



All persons who
apply and receive
requirements e
Handbook before

In the following
information about
requirements for
apply to be a v

Dear Community Member,
Thank you for choosing to volunteer in the Washington Elementary School District. We know you had choices as to where you wanted to volunteer, and we appreciate you choosing to support our students.

In today's environment, it takes volunteers to make our schools and district function. It really does take a village to raise a child.

The mission of our district Sincerely,

Dr. Paul Stanton
Superintendent

The Four Most Important Volunteer Qualities

- Professionalism** – Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.
- Dependability** – Students, teachers and staff members count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school if you are unable to volunteer on your scheduled day so that other arrangements can be made.
- Confidentiality** – Volunteers must protect the teachers' and students' right to privacy. You may encounter personal and school information while volunteering; you are not to disclose this information in any school setting. If a student has a problem, it is appropriate to discuss them with the teacher in that particular classroom. Any other problems may be directed to a teacher, volunteer coordinator and/or the principal.
- Punctuality** – Always arrive on time for any volunteer activity. The school day and class periods are set for specific times. If you are late, the activity may be over when you arrive and/or your arrival may be disruptive.

Volunteer Services

There are a variety of ways volunteers support student achievement in the Washington Elementary School District. For example, volunteers work directly with students in classrooms, assist teachers, assist with clerical responsibilities, assist in school libraries

Volunteer Guidelines

We truly appreciate the services provided by our volunteers. As a school district, there are certain guidelines we must all follow to ensure the district stays in compliance with applicable laws and district policies and procedures. If you are asked to do something that makes ~~you~~ feel uncomfortable, please see the principal or appropriate administrator for guidance. ~~Since~~ the district is responsible for the education and well-being of all students while at school and staff while at work, it has the discretion to dismiss a volunteer whose actions are not in the best interest of the district. A volunteer is never considered a substitute for a member of the school staff.

The following are guidelines that are meant for the protection of students, staff, and volunteers:

Supervision– School volunteers who are working with students should always work

under the direct supld a t8 (t)-4.6 (s)-2.3 (37T D.2 (r)-3.9 (e)-1.7 (g)10.9 (c)9.2 (t)-4.6 (>>BDC -[(w)4.6 6 (

Definitions

The WESD identifies clear definitions for volunteer roles, responsibilities and requirements with the intent of welcoming visitors and volunteers to our schools and ensuring the safety and security of students, teachers, staff and families.

Visitors

Definition of a WESD Visitor: Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day, or perform temporary, contractual, and/or

bona fide volunteer program and vouching for the student's ability to volunteer;

- f* Contact information for high school teacher sponsor;
- f* Contact information for the high school student's parents; and
- f* Written parent permission to serve as a volunteer.

Definitions of Field Trip Participant and Field Trip Chaperone

Field Trip Participant : WESD teachers may invite their students' parents to participate in class field trips. A parent or legal guardian who participates as a guest in their student's field trip is not a volunteer.

The only requirement for legal guardian to be a Field Trip Participant is the classroom teacher's permission.

- o Field Trip Participants are not responsible for the supervision of children at any time during the field trip
- o They may not be able to ride the field trip bus due to space limits

In order to participate in a class field trip, those who are not legal guardian must have completed a Volunteer Program requirements (including background clearance) before participating in a field trip.

Form 1b

WESD VOLUNTEER AGREEMENT

I hereby acknowledge that I have received a copy of the Washington Elementary School District's

REFERENCE INFORMATION (This section to be completed by Volunteer Applicant)

If your application requires a background clearance, please complete this information:

Your Name (please print) _____

Name of Company Where You are Currently Employed (or Your Most Recent Employer) _____

Your Current or Most Recent Supervisor's Contact Information:

Name	Phone Number	Email Address
------	--------------	---------------

~~~~~  
WESD VOLUNTEER REFERENCE CHECK FORM

This section to be completed by WESD Staff

Person checking references \_\_\_\_\_ Date \_\_\_\_\_

Name of Volunteer \_\_\_\_\_ Contacted Employer \_\_\_\_\_

Name of Reference and Title \_\_\_\_\_ Phone number \_\_\_\_\_

How do you know applicant (personally or professionally)? \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Dates of applicant's employment \_\_\_\_\_

Describe applicant's primary job duties \_\_\_\_\_  
\_\_\_\_\_

What are applicant's strengths? \_\_\_\_\_

What, if any, are applicant's weaknesses? \_\_\_\_\_

Taking into consideration that the applicant might be working around children, is there anything in your experience or knowledge of this applicant that we should take into consideration before allowing this individual to volunteer?  
\_\_\_\_\_

Other Comments \_\_\_\_\_

ATTACH ADDITIONAL SHEETS AS NECESSARY

Include this form in packet sent to HR for background clearance

VERIFICATION OF NEED TO USE WESD VOLUNTEER

School: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

I verify that our school needs to use the above individual as a volunteer before a background check can be completed for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I also verify that the following steps have or will be completed:

Obtained references in accordance with the Volunteer Handbook.

Provide direct supervision for the volunteer.

Principal/Administrator Signature: \_\_\_\_\_

Include this form in packet sent to HR for background clearance.





