

VOLUNTEERS

VOLUNTEER APPLICATION AND SCREENING

Prospective volunteers who will be regularly scheduled to serve in the capacity of a classroom or school building volunteer shall:

- 1) Complete the local school's volunteer application form.
- 2) Complete and sign the Olympia School District "Disclosure Statement Pursuant to Chapter 43.43 RCW".
- 3) Be informed that they may be subjected to a name and birth date background check with the Washington State Patrol criminal identification system.
- 4) Complete the "Olympia School District Confidentiality Statement".

EXCEPTIONS TO SCREENING AND BACKGROUND CHECKS

Supervised volunteers who do not have regularly-scheduled duties will generally not be required to complete the Olympia School District Disclosure Statement or be subjected to WSP Check. Examples of supervised volunteers who do not have regularly scheduled duties include, but are not limited to: school assembly or classroom guest speakers, office or workroom helpers, and student registration volunteers. Generally, these are volunteers who provide assistance to the school or classroom infrequently and do not have direct contact with small groups of students. Additionally, current Olympia School District employees who serve in the capacity of a volunteer, outside their regular contract, will not be required to complete a disclosure statement if they have already been subject to disclosure and/or background checks as part of pre-employment requirements.

RESPONSIBILITY FOR REVIEW OF APPLICATIONS AND SCREENING

The School principal shall develop school procedures for the application and screening of volunteers and shall inform the school staff of those procedures. The procedures are to include the following:

- 1) Designation of a school employee, who will accept applications, disclosure statements, and conduct background checks through the Washington State Patrol criminal identification system.
- 2) Appropriate training for the designee with emphasis given to the confidential nature of all records related to volunteers or volunteer applicants.
- 3) Annual communication to teaching and support staff about this policy and accompanying procedures.
- 4) Annual communication to parents through school newsletters or other school communications about this policy and accompanying procedures.

It shall be the responsibility of the principal or a designated building staff member to review all completed disclosure statements and any necessary background checks to assess whether or not a prospective volunteer will be approved for volunteer services. Any concerns that may arise from the disclosure statement, or from the resulting background check, will cause the administrator to consult with the District Personnel Director and one other district administrator designated by the Superintendent. This review team will arrive at a decision as to whether the

prospective volunteer should be approved. Any prospective volunteer not approved shall be informed by the building administrator of the decision and the reason(s) for the decision.

If, in the judgment of the principal, there are reasons not related to the disclosure statement or background check, that would result in not approving a volunteer, he/she shall have the authority to withhold approval and inform the prospective volunteer of the decision and the reason(s) for the decision.

VOLUNTEER ORIENTATION

Volunteers shall:

- 1) Serve in the capacity of helpers and not be assigned to roles, which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- 2) Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- 3) Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- 4) Receive such information as:
 - a) General responsibilities and limitations;
 - b) Information about school facilities, routines and procedures;
 - c) Schedule and place of work;
 - d) Expected relationship to the regular staff;
 - e) Pertinent District policies including but not limited to sexual harassment; harassment, intimidation, and bullying; and drug free work place.
- 5) Be provided appropriate orientation at the building level.

TERMINATION OF SERVICES

There may be circumstances when, in the judgment of the building and/or District administration, a volunteer's services no longer benefit the school or the volunteer, or the volunteer's services are otherwise no longer desired. In these cases, the volunteer will be informed of the need to terminate services and the reasons for termination.



<i>ESTABLISHED</i>	<i>May 24, 2004</i>

VOLUNTEER APPLICANT DISCLOSURE STATEMENT
PURSUANT TO CHAPTER 43.43 RCW

Please 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. The term “**convicted**” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

1. Have you **ever** been convicted of any crimes against persons as defined in RCW 43.43.830(5) 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 assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; 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 exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; 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; criminal abandonment; or any of these crimes as they may be renamed?

Answer: _____ If “**YES**”, PLEASE EXPLAIN BELOW.

2. Have you **ever** been convicted of any crimes relating to financial exploitation as defined in RCW 43.43.830(6) as amended, if the victim was a vulnerable adult and listed as follows: first, second, or third degree extortion; first, second, or third degree theft first or second degree robbery; forgery; or any of these crimes as they may be renamed?

Answer: _____ If “**YES**”, PLEASE EXPLAIN BELOW.

3. Have you **ever** been convicted of any crime related to drugs as defined in RCW 43.43.830 and listed as follows: manufacture, delivery, or possession with intent to deliver a controlled substance?

Answer: _____ If “**YES**”, PLEASE EXPLAIN BELOW.

4. Have you **ever** been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: _____ If **"YES"**, PLEASE EXPLAIN BELOW.

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

Answer: _____ If **"YES"**, PLEASE EXPLAIN BELOW.

6. Have you **ever** been found in any final disciplinary board decision, or by the director of the department of licensing in the following business or professions (chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathy, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate broker, and salesperson) to have sexually or physically abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer: _____ If **"YES"**, PLEASE EXPLAIN BELOW.

7. Have you **ever** been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer: _____ If **"YES"**, PLEASE EXPLAIN BELOW.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Printed Name: _____

Signature: _____

Date: _____

Place: _____

Date of Birth: _____

Sample Volunteer Letter

Dear Volunteer Applicant,

Volunteers are very important to us and we are glad you want to serve as a volunteer at our school. We believe a quality program for volunteers includes three significant components:

- 1) All volunteers clearly understand the role of the volunteer to include any district or school policies related to volunteering.
- 2) All volunteers are welcomed at the school as contributors to a successful educational experience of the staff and children with whom they work.
- 3) All volunteers receive appropriate orientation prior to volunteer experience.

Something else that is very important to us is the safety of children. In fact, the safety of all children is the most fundamental concern of our school community. Many systems are in place to insure our children are learning in an environment that is as free from physical risk as possible. An important part of that environment is the volunteer who works with children in the classroom and at other school sponsored events and learning activities. We want to insure our families that we are proactive and preventive when it comes to the safety of their children and the people who volunteer in our schools.

For that reason, we ask all volunteers to complete and sign a school-based application, confidentiality statement, and Olympia School District disclosure statement. It is also important that prospective volunteers know that a background check through the Washington State Patrol Criminal History Identification may be conducted. For that reason, your birth date is required at the bottom of the disclosure statement. If a background check has been conducted, you will be notified of the state patrol's response within ten days after we have received the response. Also a copy of the state patrol's response will be available to you upon request.

Please know that any information you provide the school is confidential and will be treated as such. We thank you in advance for understanding the importance of our children's safety and the important role you will play in helping us with that.

If you have any questions about the enclosed materials or about the application process, please don't hesitate to ask.

Sincerely,

School Principal

**Sample Confidentiality Statement
for Volunteers**

Dear Parent/Community Volunteer:

We are pleased you are interested in volunteering in the Olympia School District. As you take on this very important role, we want to provide information to you related to confidentiality so that each person who works in our school will understand the importance of this issue and the privacy rights of our students and staff.

Volunteers observe students working at different levels and with different needs and challenges. Some students need extra support in academic areas, some will need help in solving problems and others will need help making appropriate behavior choices. These areas of support might be observed while helping students with academic learning or while in the hall, cafeteria, on the playground, or other common areas of the school. Anytime you notice conflicts or difficulties that don't get resolved by the students, please make sure a staff member is informed promptly. Please make sure any conversations that take place with a staff member related to a specific student's or group of students' needs are done privately (out of earshot of all students and other adults). Please understand that teachers are not free to discuss other students with you.

We appreciate it when volunteers report any such incidents or concerns to us and we also request that volunteers not speak of such incidents or concerns with anyone after having left the school. In this way, we can protect the privacy of all children at our schools. This is expected of all staff members within our schools and we must require it of all volunteers as well. There can be no tolerance for violations of confidentiality. Continued volunteering is contingent upon respect this request.

If you do have questions related to confidentiality please do not hesitate to ask a school staff member.

Please complete this form and return it to the school office along with all other requested volunteer application materials. Thank you.

I have read and understand the confidentiality requirements required for all volunteers in the Olympia School District:

Name (Printed) _____

Signature: _____

Date: _____