

Orcas Island School District Volunteer Packet

Please read carefully and fill out all appropriate areas. Thank you.

We appreciate your interest in contributing your time and talent to the education of Orcas Island School District students. Our volunteers are an important part of our school community and we appreciate your interest in getting involved with our schools. Please fill out the forms in this packet and return them to the school office.

- Volunteer Application and Agreement (Fill out, sign and return)
- Volunteer Affirmation (Sign and return)
- Release/Hold Harmless Agreement (Fill out, sign and return)
- Background Disclosure/Request for Criminal History Information (Fill out, sign and return)
- Confidentiality of Student Information (Sign and return)
- Copy of your driver's license (WA STATE ID or DRIVER'S LICENSE Only)

Important Information about volunteering:

An applicant may be denied due to prior criminal offenses and/or other reasons. The district's first priority is student safety and we carefully consider the nature of the offense before making a decision. In this situation, the applicant will be notified by email or mail of the decision with an explanation of the decision and a copy of Washington State Patrol Criminal History report. Applicants with driving convictions that are reported on the Washington State Patrol Criminal History Report may still be approved as a volunteer without driving privileges depending on the nature of the offense.

Volunteers who wish to transport students on field trips must fill out the Assurances and Authorizations for Drivers on School Sponsored Trips form, in addition to this volunteer paperwork.

VOLUNTEER APPLICATION and AGREEMENT

Name: _____ Date: _____

Mailing Address: _____

Phone: _____ Cell/Other: _____

Email: _____ Date of Birth: _____

Employer: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Previous Volunteer Experience: _____

☐ Classroom

☐ Field Trip Chaperone (Driving / Non-Driving) - Circle one

☐ Teacher _____

REFERENCES

Name: _____ Phone: _____

Email: _____ Relationship: _____

Name: _____ Phone: _____

Email: _____ Relationship: _____

I understand that my volunteer relationship with Orcas Island School District students, once approved, is confined to the program or activity for which I have applied and takes place only with students on campus or at other authorized locations or activities. I understand that my participation with students is subject to the approval of OISD and that this privilege may be revoked at any time and without notice. I have completed all forms required for this position and provided requested documentation, including a copy of my driver's license or other I.D.

Signature: _____ Date: _____

VOLUNTEER AFFIRMATION

By signing below I affirm that:

1. I have read and understand the Volunteer Expectations and Guidelines (attached).
2. I have read and understand the following district policies and procedures available on the District's website (<https://go.boarddocs.com/wa/orcasisland/Board.nsf/vpublic?open>) and I agree to abide by the requirements of these and all OISD policies. I understand that failure to do so may result in the immediate termination of my position with the District. I further agree to promptly report any violation of these policies, of which I become aware, to appropriate OISD staff.
 - 3207 Prohibition of Harassment, Intimidation, Bullying & Hazing
 - 5011/5011P Sexual Harassment
 - 5253/5253P Maintaining Professional Staff/Student Boundaries
 - 5201 Drug-Free Schools, Community and Workplace
3. I understand and will follow the following Ground Rules for the School District facilities:
 - No smoking or tobacco allowed, including on athletic fields and in district vehicles
 - No Weapons allowed
 - No Drugs or alcohol allowed

Name: _____ Date: _____

Signature: _____

Volunteer Release and Hold Harmless Agreement

- All information in this application is accurate to the best of my knowledge. I have received and thoroughly read the Orcas Island School District's Guidelines and Expectations for volunteering. I understand the information and I agree to comply with the guidelines.
- I acknowledge the District will make every attempt to ensure my safety while participating as a volunteer, but there may be certain inherent risks involved that are unavoidable, resulting in bodily injury or property damage to myself or others.
- As a condition of being permitted to volunteer for Orcas Island School District, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience, including but not limited to, any activity while volunteering on school property.
- As a volunteer, I am aware that I will not receive any compensation for my services. I further acknowledge that the Orcas Island School District does not provide any accidental medical insurance coverage for volunteers and that I assume all risks of injury or damage to my person or property.
- I agree to hold and save harmless the Orcas Island School District, its School Board and Employees, and assigns for any claims, suites or damages, (including but not limited to defense and indemnification) which might result from my service as a volunteer.
- I hereby agree to waive any and all claims arising out of any such injury or damage.

Applicant Signature: _____ Date: _____

BACKGROUND DISCLOSURE/ REQUEST for CRIMINAL HISTORY INFORMATION

YOUR PRINTED NAME (First, MI, Last) _____

MAILING ADDRESS _____ PHONE _____

E-MAIL ADDRESS _____ DATE OF BIRTH ____/____/____

1. Have you ever been convicted of any crimes against persons as defined in Section 1 of SSSB 5063, Chapter 486, Laws of 1987, 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; Indecent/Inappropriate communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or 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; 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.*

ANSWER: _____ YES _____ NO (If YES, indicate which crime(s) by letter and explain below)

Explanation: _____

2. Have you been found in any action under RCW 13.34.030(2)(b) relating to the dependency of a child and/or the termination of a parent and child relationship to have sexually assaulted or exploited or physically abused any minor?

ANSWER: _____ YES _____ NO (If YES, explain below)

Explanation: _____

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

ANSWER: _____ YES _____ NO (If YES, explain below)

Explanation: _____

4. Have you been found in any final decision by the director of the department of licensing or a disciplinary board in the following businesses or professions to have sexually or physically abused or exploited any minor?: chiropractic; dentistry; dental hygiene; drugless healing; massage; midwifery; osteopathy; physical therapy; physicians; practical nursing; registered nursing; psychology; or real estate brokers/agents.

ANSWER: _____ YES _____ NO (If YES, explain below)

Explanation: _____

An inquiry may be made to the Washington state Patrol's WATCH Program 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 13.43.030[2]/[b] to have sexually assaulted or exploited or physically abused any minor; (c) found by a court in a domestic relations proceeding to have sexually or physically abused or exploited any minor; or (d) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor. A copy of any response received from the Washington State Patrol or a Federal law enforcement agency pursuant to such inquiry will be made available to you upon request. Secondary dissemination of a criminal history response is prohibited unless in compliance with RCW 10. 97.050.

I certify that the foregoing is true and correct: _____ (applicant signature) _____ (date)

CONFIDENTIALITY of STUDENT INFORMATION

As an employee of, or volunteer for the Orcas Island School District, who provides services to any student of the District, I understand that any information I receive regarding any student, his or her background, disability, academic program or history, or that student's family, is CONFIDENTIAL INFORMATION and will not be divulged to, nor shared with anyone other than appropriate District staff.

Any disclosure of this CONFIDENTIAL INFORMATION to said staff will only be made according to the guidelines established in the District's policy on Confidential Communications, Policy number 4020, which is available on the District website (<https://go.boarddocs.com/wa/orcasland/Board.nsf/vpublic?open>). Any disclosure of confidential information by OISD staff will be further governed by the Family Educational Rights and Privacy Act (FERPA).

Signature of employee/volunteer: _____

Date: _____



Book	Policy Manual
Section	Section 4000 - Community Relations
Title	Confidential Communications
Code	4020
Status	Active
Adopted	April 22, 2010
Last Revised	March 1, 2018
Prior Revised Dates	02/1999; 02/2010; 06/2016;

CONFIDENTIAL COMMUNICATIONS

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the record's custodian will remain confidential and will be used only for the purpose for which access was granted.
- B. While certain professionals may have a unique confidential relationship (e.g. attorney-client privileged communications and licensed psychologists), school staff members including counselors do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member will exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Legal: RCW 26.44.030(12) Reports - Duty and authority to make - Duty of receiving agency -Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions - Investigations - Interviews of children -Records - Risk assessment process

Cross References: 2140- Guidance and Counseling; 4040- Public Access to District Records; 5260- Personnel Records

Volunteer Expectations & Guidelines (Please keep for your records)

These pages outline the expectations and guidelines that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through the Orcas Island School District must only take place with students on the school campus during school hours or at other authorized school activities.

You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom - adults who can guide them through the learning process.

Goals:

- Enrich the curriculum
- Enrich student's learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

Working closely with the classroom teacher and school staff includes:

- Following the direction of a school staff member
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Seeking help from the teacher when you need additional information or instruction
- Sharing ideas and constructive comments with the teacher
- Acknowledging that teachers are responsible for discipline in the classroom

Enjoy working with students by:

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Harassment at School

The Orcas Island School District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold the Orcas Island School District Policy 5011 (Sexual Harassment) and Policy 3207 (Prohibition of Harassment, Intimidation, Bullying & Hazing).

Maintaining Professional Staff/Student Boundaries

The Orcas Island School District Maintaining Professional Staff/Student Boundaries Policy 5253 calls for volunteers to maintain the highest professional, moral and ethical standards in their interaction with students.

Safe Interaction with Students

The school board expects that the entire staff (including volunteers) shall strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines for Safe Interaction with Students:

All interactions with students should be professional and focused on teaching and learning.

Please do not:

- Take a student or students on private outings
- Initiate social activities with students
- Engage in Social Networking with students via Facebook, MySpace, Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries
- Take photos or videos of students and post them on social networking or personal websites

Communication

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, your administrator or supervisor

Please do not:

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School

Volunteering will always be under the direct supervision of a staff member. Unsupervised access is not allowed unless a volunteer has passed an FBI Criminal History Background Check.

Physical Contact with Students

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.