their skill and training more effectively by utilizing the services of volunteers for routine, non-professional duties.
- d. Improve adult/student and school/community relations through the interaction of volunteers with district staff and students at a school setting or other district site.

## **Requirements**

Before volunteering in the district, volunteers must be approved by the district. Adult volunteers are required to complete a [disclosure statement](#) pursuant to [RCW 43.43.830](#) and undergo a criminal history check as part of the volunteer approval process. The district will maintain this information pursuant to the Local Government Common Records Retention Schedule located with the [Retention Manual](#).

Adult volunteers are required to sign and acknowledge they have received and reviewed the [Volunteer Manual](#), which explains requirements about training, student confidentiality ([Board Policy 3600](#)), appropriate behavior and interaction with students, and legal requirements about reporting abuse ([RCW 26.44.030](#)), reporting/preventing harassment ([Board Policy 3204](#) and [Board Policy 3205](#)), and maintaining professional boundaries ([Board Policy 5253](#)).

Volunteers are required to sign in and out at the office each time they volunteer. A volunteer badge must be worn and visible at all times. The office manager at each school/building will maintain school/building volunteer sign-in/sign-out registers for a period of three (3) years.

Field Trips: Adult volunteers chaperoning overnight field trips will receive [overnight field trip volunteer training](#) annually as defined in [Procedure 2320P](#). A school, program or department administrator will verify each overnight volunteer's authorization status before allowing such volunteers to go on overnight field trips as chaperones.

Coaches: Volunteer athletic coaches must also meet Washington Interscholastic Activities Association ([WIAA](#)) training requirements, including first aid, and head injury and concussion management training ([Board Policy 3424](#) and [Board Policy 2151](#)).

## **Orientation**

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 Manual](#).

Orientation at the building level shall be provided for new volunteers consistent with their tasks and existing district standards. The district will provide the [Volunteer Manual](#) including the volunteer checklist. Information specific to schools, programs, or departments and the volunteer's role shall be developed under the leadership of the school, program, or department administrator. Volunteers shall receive an orientation that includes but is not limited to the following:

- a. Welcome and introduction to key staff.
- b. Appropriate district and school materials, e.g., school calendar, district map, school contact information, school schedule.
- c. Review of sign-in and sign-out procedures.
- d. Wearing a volunteer badge at all times while volunteering in schools/buildings and at school-sponsored activities.
- 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 and key provisions of the [Volunteer Manual](#), including student confidentiality, appropriate behavior and interaction with students, and legal requirements about reporting abuse and reporting/preventing harassment.
- h. Review of school safety and drill procedures (evacuation, earthquake, shelter-in-place, and lockdown).
- i. Affirmation that the volunteer has reviewed the [Volunteer Manual](#) including the information listed in the volunteer checklist.
- j. Information, instructions, and orientation specific to the volunteer's role and expectations.
- k. Information, instructions, and training specific to overnight field trips.

Schools, programs and departments are encouraged to provide appropriate volunteer recognition.

Cross reference:

[Board Policy 5430](#)

School and Program Volunteers

Adopted: May 4, 1992  
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**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 nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

Yes     No    If yes, explain:

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:

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:

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. If such a check is performed, you will be notified of the results and may request a copy of the response.

Print Name	City/State
Volunteer Signature	Date

**THANK YOU FOR YOUR INTEREST IN VOLUNTEERING IN EVERETT PUBLIC SCHOOLS.**

Revised: April 7, 1997  
 Revised: July 2004  
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