

## **VOLUNTEERS**

### **POLICY:**

The Lake Stevens School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, District staff shall clearly explain the volunteer's responsibility for working with and supervising students in school, on the playground, during student athletic practices and contests, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior, safety, and the means by which they are to be held accountable to those rules and guidelines.

The Superintendent shall be responsible for developing and implementing procedures for the utilization of anyone having contact with students in any volunteer setting.

Cross References:

Policy No. 6100.1: Guidelines for Advisors and Chaperones for  
Extended Educational Experience

## **VOLUNTEERS**

### **PROCEDURES:**

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

Volunteers shall:

1. Complete an application form, including a confidentiality form and Washington State Patrol background check form. Such information should indicate the volunteer may work with children under supervision.
2. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of appropriate certificated or classified staff.
3. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, coach, or principal.
4. Refer to a regular staff member for resolution of any student problem which arises, whether of an instructional, behavioral, medical, or operational nature.
5. 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;
  - d. Expected relationship to the regular staff.
6. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal in consultation with a District supervisor as applicable and pertain to the specific responsibility of that position.

7. To the extent possible 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, etc.
  - c. Clerical duties including typing, filing, collating, inventories, putting booklets together, editing newsletters, computer work, calling to check on attendance, etc.;
  - d. Clean-up activities;
  - e. Library related duties;
  - f. Assistance with physical education activities;
  - g. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading, editing, writing, etc.;
  - h. Vision and hearing testing and approved medical surveys;
  - i. School activities supervision;
  - j. Playground supervision with a staff member;
  - k. Assisting in athletics under the supervision of a head coach;
  - l. One-to-one tutoring under the supervision of the teacher;
  - m. "Lunch Buddy" one-to-one friendship arrangement under the supervision of the principal.
  
8. 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 the termination of the volunteer's services.

## **Volunteer Coaches**

### **Philosophy Statement**

The Lake Stevens School District recognizes volunteerism as a valued and necessary part of public education. It shall be the responsibility of the Lake Stevens School District to provide student athletes adequate instruction and a safe environment during training turnouts and athletic events. Therefore, from time to time it may be necessary to secure volunteer coaches to assist in meeting instructional and supervision needs. Volunteer experience provides citizens with opportunities to assist in the positive development of student athletes.

Volunteer coaches shall:

- Be supervised by and responsible to the head coach who will outline duties of the volunteer and file written copy with the athletic director.
- Complete the Lake Stevens School District Disclosure Form and be subject to a Washington State Patrol Background Check.
- Complete the Lake Stevens School District Disclaimer Form for accident, injury, and intent.
- Submit a copy of his/her current first aid/CPR card.
- Perform responsibly and abide by the Lake Stevens School District coaches' standards and practices. If in doubt concerning an appropriate standard or practice, the volunteer shall seek clarification from the head coach.
- Not provide transportation for students in a private automobile or district vehicles to or from any district function without completing a Statement of Coverage Form and providing a copy of a valid Washington State Driver's License.

Coaches shall:

- Submit to the athletic director a written request stating the need and intent to utilize a volunteer coach, the volunteer's name, qualifications, and duties to be performed.
- Not delegate to volunteers any duties which require special training and/or qualifications that the volunteer does not possess.
- Allow no volunteers to coach who do not possess current first aid/CPR certification.

- Allow no volunteers to coach who are not able to demonstrate adequate training in coaching the sport.
- Be responsible for the actions of the volunteer during practices, events, and school activities.
- Provide volunteers with a written copy of the coaches' handbook outlining Lake Stevens School District standards and practices.
- Not allow volunteer coaches to transport students in a private passenger automobile or a district vehicle without completing a Statement of Coverage Form and providing a copy of a valid Washington State Driver's License.

The athletic director shall:

- Require that coaches submit a letter of request stating the need for a volunteer coach, name of a volunteer coach, qualifications, and duties to be performed.
- Seek approval of a volunteer coach with the building principal and inform the coaches of the decision.
- Make sure all necessary paperwork (Disclosure Form, completed Washington State Patrol Background Check form, Statement of Coverage, Disclaimer Form, and a copy of a Washington State Driver's License) are on file with the administration office **prior** to the volunteer assuming duties.
- Keep on file a copy of volunteer's first aid/CPR certificate.
- Supervise and monitor use of volunteers for the duties requested.

Building principal shall:

- Review the Washington State Patrol Background Check and issue approval in writing to the athletic director.
- Approve the assignment of all volunteers.
- Direct all questions/concerns regarding volunteers to the athletic director.
- Be able to terminate the use of the volunteer if/when the volunteer has violated the coaching standards and practices or the Washington State Patrol Background Check indicates criminal history.

Lake Stevens School District  
Educational Service Center  
12309 22<sup>nd</sup> Street NE  
Lake Stevens, WA 98258  
(425) 335-1500

Statement of Coverage on Private Vehicle  
Used for Official School Functions

Important Note: All information must be provided and will be verified. School personnel must personally examine the driver's current, valid Washington State Driver's License, and attach a photocopy of the license to this form.

Name \_\_\_\_\_ WDL# \_\_\_\_\_

Vehicle License # \_\_\_\_\_ Driver Phone # ( ) \_\_\_\_\_

Name of Auto Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Insurance Company Phone # ( ) \_\_\_\_\_

I do hereby certify that my private vehicle is currently insured by the company named above and coverage will remain in effect during any and all times that I transport students on official school functions.

I certify that my vehicle is and will be maintained in a safe operating condition, is equipped with seat belts that will be used by each passenger, and that I will at all times drive in a safe manner and in accordance with all state laws.

I understand that during times I provide transportation in my private vehicle for official school functions, my insurance will provide primary coverage in the event of an accident, and the Lake Stevens School District policy will provide excess coverage.

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Signature

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Date

A copy of a current, valid Washington State Driver's License must be attached.

Lake Stevens School District  
12309 22<sup>nd</sup> Street NE  
Lake Stevens, WA 98258  
(425) 335-1500

**Volunteer Coaching Agreement**

All requested information must be provided.

Name \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_

Address \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Social Security # \_\_\_\_\_

WA State Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

By signing below, I do hereby agree that all times during my volunteer coaching experience I will:

- Adhere to all rules and regulations of the Lake Stevens School District and all applicable local, county, state, and federal laws.
- Work cooperatively under the supervision and direction of the head coach and/or all persons of authority in the Lake Stevens School District.
- Present a positive image and model appropriate standards of behavior.
- Keep in full force and effect an injury/accident/health insurance policy providing coverage for any injuries I may incur while engaged in volunteer coaching duties.

\_\_\_\_\_  
Signature Date

**Hold Harmless/Injury Waiver**

Name of Medical Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Phone # ( ) \_\_\_\_\_



I hereby certify that I am currently insured by the company named above and coverage will remain in full force and effect during all times of my volunteer coaching experience.

I understand that in the event of any accident or injury I may suffer directly or indirectly attributable to my actions or participation in this activity, I agree to hold harmless the District, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses or rights of action, except for the sole negligence of the District.

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Signature

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Date