

## Procedure - Volunteers

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons. A volunteer includes those volunteering in the classroom, on field trips, or any other activities that involve supporting students, classrooms, or the school.

District employees responsible for students have discretion on inviting volunteers into their classrooms.

Volunteers who will be working independently with students should be 18 years of age or above, or if a District student, age 21 or above. *Volunteers under age 18 may volunteer to work with students provided they are under the direct supervision of an Edmonds School District staff member.*

Prospective volunteers without ties to a specific school should approach their local school for volunteer opportunities. A designee from Community & Public Relations (CPR) will work with prospective volunteers who apply directly to the District office, encouraging them to contact their local school. If the individual represents an organization with many prospective volunteers, the CPR designee will contact the administrative assistant for elementary or secondary education for further follow-up with the respective assistant superintendent.

### Background Check

- A. Prospective volunteers, both supervised by district staff and unsupervised, must complete HR-120, District Volunteer Packet, and Washington State Patrol WATCH background check form prior to volunteering.
- B. The packet will be reviewed by the school and WATCH background check completed Prior to volunteering.
- C. Applicants will be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.
- D. WSP background checks will be completed on a yearly basis. If an area of concern presents itself after the background check, the principal of the school will review and make a final determination on approving or denying the request to volunteer; consultation with an assistant superintendent is encouraged.
- E. As a result of the background investigation, any criminal conviction that would disqualify a prospective teacher from employment will also disqualify prospective volunteers in schools:
  - Convictions of any crimes, either as an adult or a juvenile, against children or other persons as listed in [RCW 43.43.830](#).

- Found guilty in any dependency actions under [RCW 13.34.030](#) to have sexually abused or exploited any minor or to have physically abused any minor.
- Found guilty by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor.
- Found guilty in any disciplinary board decision, or by the director of the department of health in the following business or professions (chiropractic, dentistry, dental hygiene, massage, midwifery, naturopathy, osteopathy, physical therapy, physicians, practical or registered nursing, psychology, real estate broker, and salesperson) to have sexually abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult.
- Found guilty by a court in any protection proceeding under [Chapter 74.34 RCW](#) to have abused or financially exploited a vulnerable adult.
- Convicted of any crimes to financial exploitation as defined in RCW 43.43.830 (7) as amended and listed as follows: first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed.
- Convicted of any crime relating to drugs as defined in RCW 43.43.830 (6) and listed as follows: manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance.

Volunteers will:

- A. 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;
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal;
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature;
- D. Receive such information as:
  1. General job responsibilities and limitations;
  2. Information about school facilities, routines and procedures;
  3. Work schedule and place of work; and
  4. Expected relationship to the regular staff.
- E. 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;

F. Have assignments and activities carefully defined in writing.

G. Have their services terminated for these and other reasons:

1. Program and/or duties completed;
2. Resignation of the volunteer;
3. Replacement by paid staff member; and
4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

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