

Date Rec'd: _____

Disclosure Signed: Yes No

WSP run date : _____

School/Site: _____

Volunteer Application

Volunteer Category

- Parent/Guardian
- Grandparent
- Staff member
- Student High School or College
Graduation Year: _____
- Community Member
no children in the school

Personal Information — please print

First: _____

Last: _____

Address: _____

City/State/Zip _____

Email Address: _____ Preference: phone or email: _____

Home Phone: _____ Work or Cell #: _____

How long have you lived in Washington State? _____ years _____ months

Skills & Interest Areas

Please check areas:

- Classroom Assistant
- Chaperone (dance, prom, etc.)
Event date: _____
- Field Trip—date: _____
- PTA / PTSA
- Art/ Arts & Crafts
- Clerical/Admin./Office Help
- Computers/Technology
- Debate Judging/Coaching
- Drama/Theatre
- ELL (English Language Learner)
- Family Food & Fun Nights
- Foreign Language: (pls. list) _____
- Grant Writing / Fundraising
- Health Room Helper
- Health Screening
- History
- Homework Room Helper
(before & after school; noontime)
- Jr. Achievement volunteer
- Library
- Lunchroom Helper
- Math— Elementary
- Math—Middle School
- Math— High School
- Mentoring Children
- Mentoring Teens
- Music
- Physical Ed./Sports/Playground
- Reading Helper
- Tutoring: _____
- Science/Lab Prep
- School Buddies (mentor program)
- Senior College Instructor
- Senior Project Evaluator
- Special Education
- Special Need Students
- Summer School Program
- Writing/Language Arts
- Other - list here: _____

School Preferences — please check your preference(s)

- High School (grades 9-12) Middle School (7 & 8)
- Fidalgo Elementary (K-6) Island View Elementary (K-6)
- Mt. Erie Elementary (K-6) Whitney School (Birth—Kindergarten)
- Anacortes Home Education Partnership (AHEP / Grade): _____

Weekday Preference(s): Mon. Tues. Wed. Thurs. Fri.

Time Preference(s): Morning Afternoon After School Evening

Volunteer Background Information (please print)

- Occupation: _____ Current or Retired
- Employer, city & phone #: _____
- Hobbies and interests: _____
- Why do you want to volunteer? _____
- What is your experience working with children/teens: _____
- Are you currently volunteering in the district? Yes No
- If so where? (school & role): _____
(If no, would you like to be contacted for placement? Yes No)
- Do you have children in the school district? Yes No
If yes, which school(s)? _____
- How did you hear about the Volunteer Program?
 Newspaper Teacher/Staff Friend/Neighbor Flyer Spouse
 AHS Child Dev. Class School Club Vol. Orientation or Program
- Have you attended the Volunteer Orientation (held once a month) ?
 No, please notify me of next orientation Yes

May we use your name and/or photo for promotional purposes? If yes, please check: Name Photograph

References & Emergency Info: (list 2 non-relative references — employer, friend, neighbor, co-worker, etc.)

Your references may be contacted prior to being placed as a volunteer.

1. Name, address & phone # _____

Relationship to you: _____

2. Name, address & phone # _____

Relationship to you: _____

In Case of Emergency, please notify: (PRINT CLEARLY)

NAME: _____ Relationship: _____ PHONE: _____

Do you wear an Emergency ID bracelet? Yes No

Volunteer Disclosure Statement

For the safety of our children, the Anacortes School District requests ALL VOLUNTEERS to complete and sign the disclosure statement and to participate in the Washington State Patrol (WSP) background check. Volunteers who have unsupervised access to children are required to complete the disclosure statement & have a background check conducted.

1. Pursuant to RCW 43.43.830, **have you ever been convicted of any crimes against children or other persons;** or of any crimes relating to the abuse or financial exploitation if the victim was a vulnerable adult; of crimes related to drugs; or been found in any dependency action, domestic relations proceedings, or disciplinary board final decision to have sexually abused, assaulted or exploited any minor or to have physically abused any minor or developmentally disabled person?

YES _____ **NO** _____ (If you answer YES to the above question, you will need to work with the district staff to determine the availability of an appropriate volunteer service that meets your circumstances and the school district requirements.)

(Washington State Law requires all volunteers who will have regularly scheduled unsupervised access to children under sixteen years of age or developmentally disabled persons to complete and sign the disclosure statement AND to participate in a background investigation check* through the Washington State Patrol.)

* A copy of the Child/Adult Abuse Record Search Guidelines, detailing the specific information the Washington State Patrol is permitted to disclose, is available upon your request by calling the number listed below.

Volunteer Authorization for Background Check & Disclosure Statement Signature

By signing below, you are authorizing the Anacortes School District to conduct a Washington State Patrol (WSP) background check, pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 – 43.43.845. The Washington State Patrol background check is valid for two years. As always, your personal information is completely confidential.

____ Yes, you may conduct a WSP background check and my signature below gives you this permission. I also certify under penalty of perjury under the laws of the State of Washington that the above disclosure statement is true and correct:

Signature: _____ **Date signed:** _____

Applicant's Name(s): _____

Print Clearly: First Name Middle Name Last Name

Alias or Maiden Name(s): _____

Sex Race Height Weight (approx.) Eye color Hair color

Birth Date (MM/DD/YYYY) Driver's License Number / State

Volunteer Confidentiality & Guidelines for Behavior Please initial here after reading below: _____ Initials

As a volunteer, you are agreeing to treat all information about a student, his or her academic, social and family matters as CONFIDENTIAL and the information is NOT to be repeated. You also agree to follow the Volunteer Guidelines for Appropriate Behaviors included in the application. Your initials document your agreement to uphold the student confidentiality and volunteer behavior guidelines.

Please return this form to Anacortes School District, 2200 M Ave., Anacortes, 98221
Questions? Please contact Jayne Branch, District Volunteer Coordinator (360) 293-1234 Thank you!

Anacortes School District

Volunteer Guidelines for Appropriate Behavior & Communications (revised 4/6/10)

At the Anacortes School District, student safety is of primary importance. Our goal is to provide a safe and supportive work environment for students, staff and volunteers. To help ensure our students' safety and your protection as a volunteer, please observe the following guidelines:

SAFE LOCATIONS WITH STUDENTS

There should always be another volunteer, district employee or parent in the area where you are working with the student/s. If you are going to work alone with one or two students, be visible and in an open location. Always leave the door to the room OPEN, or stay in a common area to be sure you are in plain sight. ***We require ALL volunteers to be in a supervised setting when working with students, meaning in the presence of a staff member or one other volunteer.***

School-sponsored volunteers are not allowed to meet with students at their homes or in any other private location. When a student can't meet with tutors during school hours (or the hour following school), arrangements may be made with the district volunteer coordinator for the student to meet the tutor at the Anacortes Public Library ONLY if the parent is also on site at the library for the duration of the meeting.

Please use the adult/staff rest rooms only.

SAFE 'TOUCH' WITH STUDENTS – varies with age, cultural and personal factors

Touching children carries risks, as a volunteer can be accused of impropriety, unnecessary physical contact or sexual harassment. Being alone with a student can prompt an allegation of intimacy. A finding of sexual harassment is just cause for disciplinary action and other consequences may include legal action and loss of volunteer privileges.

- The best rule of thumb is to avoid any touching except on the shoulders, back and arms WHEN APPROPRIATE. As noted below, even this 'safe' touch is questionable depending on the age and other student factors:

I. AGE OF THE STUDENT:

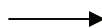
Grade Pre-K through 3: It is almost impossible to avoid physical contact with or touching students of this age in a classroom or learning setting.

Grades 4-9: Female students in this age group are very conscious of their sexuality. The most numerous accusations of improper touching occur in this age range. Female students may view a touch on the shoulder or back as sexual in nature. Young girls in this age range often complain of being touched on their backs over their bras. They are extremely sensitive regarding remarks about their clothing and physical appearance. Trouble areas including patting knees, putting arms around shoulders or chairs, putting hands on waist or "looking at me funny."

Grades 10-12: Very little touching is acceptable in this age group. Also, please do NOT counsel troubled students in this age group, especially about sexual or romantic matters. If you are concerned that a student is troubled, please share this with the teacher or staff member.

II. CULTURAL AND PERSONAL FACTORS related to student safety

- Most accusations are brought against males. If you are a male volunteer, it is important for you to consider your behaviors carefully so they will not be misinterpreted.
- Some individuals and some cultures are very uncomfortable with ANY touching whatsoever. If a student indicates by word or action that he/she is not comfortable, a volunteer should avoid physical contact except for safety reasons.
- Please be aware that while some of us are natural 'huggers,' many children and adults aren't. As the adult, you must observe and take your cues from the student. If a student doesn't exhibit physical affection (see below), then **do not** initiate it.



GUIDELINES CONTINUED

Anacortes School District
Volunteer Guidelines for Appropriate Behavior
& Communications (revised 4/6/10)

II. CULTURAL AND PERSONAL FACTORS *related to student safety (continued)*

- Hugs - hug from side to side, or bend down so your shoulders are level with the child's.
- Handshakes and 'high fives' are the safest and most acceptable way to greet students of all ages.
- Treat the child as an adult. Think about your actions: If you wouldn't pat an adult on the head, then don't pat a child on the head. If you wouldn't put your arm around an adult's chair, then don't put your arm around a student's chair. It is important that you maintain adequate physical boundaries between yourself and a student. Please give the student their own safe space.

SAFE VERBAL COMMUNICATIONS

1. To protect your privacy and that of the student(s), DO NOT ask for a student's address, phone number or email address. Likewise, do not share your address or phone number with a student. **Direct volunteer-student communication outside of the regularly scheduled tutor session is not allowed.** If you need to get a message to a student, you must do so by contacting the teacher, parent, volunteer coordinator or other staff member.
2. Your conversation should **demonstrate respect for others** and voice language that is not perceived as discriminatory, sexist or offensive. It is not appropriate to discuss your religious beliefs or engage a student in a conversation about his or her religious beliefs. Talk to all students in the same respectful manner.
3. **Do not single out a student through favoritism** or special privileges. Do not spend too much time with ONE student or groups of students. If you sense that a student may be developing a personal interest in you, please talk to the teacher, Principal or Volunteer Coordinator.
4. If a student shares anything with you that causes you **concern for his or her safety or health**, please TELL THE TEACHER, PRINCIPAL or Volunteer Coordinator.

OTHER AREAS OF CAUTION – Behaviors and Communications to Avoid

Some actions, even those with the best motive, can be common trouble areas. Please avoid these situations, whenever possible:

1. DO NOT ASK **a single student to arrive early or stay late** (for example, to set up or clean up) for a class, program, gym or other activity. (The district allows supervised volunteer situations meaning you must not be alone with a student, rather you need to be in the presence of another volunteer or a staff member.)
2. DO NOT GIVE **an extravagant or personal gift to a student**. Please check with the teacher or staff member before giving a gift to a student. It is acceptable to give a small gift as a token of recognition for a job well done, a special occasion or at the end of the school year after working with the same student or students, etc. Appropriate gifts are inexpensive and along the lines of stickers, pencils, a special notebook, etc.

Other actions that are often difficult to explain that could be grounds for discipline:

1. Making a request for affection ("give me a hug" ... "come sit on my lap"...)
2. Any lingering touches such as shoulder or neck massages. (Best rule of thumb: no touching)
3. Requests for sex, dates or meeting outside of school-arranged tutor-volunteer meeting.
4. Lewd or sexual remarks, jokes or other sexual overtures.
5. Touching girls differently than boys. (e.g., hugging girls but not boys)
6. Sexual contact with any student.

Questions? Please contact Jayne Branch, District Volunteer Coordinator, at 360-293-1234.