

WELCOME!

You are a very important member of our school team. Your commitment to our students and school is an essential part to helping them achieve and learn. Kids need contact with caring adults who can help guide them through the learning process; people who believe that quality education is worth the investment of effort and time.

You should be aware that research shows children do better in school when parents and other interested members of the community are involved in the schools. Each day in our classrooms there are students struggling to cope with the effects of living in poverty, with language barriers, and with parents who may be too busy, distracted or troubled to help with homework or listen to problems. At the same time, teachers are educating students with more knowledge and with more skills to help prepare them for the demands of our changing workplace. Educators also are faced with a variety of challenges such as legislation changes and keeping up with their own knowledge so that they can be more effective.

With these challenges, it's exciting that concerned adults can participate in helping make a difference for a quality education through volunteering! The list of school volunteer opportunities is endless. It is limited only by the needs of the children and the interests of the volunteer.

Volunteers...

- listen to children read
- conduct flash card drills
- help with handwriting practice
- provide encouragement
- help a child practice math skills
- provide individual help
- tell stories-to children
- drill spelling words
- assist students who finish early
- help prepare assembly programs
- copy materials
- prepare bulletin boards
- laminate
- help supervise lunch and recess
- share ethnic backgrounds
- share about local history
- share about your career
- share personal experiences
- share collections and hobbies
- play a musical instrument
- demonstrate pioneer crafts
- help children with arts & crafts



Guidelines for Volunteers

- Fill out an application.
- Sign in and out at the office.
- Be prompt, dependable, and regular in attendance.
- Support and supplement the instructional program of the class.
- Remember, you're there to assist; not replace, the teacher.
- Honor the confidentiality of your position. Do not repeat anything seen or heard while volunteering. Information learned about students or their families, or school employees is private and should not be shared with anyone.
- Know and observe school and class rules and procedures.
- Understand that you are a role model for the students.
- Communicate with the teacher regularly.
- Discuss any problems with the teacher or Coordinator.

Tips for working with Children

Accent the Positive

- Learn the students' names and use them often.
- If possible, praise the student in front of his/her peers & teachers.
- Watch for and recognize strengths.
- Encourage students positively.
- Watch the tone of your voice.

Be consistent in dealing with the students

- Be patient.
- Treat all students in the same manner.
- Only promise what you know you can fulfill and follow the teacher's guidelines.
- Provide consistent acceptance of students as a person.
- Be dependable and on time.

Communication. Skills to Use

- Allow time for the student to talk without interruptions; show you are interested in what the student has to say.
- Be open and honest.
- Practice listening.
- Be patient, give the students time to think.
- Understand your instructions and be prepared before you start to work with a student.
- Be clear and specific. Get feedback from the student to be sure they understand.

Discipline Skills

- Communicate with the teacher regarding school and class rules.
- Before correction, look to see if the student is responding inappropriately because of a problem you can resolve.
- Set examples with your behavior.
- Refer disciplinary problems to the teacher.

The Teacher's Role

Teachers want to help each child reach the highest possible degree of academic and personal development.

Teachers are responsible for the classroom, including the instruction, safety, and discipline of each student.

The teacher will decide the following:

- What duties they would like you to perform.
- Which children they would like you to work with .
- How they would like you to do your job and where.

Teachers are individuals, with different talents, and vary in which area they are best in.

Remember, each teacher uses different methods and approaches that they have learned through their own education and experience which seem to work best for their classroom.

Things to Remember

Schedule times to meet with the teacher.

- Discuss what you will be doing, and when.
- Ask any questions you may have at that time.
- Ask if the teacher has any suggestions for you to help you become an even better volunteer.
- Get to know each other better.

Follow safety guidelines

- If you are going to work alone with students, leave the door to the room open, or stay in an open area.
- If a student shares with you anything that causes you concern for their safety or health, tell the teacher or principal. Be assured that they will follow up on the information.
- NEVER touch a child in anger.
- Do not touch or clean up body fluids without protecting yourself - inform the teacher if there is a problem.

Work as a team with school employees

- Understand the teacher's role.
- Don't interrupt a classroom unless absolutely necessary.
- Realize that employees have responsibilities to attend to - if you wish to talk at length with someone, schedule a time with them so you'll both be uninterrupted and not in a hurry.
- If you have a concern or problem talk with the teacher or volunteer coordinator to find ways to help you solve this problem.

Naselle-Grays River Valley School District Volunteer Registration Form

Your interest in serving our schools is appreciated. We also appreciate you taking a few moments to fill out this and the other required forms as required by state law to help maintain student safety.

PLEASE PRINT

Name		Telephone
Address		Email
City	Zip Code	Have you volunteered in our schools before? Yes No

Please give names, addresses, and telephone numbers of two people not related to you who would be supportive of your working with children.		
Name	Address	Telephone Number

Name of person to contact in the event of an emergency	Daytime telephone	Relationship to you
Is there any medical condition that would need to be known if you require medical assistance? (For example: serious allergies, seizures, heart condition.)		

I give permission for the Naselle-Grays River Valley School District to contact the above named references. I certify that the information I have provided on this registration form is correct to the best of my knowledge. **I understand that I am serving on a voluntary basis.**

Signature

Date

Naselle-Grays River Valley School District No. 155

APPLICANT DISCLOSURE FORM PURSUANT TO RCW 43.43.830 THROUGH RCW 43.43.840

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you been convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment;. promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

YES____ NO____

If yes, explain below:

2. Have you been found in any dependency action under RCW 13.34.030(2)(b) to have. Sexually assaulted or exploited any minor or to have physically abused any minor?

YES____ NO____

3. Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

YES____ NO____

If yes, explain below:

4. Have you been, in the last seven years, released from prison or convicted of any offense that involved drugs, embezzlement, or fraud?

YES____ NO____

If yes, explain below:

NOTICE: An inquiry may be made to the Washington State Patrol or a federal law enforcement agency to determine whether you have been (a) convicted of any offense against persons, as described above; (b) found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor; (c) found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor; or (d) found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor. A copy of any response received from the Washington State Patrol or federal law enforcement agency pursuant to such inquiry will be made available to you.

SIGNATURE RELEASE

Pursuant to RCW 9A.72.05, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize the Naselle-Grays River Valley School District to inquire with former employers or references and obtain any and all information regarding my job related background. I release and waive the Naselle-Grays River Valley School District, my former employers, and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment/volunteer contract. If such action is taken by the district, the contract shall be deemed void from its inception.

Applicant Signature _____

Date _____

Volunteer Release and Liability Waiver

In return for allowing the volunteer named below to participate in Naselle-Grays River Valley School District's sponsored volunteered activities or projects, the undersigned agrees to release, defend, hold harmless and indemnify the Naselle-Grays River Valley School District from all actions, causes of action, damages, claims or demands of negligence, except those of gross negligence and/or intentional or reckless wrongdoing, which the unsigned or any successor may have against the Naselle-Grays River Valley School District, for all personal injuries, property damage, or other types of loss or damage of any kind, whether or not presently known or contemplated, which may be incurred by the volunteer during any such activity or project.

The undersigned further agrees not to file any action or claim against the Naselle-Grays River Valley School District arising from volunteer's participation in such activity or project.

The undersigned hereby acknowledges that for purposes of participation in such activity or project, that the volunteer is not an employee of Naselle-Grays River Valley School District.

The Naselle-Grays River Valley School District, for purpose of this release, includes current or former officers, board member, consultants, agents, attorneys, or other representatives, and their respective heirs.

Printed Name _____

Signature _____

Date _____

NASELLE-GRAYS RIVER VALLEY SCHOOL DISTRICT NO. 155

NOTICE TO VOLUNTEERS/EMPLOYEES

DRUG-FREE WORKPLACE

You are hereby notified that it is a violation of Naselle-Grays River Valley School District No. 155 Board Policy 5201 for any employee to manufacture, distribute, dispense, possess or use in the workplace without a valid prescription any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation 21 CFR 1300.11 through 1308.15. It is also in violation of Board policy for an employee to be under the influence of any of the aforementioned drugs while on duty for work.

Workplace is defined as the site for the performance of work done in connection with Naselle-Grays River Valley School District No. 155 business, to include a Naselle-Grays River Valley School District owned motor vehicle.

Employees who are required to have a commercial driver's license to perform their job responsibilities are subject to random, reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing in compliance with the Department of Transportation and Federal Highways Administration Federal Testing Regulations.

You are further notified that it is a condition of your continued employment that you will comply with the above policy of Naselle-Grays River Valley School District and will notify your supervisor of your conviction under any criminal alcoholic beverage or drug statute for a violation. Such notification shall be no longer than five days after such conviction.

Any employee who violates the terms of the Naselle-Grays River Valley School District drug free workplace policy may be suspended, discharged, or nonrenewed in accordance with the provisions of the board policy and state law.

As a condition of eligibility for reinstatement or continued employment, an employee may be required to satisfactorily complete a drug/alcohol rehabilitation or treatment program approved by the superintendent or his designee at the employee's expense. Reinstatement or continued employment of an employee who has violated the drug free workplace policy is not guaranteed, nor does the Naselle-Grays River Valley School District incur any financial obligation for an employee's treatment or rehabilitation ordered as a condition of eligibility for reinstatement or continued employment.

Employees are required to sign an agreement to abide by the terms of the Drug-Free Workplace Policy.

I have read and understand the drug-free workplace policy. I agree, as a condition of my employment/volunteer, to abide by the terms of this program. I agree to notify Naselle-Grays River Valley School District of any criminal alcoholic beverage or drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Print Name

Signature

Date

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633,
Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

A REQUESTING AGENCY/ADDRESS Naselle-Grays River Valley School District Agency Attn 793 State Route 4 Address Naselle, WA 98638 City/State/Zip I certify this request is made pursuant to and for the purpose indicated. _____ Authorized Signature Date _____ Title () Area Code/Phone Number	B PURPOSE Check appropriate box ☒ Educational School District (ESD)/School District Volunteer – no fee ☐ Non-Profit Business/Organization – no fee (Excluding Schools & ESD's) ☐ Profit Business/Organization - \$17 Adoptive Parent - \$17 ☐ Receive background results electronically Email address _____ Password _____ (must be at least 8 characters) Fees: Make payable to Washington State Patrol by check, money order, or business account. Notary letters certifying the results are available upon request. There is an additional \$10.00 processing fee per notary seal. _____ Notarized Letter(s)
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C APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.) Applicant's Name: _____ Last First Middle Alias/Maiden Name(s): _____ Date of Birth: _____ Sex: _____ Race: _____ Month/Day/Year Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.



D WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845. Naselle-Grays River Valley School District Requesting Agency Applicant's Signature _____ Applicant's Name _____ Address _____ City/State/Zip _____
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Maintaining Professional Staff/Student Boundaries

Purpose

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

General Standards

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Maintaining Professional Staff /Student Boundaries

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Training

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months (*or insert number of days/months*) of employment. Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

Date: 061510

I have read Policy 5253 and Procedure 5253 and agree to abide by the terms set within.

Signature _____ **Date** _____