

## **Volunteers**

The district recognizes the greater opportunities for students and the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The administration is responsible for the recruitment, coordination, and training of volunteers. Principals and program directors are responsible day-to-day for the direction and supervision of volunteers. Every effort is made to use volunteer resources in a manner that ensures maximum contribution to the welfare and educational growth of students.

The district recognizes that there are many types of volunteerism, such as casual, ongoing, at school, in the community, or at home, that support schools and students. The district also realizes the value that each type of volunteerism provides through contributions of time, talent, and effort.

In working with volunteers during the instructional day, before and after school, or on weekends, district staff shall clearly explain to each volunteer his/her responsibility for the safety and security of students. When supervising students in school, on the playground and on field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which students are to be held accountable to those rules.

### **1. Scope of Volunteer Program:**

- 1.1 Support academic achievement and district goals, to assist teachers in providing basic skills instruction, to enrich quality of instruction, to enhance interpersonal experiences for students, and to assist school staff with support services;
- 1.2 Increase children's motivation for learning.
- 1.3 Support the dropout prevention program by providing supplementary instruction such as, but not limited to, tutoring and mentoring.
- 1.4 Build an understanding of school programs among interested citizens and business and community organization partnerships.
- 1.5 Provide for parent and community participation in decision-making processes, either at the school, program, or district level.
- 1.6 Strengthen school, home and community relations through positive participation.
- 1.7 Improve communications between home, school, and community.
- 1.8 Promote parent involvement by actively supporting and seeking collaboration with PTA, school and community advisory councils, and other parent groups.
- 1.9 Supplement and support the services of employees.

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staffs. Volunteers may be involved in virtually every facet of the operation of the school district, working with students on a one-to-one (1:1) basis or performing tasks not involving students. Duties may involve services to libraries, classrooms, athletic events, music programs, school plays, pre-kindergarten programs, office and program activities, field trips, and other support activities as determined.

School or program staff will identify appropriate tasks for volunteers and will plan inservice activities for them so they may become skilled in performing these tasks.

Volunteers may not provide transportation to students for any school-sponsored activities without prior approval from the superintendent's office; see Student Transportation Request, Private Vehicle 2320.6X.

For the purpose of the district's insurance program, for accountability purposes, and to aid in the compilation of volunteer hours for reports and in support of the recognition program, volunteers will be required to register when they provide specific assistance on an ongoing basis. Such registration may be accepted in writing by the appropriate principal or program director.

Registered volunteers working with students must be fingerprinted through the human resources department before being allowed to work in unsupervised situations. The selection and use of volunteers will be consistent with those policies and operational procedures as specified for unsupervised volunteers; see operational procedures 5011.

## **2. Volunteer Application**

All volunteers must fill out a volunteer information form, exhibit 5430.1X, which is processed through the Washington State Patrol (WSP). Volunteers may return the form to the school's office manager or directly to the human resources department for processing. The human resources department will send all buildings a master list of volunteers who have received clearance; or, school staff may check directly with that department on an individual's status. It is to be noted that this check only provides information on crimes that take place in Washington State.

Building principals and program directors will inform their office managers and teaching staff regarding the form required of volunteers and the criminal background check for volunteers.

Volunteers should not be allowed unsupervised access to students.

## **3. Volunteers, Staff Supervision and Human Resources Checks**

### **3.1 Adult volunteers**

Building principals and teachers should carefully assess their volunteer situations and use their best judgment when assigning volunteers to supervise students for some activities, such as field trips out of town, where it may be necessary for volunteers to accompany the teacher and assist in chaperoning groups of students.

### **3.2 Student volunteers**

Student volunteers or student peer tutors should not be given the responsibility to supervise other students or be allowed unsupervised access to other students. It will be the Yakima School District staff member's responsibility to supervise any student volunteers they choose to utilize as assistants.

For certain programs where there may be frequent one-on-one (1:1) contact between the student assistant and the student, or where the student assistant is working with special education students or younger children, it is suggested that the school have the student assistant complete

the volunteer information form and undergo the background check conducted through the human resources department.

#### **4. Full Background Checks Required**

In identified instances below, the Federal Bureau of Investigation (FBI) fingerprint system is accessed and provides information on all convictions in every state taking approximately three (3) months to receive the results of the fingerprint check. In the meantime, the WSP resources department allows the district's human resources department to access limited information via the Internet, from which important state data may be obtained. In all cases identified below, however, the district follows up with the fingerprint check as is required by law.

##### **4.1 Employees, Substitutes and Volunteer Coaches**

All newly hired employees, substitutes and volunteer coaches must undergo a criminal background check, which includes fingerprinting and which is paid for by the district. This background check is processed through the WSP criminal identification system and through the FBI fingerprint system.

##### **4.2 Contracting Agencies**

Individuals who are contracted to provide on-site services for our students must undergo a criminal background check and be fingerprinted. The district does not provide or pay for the records check and fingerprinting for outside agencies, because this expense is the responsibility of the employing agency.

Individuals placed within our schools for learning experiences, such as job shadowing, must undergo a criminal background check and be fingerprinted. It is the responsibility of the employing agency to provide this service.

##### **4.3 Colleges and Universities**

Student teachers, counselor interns and social work interns who are working in our schools must undergo a criminal background check and be fingerprinted. It is the responsibility of the college to provide this service for their students.

#### **5. Volunteer Use Process**

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:

- 5.1 Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- 5.2 Protect confidentiality by refraining from discussing the performance or actions of a student except with the student's teacher, counselor, or principal.
- 5.3 Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- 5.4 Receive such information as:
  - 5.4.1 general job responsibilities and limitations;

- 5.4.2 information about school facilities, routines and operational procedures and processes, including safety drills and lockdowns;
  - 5.4.3 work schedule and place of work; and
  - 5.4.4 expected relationship to the regular staff.
- 5.5 Be provided appropriate training at the building level, if new volunteers, consistent with the task and existing district standards. This training shall be developed under the leadership of the principals in consultation with a district supervisor.
- 5.6 Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
- 5.6.1 instructional activities appropriate to the volunteer's training and to classroom needs, such as monitoring math assignments on listening to the oral reading students;
  - 5.6.2 vision and hearing testing and approved medical surveys;
  - 5.6.3 school activities chaperoning;
  - 5.6.4 playground supervision with a staff member;
  - 5.6.5 bulletin boards;
  - 5.6.6 preparation of materials for art, science, and math classes;
  - 5.6.7 clerical duties, including keyboarding and photocopying, inventories;
  - 5.6.8 putting booklets together, and supporting newsletters and related communications, student lunchroom counts, attendance, and class records;
  - 5.6.9 clean up activities;
  - 5.6.10 library and audio visual duties; and
  - 5.6.11 assistance with physical education exercises.
- 5.7 Have their services terminated for these and other reasons:
- 5.7.1 program and/or duties completed;
  - 5.7.2 resignation of the volunteer;
  - 5.7.3 replacement by paid staff member; and
  - 5.7.4 circumstances which, in the judgment of the administration, may necessitate asking the volunteer to terminate services.

Cross References:

- (cf.: 2180 – Parent Partnership for Student Success)
- (cf.: 2320 – Field Trip Excursions)
- (cf.: 3411 – Vision and Hearing Screening)
- (cf.: 3605 – Release of Student Directory Information)
- (cf.: 4210 – School Support Organizations)
- (cf.: 4216 – Community/Business Partnerships)
- (cf.: 4220 – Citizens' Advisory Committees)
- (cf.: 5010 – Equal Employment Opportunity and Nondiscrimination)
- (cf.: 5111 – Employment of Staff)
- (cf.: 6625 – Private Vehicle Transportation)

Legal References:

RCW 9A.72.085 Unsworn statements, certification  
RCW 43.43.830 to 43.43.840 Washington State Criminal Code Records  
RCW 74.34 Abuse of vulnerable adults

WAC 446-20-285 Employment--Conviction Records

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