

Volunteer Information

We would like to thank you for your interest in volunteering at Blackwell Elementary School. As a volunteer, you are entering into a partnership that will have a direct, positive impact on our students' social and academic successes. At Blackwell Elementary School, we have over 560 students, 1000 parents, and fifty staff members. When we bring this many people together working in one building, it is essential that we all have a common understanding of how we can best work together on behalf of student success. To work best together volunteers agree to:



1. Meet the legal requirement of completing and having approved the Lake Washington District Volunteer Application, disclosure form, and Washington State Patrol background form prior to volunteering with the school.
2. Reading and understanding concepts shared in the Lake Washington School District Volunteer Handbook.
3. Respect the privacy of school staff members and students' learning by not discussing school matters away from the classroom.
4. Keep all student information confidential. (In fact, disclosing this information is a violation of the Family Educational Rights and Privacy act of 1974 (FERPA).)
5. Avoid being alone with students. (If working one-to-one with a student always do so in a public area i.e. a hallway, classroom, or the library.)
6. Ensure that when working with students, appropriate physical contact should be brief, should not linger, and should not differ from student to student.
7. Check in at the office, sign in, and wear a volunteer visitor's badge, upon each volunteer visit.
8. Call the school, if you cannot make your scheduled volunteer time, so the teachers and students will know you will not be there.
9. Avoid bringing younger sibling along during a volunteer session.
10. Use only equipment you have been trained to use and report all malfunctions to the office staff.
11. Give staff members the "right of way" on copiers and school equipment. (Copiers are reserved for staff prior to the morning bell.)
12. Always leave an area cleaner than you found it.
13. Support the Blackwell Elementary School PeaceBuilders program by Praising People, Giving Up Put Downs, Seeking Wise People, Notice Hurts, Right Wrongs, and Help Others.
14. Once again, your volunteer work is an essential element to the success of our students.

On behalf of all students and staff, thank you!