

PERSONNEL

Volunteers

The voluntary help of citizens may be requested by staff through administrative channels for assisting with selected activities and/or to serve as resource persons.

Requirements

All volunteers will complete the Central Kitsap School District (CKSD) background check process.

All volunteers must be age 18 or older.

All volunteers between the ages of 18-21 shall not:

- A. Chaperone or participate in student trips
- B. Have unsupervised contact with students
- C. Be a volunteer driver
- D. Have currently, or seek to engage in, personal relationships with students

CKSD student volunteers and mentors, engaged in recognized CKSD internal volunteer or mentor programs, must meet the particular program-specific requirements for age and placement as defined by the program.

Volunteers are held to the same standards and expectations for professional conduct as employees. All interactions with staff, students, and the public will be appropriate and professional in nature.

All volunteers are subject to building administrators' approval prior to volunteering. Building administrators may deny, limit or revoke volunteer participation at any time based on any information available to them that they deem in their discretion to be sufficiently reliable indicating that allowing an individual to volunteer would be contrary to the best interests of students or the District.

Volunteer drivers will comply with all requirements of Policy and Procedure 6625.

Volunteers shall:

- A. Serve in the capacity of helpers.
- B. Not discuss the performance or actions of a student except with the student's teacher, counselor or principal.
- C. Refer student/staff related issues to the building administrator or the building administrator's designee in their absence.
- D. Receive such information as:
 - 1. General volunteer responsibilities and limitations;
 - 2. Information about school facilities, routines and procedures;
 - 3. Volunteer schedule and location
- E. Be provided appropriate training at the District/building level consistent with their tasks and existing district standards.
- F. Have assignments and activities carefully defined.

In addition to the guidelines above, volunteer coaches must:

- A. Be at least 21 years of age to become a head coach or at least 19 years of age to become an assistant coach, except that high school students may serve as middle level volunteer coaches during the designated middle school season when under the direct supervision of the middle level coach; and
- B. Be approved to serve as a coach in advance by the Board of Directors based on recommendation of the relevant head coach and building administrator.
- C. Comply with CKSD and WIAA rules and regulations.

Approved: April 24, 2017
Revised: January 29, 2019