

ANACORTES SCHOOL DISTRICT #103

Procedure No. 5630-P
Personnel

VOLUNTEERS – PROCEDURE

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

All volunteer applicants are required to complete a volunteer application form, a disclosure of crime statement, and participate in a national background check.

Volunteers within the school system may fall into one of two broad categories:

SUPERVISED VOLUNTEERS

1. The majority of volunteers will be individuals having regularly scheduled direct, supervised contact with students in the presence of an employee or other approved volunteer at all times. (i.e., working in a classroom or school setting with groups of students.)
2. Individuals volunteering for a single-event activity or occasional activity and having direct, supervised contact with students in the presence of an employee or other volunteer at all times. (i.e. chaperoning a dance or PTA event, assisting at Open House, classroom presenter, guest reader, etc.)
3. Individuals volunteering in school activities who work with district employees and have no direct contact with students. (i.e. district training staff, district committee members, etc.)

UNSUPERVISED VOLUNTEERS

1. Individuals volunteering in an activity where they may not always be in the presence of an employee or other approved volunteer and could possibly have unsupervised access to students. (i.e., tutoring individual students, teaching after-school clubs, chaperoning overnight field trips, daytime field trips, transporting students, acting in a volunteer coach capacity, etc).

Volunteers shall:

1. Serve in the capacity of helpers.
2. Maintain a high level of confidentiality. Refrain from discussing the performance or actions of any student except with the student's teacher, counselor or principal.
3. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, behavioral, medical or operational nature.
4. Receive such information as:
 - a. General job duties and limitations; volunteer requirements, expectations and responsibilities including safe behaviors, safe locations and safe communications with students;



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- b. Information about school facilities, routines and procedures;
 - c. Work schedule and place of work; and
 - d. Expected relationship to the regular staff
5. Be provided appropriate training and supervision by the classroom teacher or appropriate staff person at the building level, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal and/or volunteer coordinator in consultation with the supervising staff member.
6. Have assignments, activities and expectations clearly explained. Examples of suggested duties for volunteers may include:
- a. assisting a teacher in the classroom setting,
 - b. tutoring a student or students before, during or after school
 - c. participation in special school projects and/or activities (e.g., dances, fund raisers, field trips, overnight trips, etc.),
 - d. assisting para-educators in lunchroom supervision, and other school activities;
 - e. classroom assistance including such activities as preparation of bulletin boards; assisting with paperwork, assisting students, clean-up activities, etc;
 - f. preparation of materials for various classrooms including art, science, math classes, etc.;
 - g. clerical duties including typing, stencils, inventories, assembling booklets, newsletters and related items, student lunchroom counts and attendance and class records;
 - h. Library, technology and/or audio visual duties;
 - i. Assistance with physical education exercises;
 - j. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading, etc;
 - k. Vision and hearing testing and approved medical surveys; and
 - l. Playground supervision with a staff member

The school district reserves the right to end the volunteer's services, for circumstances, which in the judgment of the administration, may necessitate such action.

Adoption Date: 1/11/00

Revised: 11/14/13

