

## ADMINISTRATIVE PROCEDURES

### Volunteers

No. 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 who provide ongoing service shall:

- 1) Complete an application form prior to placement.
- 2) Undergo a Washington State Patrol background check (criminal history).
- 3) Complete a disclosure form (required of volunteers working with students).
- 4) 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) Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, or principal.
- 6) Refer to a regular staff member for final resolution any student problem which arises, whether of an instructional, medical, or operational nature.
- 7) Receive information including:
  - a) General job responsibilities and limitations;
  - b) Information about school facilities, routines, and procedures;
  - c) Work schedule and place of work; and
  - d) Expected relationship to the regular staff.
- 8) If new volunteers, be provided with appropriate training consistent with their tasks and existing district standards. This training shall be developed under the leadership of a district supervisor.
- 9) Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers include:
  - a) Bulletin boards;
  - b) Preparation of materials for art, science, and math classes;
  - c) Clerical duties including typing, copying, and collating or assisting with duties such as newsletters, student lunchroom counts, attendance, and class records;

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(Continued)

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- d) Clean-up activities;
  - e) Library and audio-visual duties;
  - f) Assistance with physical education exercises;
  - g) Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading, and others;
  - h) Vision and hearing testing and approved medical surveys;
  - i) School activities supervision; and
  - j) Playground supervision with a staff member.
- 10) Have their services terminated for these and other reasons:
- a) Program and/or duties completed;
  - b) Resignation of the volunteer;
  - c) Replacement by paid staff member; and
  - d) Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.