

Volunteer Services 2025-2026



COMMUNITY
connections



Objectives of this training



- 1. The importance of volunteering**
- 2. To provide a detailed guidance to volunteers regarding...**
 - Expectations
 - Roles
 - Responsibilities
 - Critical procedures & practices
- 3. Build shared understanding of WESD volunteer Services with a focus on...**
 - the safety of the children and the adults.





**WASHINGTON
ELEMENTARY
SCHOOL
DISTRICT**

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Reminder: National Standards for Family-School Partnerships



WESD Volunteers

- ★ For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or recurring basis or who engage in serving as a chaperone.
- ★ Guest speakers or those who assist with a single event may NOT be subject to these guidelines.

Remember...

Volunteering is a scheduled pre-arranged activity.



**WESD volunteers
represent many facets of
our community,
including...**

- parents/legal guardians of a student;
- relatives of a student;
- community members;
- business partners; and /or
- volunteer agencies.

WESD Volunteers matter!

- **Volunteers provide a tremendous service for the students and staff of the WESD.**
- **The varied talents and expertise of our students' families and our community members greatly support the success of all students.**
- **When students see a strong connection between their home life, their community and their school, it strengthens their sense of belonging and motivation.**
- **The primary benefit of serving as a WESD volunteer is a sense of satisfaction from knowing you are making a difference that supports our students' academic and social-emotional success.**



WESD Volunteers can serve as...

- ★ Classroom instructional volunteer
- ★ Volunteer Coach
- ★ Clerical Assistant Volunteer
- ★ Special Projects Volunteer
- ★ Library Volunteer
- ★ Office or Health Office Volunteer
- ★ After School Clubs/Activities Volunteer
- ★ Field Trips Chaperone
- ★ District Volunteer



Who can be a WESD Volunteer?

An adult (at least 18 years of age) approved according to the WESD Volunteer Program requirements as stated in the Volunteer Handbook to provide service as part of a school community and in support of student academic and social emotional success.

WESD defines two, main categories of volunteers: legal guardian and not a legal guardian.

1. **Legal Guardian**: WESD defines legal guardian as ...
 - the biological parent or legal guardian (court-appointed and documented in Synergy) of a child enrolled in the school/volunteer site.
 - Foster Parent (legal custodian) **with the written approval of the school principal**.
2. **Not a Legal Guardian**: WESD defines 'not a legal guardian' as...
 - all other volunteers, including grandparents and other relatives of a student enrolled in the school/volunteer site.

High School Student Volunteers

WESD defines high school student volunteers as a student enrolled in a bona fide high school program that encourages volunteering at a particular school.

High School Student Volunteers must be under direct supervision of a WESD employee at all times.

Requests regarding high school student volunteers start with the WESD School Principal.

The High School Volunteer Program must provide the WESD school principal with:

- A **written reference from the high school teacher**-sponsor of volunteer program at the high school, verifying that this is a bona fide volunteer program and vouching for the student's ability to volunteer;
- Contact information for high school teacher-sponsor;
- Contact information for the high school student's parents; and
- Written parent permission to serve as a volunteer.



Requirements for All WESD Volunteers

Including legal guardians serving as a Field Trip Chaperone and High School Student volunteers.

Please note:

Legal guardians **and** those who are not a legal guardian of a student enrolled in the school/volunteer site are required to:

- ❖ Complete the WESD Volunteer Training available on the Volunteer Opportunities page.
- ❖ Fill out the Volunteer Application **each year**
- ❖ Sign the **Volunteer Agreement** form **each year** (*ask office manager to assist you with this document*)
- ❖ **Agree to volunteer** form for a teacher/staff person who signs the **Agreement to Supervise** a WESD Volunteer form each year
- ❖ Read and comply with all guidelines in the Volunteer Handbook
- ❖ Sign in and sign out in the school front office each time volunteering
- ❖ **Wear Volunteer Badge when on campus**

Requirements



Please keep in mind...

Legal Guardians and Parents

- ❖ Require Background screening and Fingerprints to be taken only if attending overnight field trip. This background screening and Fingerprinting will occur **each school year** at no cost to the volunteer.
- ❖ If a Legal Guardian or Parent is volunteering at their child(s) school or a non-overnight field trip a background screening and Fingerprints is not required.
- ❖ If Legal Guardian is volunteering outside of the child(s) school then a Background Screening and Fingerprinting is required for any type of volunteering.

Non Legal Guardians and Non Parents

- ❖ Require Background screening and Fingerprints for any type of volunteering, including but not limited to volunteering at the school, attending any type of field trip, or coaching etc.

This Background Screening and Fingerprint will occur each school year at no cost to the volunteer.

- WESD Human Resource department will take care of any kind of background checks.
- The school(s) will communicate with the HR department directly. You can follow up with either the school or the HR department regarding status of your background check.

Volunteer Levels of Responsibility

Definition of a Level 1 Volunteer:

Volunteer has direct or indirect contact with students during the school day and is under the immediate supervision and/or in close proximity with a WESD employee.

- Examples: Volunteering in classroom, library, school office, cafeteria, high school students

Definition of a Level 2 Volunteer:

Volunteer has direct contact with students during the school day and is not under the immediate supervision and/or always in close proximity with a WESD employee.

- Examples: Tutoring students during school day (out of classroom and either in a public place, such as school library, or in separate classroom or office), Field Trip Chaperone

Additional Requirement for All Level 2 Volunteers:

School Principal's written approval each year.

Definition of Level 3 Volunteer:

Direct contact with students without a WESD employee present or in close proximity.

- Examples: Volunteer Athletic Coaches, Mentors, Overnight Field Trip Chaperones

All Level 3 Volunteers (including legal guardians) must complete the fingerprint card and background clearance process prior to the overnight field trip.



Two Categories of Volunteers

Legal Guardian	Biological parent or legal guardian (court-appointed and documented in Synergy) of a child enrolled in the school (volunteer site). Includes foster-parent (legal custodian) with school principal approval.
Not a Legal Guardian	Grandparents, other relatives, parents of a student in another WESD school, all others

Levels of Responsibility and Requirements for Volunteers

Required for All Volunteers: Sign Volunteer Agreement, Sign in/Sign Out, Wear Volunteer Badge

			LEGAL GUARDIAN	NOT a LEGAL GUARDIAN
Level 1	Direct or indirect interaction with students during school day and under immediate supervision by a WESD employee.	Examples: volunteer <u>in classroom</u> , library, office, cafeteria...	Teacher's written agreement to supervise <u>volunteer</u> .	HR Clearance
Level 2	Direct interaction with students during school day and <u>not</u> under immediate supervision by a WESD employee.	Examples: Field Trip Chaperone, Tutoring during school day (out of classroom, but in a public place in the school, e.g. library)	Principal approval	HR Clearance
Level 3	Direct interaction with students without the presence of a WESD employee.	Examples: Coaching, overnight field trip, mentoring	HR Clearance	HR Clearance

Field Trip Participant and Field Trip Chaperone

Field Trip <u>Participant</u> (not considered a "volunteer")	<p>Attends school field trip with their child's class</p> <ul style="list-style-type: none"> • Under teacher supervision at all times • Not a Field Trip Chaperone (not directly responsible for supervision of any children) • Cannot ride field trip bus due to limits on the number of volunteers needed • Legal Guardian requires teacher permission. Non Legal Guardian requires HR clearance.
Field Trip <u>Chaperone</u> (a "volunteer")	<p>Volunteering to meet the 1:8 ratio for field trip supervision</p> <ul style="list-style-type: none"> • Identified by the teacher and principal as being responsible for children for a specific task or activity throughout its completion. • Legal Guardian requires principal approval. Non Legal Guardian requires HR clearance.

WESD Volunteers = Mandated Reporters



- All volunteers are **MANDATED REPORTERS** who **reasonably believe*** (*proof not needed*) that a minor is or has been the victim of: Sexual abuse, Physical abuse, neglect, and/or emotional abuse (Arizona's Mandatory Reporting law (ARS 13-3620))
- **REASONABLE BELIEF* defined:** Information from the child, a third party, or from observations of the child that leads a reasonable person to suspect any physical injury, abuse, neglect, or any other 'reportable offense'.

Make a Report-Who to call

DCS 1-888-767-2445 - within the child's home, person has care, custody, and control of the child.

Non-Emergency Numbers: Phoenix: 602-262-6151, Glendale: 623-930-3000

- ❖ If the suspect has care, custody, or control of the minor, contact DCS. Additional calls to law enforcement through your city's non-emergency number must take place if sexual abuse or significant physical abuse is suspected.
- ❖ If the suspect does not have care, custody or control of the minor, it is only necessary to contact local law enforcement.
- ❖ Inform school administrator or school social worker of the suspected abuse and request assistance if needed in making the report.
- ❖ Board policy states that the report must be made to the Department of Child Safety before the end of the day. Do not complete the report electronically. This means that you should not leave campus until you have made the phone call.

WESD Volunteers



- ★ All persons who volunteer in the WESD must apply and receive approval according to the requirements explained in the Volunteer Handbook **before** beginning to volunteer.
- ★ WESD Volunteer Agreement must be signed by each volunteer (*remind office manager*)
- ★ All volunteers must take the Volunteer Training available online **before submitting online application.**
- ★ Volunteers work under the supervision of district principals, teachers and staff.

WESD Volunteers...4 key qualities

★ Professionalism

1. Be committed
2. Be respectful
3. Be informed

★ Dependability

1. Inform on time in case of change in plans
2. Keep communication channel open at all times

★ Confidentiality

1. Protect teachers' and students' right to privacy
2. Do not disclose any personal information of students to anyone
3. Do not discuss any disciplinary concerns of students with anyone but the administrators

★ Punctuality

1. Always arrive on time for any volunteer activity.
2. Do not leave before the committed time.



WESD Volunteers...Guidelines

All volunteers must follow following guidelines to ensure the District stays in compliance with applicable laws and District policies and procedures.

1. Supervision

- Always work under the direct supervision of the appropriate staff member and only with those teachers and/or staff members to whom you are assigned.

“Direct Supervision” means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of an employee.

- School volunteers who are not working with students should always work under the general supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned.
- An Agreement to Supervise Volunteer Form must be completed by any employee who supervises a volunteer.
- The form must be completed **each school year** for each volunteer the employee may supervise.

2. Student Instruction

- The suggestions and opinions of volunteers are welcome. However, the staff are responsible by law for the decisions that are made regarding the instruction of students and the management of the school.
- **A volunteer is never considered a substitute for a member of the school staff.**
- Consequently, volunteers should not provide the curriculum or teaching plan, take charge of the classroom, diagnose student needs, evaluate achievement, or counsel students.

3. Restrooms

- For your convenience, staff restrooms are available for volunteers.
- Volunteers are not permitted to use student restrooms.

WESD Volunteers...Guidelines

All volunteers must follow following guidelines to ensure the District stays in compliance with applicable laws and District policies and procedures.

4. Discipline

- Disciplinary concerns should be shared either with the teacher or the administrators only.

5. Dismissal of Students

- Students leaving school must have permission from the school and must follow established school procedures.
- Students must be dismissed from school by appropriate staff.
- Volunteers must work with students only during regular school hours at the location designated by the supervising staff member.
- Volunteers cannot take a student off campus and cannot drive students in their vehicles except, of course, if the student is the volunteer's child.

6. Student Contact

- Volunteers should not telephone students or visit them off campus.
- If you are interested in working with students off campus and outside of school hours, we encourage you to contact local organizations that arrange these types of situations.

WESD Volunteers...Guidelines

All volunteers must follow following guidelines to ensure the District stays in compliance with applicable laws and District policies and procedures.

7. Dress and Behavior

- Wear professional clothes.
- No distracting attires will be permitted.

8. Confidentiality

- We ask that you respect the confidentiality of information that students or staff share with you.
- If a student shares problems or family matters with you and you feel it is important for the school to know this information in order to assist the student, please share the information with the principal or teacher.
- Please be aware that certain laws prevent you from having access to specific types of student information.

9. Badges

- Please receive and wear the school's volunteer badge at all times while on campus, so students and staff know who you are and why you are on campus.
- **Please return the badge at the end of each day.**
- When a school is having a special event that may involve 50 or more visitors and/or volunteers, the school may use a temporary badge for that event.

WESD Volunteers...Guidelines

All volunteers must follow following guidelines to ensure the District stays in compliance with applicable laws and District policies and procedures.

10. Health

- Please do not report to your school for volunteer duties if you are currently sick or if you are waiting on test results for an illness.
- Please contact the appropriate staff member to tell them that you will not be coming in, so he or she can make alternative arrangements.

11. Sign In and Out

- Please sign in and out of the school office as you come and go from the school.
- It is important to have a record showing the days and hours each volunteer works on campus for security reasons and so we can recognize and thank volunteers for their contribution of time.

12. School Rules

- A Parent/Student Handbook is available in the office for your use.
- Please refer to it if you have any questions.

13. Commitment

- Before you agree to volunteer, please consider your commitment.
- Whether you will be working in the office, classroom, or playground, the work you do is important.
- Please be prompt and consistent. In those instances where you cannot fulfill your commitment, please let us know.

WESD Volunteers...Protections

- As a volunteer, please be aware that you will not receive compensation from the district for your services.
- If you are injured while engaging in volunteer activities approved by the school or department you are working with, you may be eligible to receive coverage in accordance with the provisions of the District's Volunteer Accident Policy as a supplement to your own personal insurance coverage.
- If injured while performing your volunteer assignment, please contact your principal or administrator immediately.
- Some of your out-of-pocket expenses incurred while volunteering may be able to be deducted from your income tax. Please consult with your tax advisor.





If you want to make a difference, then...

Take the Volunteer Services Training available on WESD website before submitting an online application or contact the school where you would like to volunteer for guidance.

The school will provide you with support to complete and submit the required documents, including:

For a [Legal Guardian](#) of a Student Enrolled in the School/Volunteer Site:

- Volunteer Training
- Volunteer Application
- Volunteer Agreement and Code of Conduct

Teacher or Staff Agreement to Supervise the Volunteer

For Those Who are [Not a Legal Guardian](#) of a Student Enrolled in the School/Volunteer Site:

- Volunteer Training available online
- Volunteer Application
- Volunteer Agreement and Code of Conduct
- Teacher or Staff Agreement to Supervise the Volunteer
- School Verification of Need for the Volunteer
- Reference Form

The school will support you to make an appointment to:

- Complete the fingerprint card and background clearance process, if required. (No cost to the volunteer applicant.)

After completion of the Volunteer Training and Background Clearance (if required), the school will contact you to begin to volunteer.

Volunteer Responsibilities



1. **Read the Volunteer Handbook and comply with all Volunteer Program guidelines and requirements prior to filling the application.**

P.S: The answer to the first two questions in the application must be a 'YES'.

2. **Complete the Volunteer Application and approval process, including the Volunteer Training, before beginning to volunteer.**

Take the training available on district website and fill out the

[Initial application for Volunteer Pool](#) .

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THANK YOU!