

## **Tumwater School District Procedures**

### **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. Volunteer inquiries should also be directed to school and district officials responsible for volunteer screening. Volunteer eligibility is subject to background check and district approval as consistent with Policy 5005, Employment: Disclosures, Certification Requirements, Assurances and Approval.

Volunteers may:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional support services will be rendered under the supervision of certificated staff;
- B. Refrain from discussing the performance or actions of a student or staff member except with the student's teacher or principal;
- C. Refer to a regular staff member for support and guidance with any student problem which arises;
- D. Upon approval to volunteer, the following practices are suggested to ensure success:
  - 1. Explanation of volunteer responsibilities and expectations;
  - 2. Provide information about school facilities, routines and safety procedures;
  - 3. Outline volunteer schedule and assigned place of work;
  - 4. Provide guidance regarding interactions with students, staff and other volunteers;
  - 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;
- E. Examples of possible opportunities for volunteers may include:
  - 1. Chaperone field trips/student activities;
  - 2. Preparation of materials for instructional program activities;
  - 3. Office support;
  - 4. Support for school wide events;
  - 5. Classroom support as requested by staff;
  - 6. Assistance with students needing additional support;

7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
  8. Vision and hearing testing and approved medical surveys;
  9. Assistance with assessments or screening events;
  10. Playground supervision with a staff member;
- F. Have their services terminated for these and other reasons:
1. Program and/or volunteer work;
  2. Resignation of the volunteer;
  3. Replacement by paid staff member; and/or
  4. Circumstances which in the judgment of the administration may necessitate informing the volunteer of termination of service.

**IMPLEMENTED: December 3, 2018**