

Anacortes School District - Volunteer Renewal Form

revised 07/22/13

- I am a school or district volunteer. Please renew my application as stated below.
- I am **not** currently volunteering, but may in the future. Please include my update in your 'inactive' file until that time.
- Please remove me from the Anacortes School District volunteer list:
- I don't have time to volunteer or
 - Other: (please explain) _____

▲ Updated Volunteer Information: (please print) Date: _____

Last Name: _____ First: _____ Middle name: _____

Current Address:

Street: _____ City: _____ State/Zip: _____

Current Contact Info:

Home Phone: _____ Work or Cell Phone: _____

Email Address: _____

▲ Volunteer Status:

1. Are you currently volunteering in the school district? **Yes** ___ **No** ___ If YES, where:
- a. School(s) _____ b. Teacher/Staff _____

▲ Volunteer Satisfaction:

3. Are you satisfied with your volunteer role/position? **Yes** ___ **No** ___
Please explain:

4. Would you like to be contacted to talk about your volunteer role/position?
Yes ___ No ___ Please explain:

▲ Volunteer Background Check & Sign-Off on Volunteer Guidelines for Behavior

By signing below, you authorize the Anacortes School District to conduct a Washington State Patrol (WSP) background check every two years, as long as you are actively volunteering. (The background check is valid for two years.) Your personal information is held completely confidential. Your signature below documents that you have read and agree to follow the Volunteer Guidelines for Appropriate Behaviors included in this renewal application.

Signature: _____ Date signed: _____

Applicant's Legal Name:

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)

Enc: Volunteer Guidelines for Behaviors & Communications

A return envelope is enclosed for your convenience. Thank you for your time!
ASD Volunteer Services, attn: Jayne Branch, 2200 M Ave., Anacortes, WA 98221

Anacortes School District

Volunteer Guidelines for Appropriate Behavior & Communications PLEASE KEEP PAGES 2 & 3 FOR YOUR INFORMATION

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

- 1. 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 student/s, meaning in the presence of a staff member or one other volunteer.**
2. 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.
3. Please use the adult/staff rest rooms only. If you don't know where these are located, please ask a teacher or staff member.

SAFE 'TOUCH' – 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

- Since 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.

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 principal, teacher 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 a gift at school to a student**, especially an expensive or personal gift. Please check with the teacher or staff member before giving a gift to a student. It is usually 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 inappropriate and 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 a student/s outside of school.
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.
7. Giving a student an extravagant or personal gift.