

## PERSONNEL

### Volunteers

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

Volunteers will:

1. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services will be rendered under the supervision of certificated staff.
2. Refrain from discussing the performance or actions of students, except with the student's teacher, counselor or principal.
3. Refer to a regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.
4. Receive such information as:
  - 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.
5. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing District standards. This training will be developed under the leadership of the principal in consultation with a District supervisor. Exceptions would be districtwide programs established by the administration whereby general volunteer programs would be defined.
6. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
  - a. Bulletin boards;
  - b. Preparation of materials for art, science, math classes;
  - c. Office support duties;
  - 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 reading progress, and others;

- h. Vision and hearing testing;
  - i. School activities supervision; and
  - j. Playground supervision with a staff member; and
  - k. Assistance during field trips
7. 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;
  - d. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

### **Volunteer Application Approval Process**

#### **Disclosures for Volunteers**

Prior to volunteering, the District will require the applicant to disclose whether he/she has been:

1. Convicted of any crime against persons, as defined in RCW 43.43.830;
2. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relation proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

All volunteers will undergo a name and birth date background check with the Washington State Patrol. A Washington State driver's license is required to run the background check. A fingerprint background check will be required for those who do not have a Washington State Driver's license.

#### **Cost of the Finger Print Background Check:**

- The District will pay for the finger print background check for all military personnel.

- Those who do not have a Washington State driver's license due to personal reasons or recently moving to the state will be required to pay the cost of the finger print background check.

Applications will be considered at each school by the Principal or designee. The application may be approved if:

1. The applicant doesn't disclose any of 1-5 from above.
2. The applicant isn't a felon.
3. No incriminatory information is received from the Washington State Patrol (WATCH report)
4. The principal or designee determines that the applicant is a good fit for volunteering.

#### **Volunteer Denial – Appeal Process**

If a volunteer request has been denied, the requestor can appeal the decision. The decision should be complete in writing and provide to the Superintendent's office at 1601 Ave. D, Snohomish, 98290. The appeal must be received within ten (10) work days of the principal's or designee's decision. The Superintendent or designee will review the findings from the criminal background check and any extenuating circumstances provided in writing by the requestor. The Superintendent or designee may request an in-person meeting to discuss the situation with the requestor. After review of the facts in the situation, the Superintendent or designee will issue a decision within (20) work days that will be considered final.

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