

Monroe Public Schools
Volunteer Application Procedures

1. All volunteers, with the exception of visitors and one-time volunteers who remain at school, must complete a volunteer application packet which includes the following:

- Volunteer Application
- Volunteer Confidentiality and Discrimination Statement
- Volunteer Criminal History Disclosure/WSP Criminal History Background Check
- Volunteer Reference Check

Volunteers who accompany students off-campus must complete a packet as noted above (see No. 3 below). In addition, all volunteers, 14 years of age and older, must complete a packet (e.g., high school student mentors or other students who will be more than a one-time volunteer in a school).

2. Volunteer application packets must be renewed each year.

Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works. The Washington State Patrol (WSP) screening may be done annually or every other year. Some schools find it easier to WSP screen each applicant annually when they receive the volunteer application packet.

3. Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).

One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one-time volunteers: grandparent visiting a classroom; person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.

Any volunteers accompanying students off campus, however, must complete a volunteer packet including WSP screening prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and are responsible at a different level than at school. District staff who work at the school participating in the field trip do not need to complete a volunteer packet. However, staff accompanying students on a field trip for a site other than where they work should complete a packet, including WSP screening, so that emergency contact and other information is readily available.

4. District employees who volunteer at a site other than where they normally work should complete a volunteer application.

This assures that the school where a staff is a volunteer has current information including emergency contact information and a recent WSP screening.

5. A copy of the volunteer packet must be on file at each school.

A school receiving a volunteer's application packet should send a copy of the packet, including the results of the WSP screening to each school where an individual plans to volunteer.

6. All volunteers, including one-time volunteers and visitors must:

- Sign in and out at their school/site location.
- Wear identification badges during their volunteer activity or experience.
- Acknowledge that “relationships developed with children at school need to remain at school” and that, for their own protection, “volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer.”

7. Volunteer drivers:

Persons who drive a district vehicle as a component of their volunteer service must have a Driving Abstract on file with the Transportation Department and provide a copy of a valid Washington State driver’s license. Driving abstracts must be applied for a minimum of 10 days in advance and can be obtained by calling 360 804-2651.

Monroe Public Schools
Volunteer Application

Copy of Volunteer Application must be on file at each school where volunteer is assigned.

Volunteer Name _____ Home Phone _____
 Address _____ Work Phone _____
 City _____ State _____ Zip _____ Cell Phone _____

Please list all students, teachers and schools where you plan to volunteer. Include student last name if different than your own. A copy of this application will be sent to each school indicated below.

<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>

Name of person to contact in the event of an emergency _____
 Relationship to you _____ Daytime telephone number _____
 Name of regular physician _____ Phone number _____
 Please describe special medical conditions (allergies, etc.) or special accommodations you have: _____

Availability: Please write in your preferred hours and days below:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Placement Information: The following information will allow us to match your expertise, interest, and skills with staff requests for volunteers. It will also assist us in recognizing your volunteer efforts.

Location Preference _____ Grade Level(s) Preferred _____

Please indicate below (✓) which category(s) you prefer as a volunteer:

- | | | |
|--|-----------------------------|------------------------------|
| _____ Classroom volunteer – subject(s) preferred _____ | _____ Special events | _____ Office support |
| _____ Art docent | _____ Mentor | _____ Library |
| _____ Science Docent | _____ Tutor including ESL | _____ Career path consultant |
| _____ Technology Docent/Intern | _____ Enrichment activities | _____ Special education |
| _____ Playground | _____ Lunch room | _____ Other _____ |
| _____ Clerical, list skills below | | |

Clerical Skills/Experience _____

I wish to serve on a school/site committee (specify if known)

_____ Bilingual: Yes _____ No _____ Language(s)

First Aid Card Expiration Date _____ CPR Card Expiration Date _____

Volunteer Criminal History Disclosure

Washington State Patrol Criminal History Background Check

Copy of Washington State Patrol Criminal History Background Report to be on file at each school where volunteer is assigned.

In accordance with RCW 43.43 (Child/Adult Abuse Information Act), all prospective volunteers are required to complete this disclosure form.

Answer **YES** or **NO** to each item below. If the answer is YES to any item, please explain in the area provided or and/or on the reverse of this form, indicating the charge or finding, the date, and the court(s) involved:

1. Have you ever been convicted of any crime against children or other persons as listed in RCW 43.43.830;
 Answer _____ If "YES," explain _____

2. Have you ever been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
 Answer _____ If "YES," explain _____

3. 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," explain _____

4. Have you ever 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;
 Answer _____ If "YES," explain _____

5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; or
 Answer _____ If "YES," explain _____

6. 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," explain _____

A WSP criminal history background check (limited to crimes against persons) is required for all volunteers who have unsupervised access to children and/or vulnerable adults (RCW 43.43.830-845). The following information will be use to conduct the search. Please enter your legal name and birth date (mm/dd/yyyy). Secondary dissemination of criminal history record information is prohibited unless in compliance with RCW 10.97.050.

<i>Legal First Name (print)</i>	<i>Legal Middle Name (print)</i>	<i>Legal Last Name (print)</i>	
<i>Social Security Number</i>		<i>Date of Birth</i>	
<i>(last 4 digits only)</i> ___ ___ ___ ___		<i>mm</i>	<i>dd</i> <i>yyyy</i>

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.

Volunteer Signature _____ *Date* _____

Monroe Public Schools
Volunteer Confidentiality and Discrimination Statement

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for the Monroe Public Schools I will...

- respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.
- keep personal information confidential at school and after I leave school.
- be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- make reasonable efforts to assure that each student is protected from harassment or discrimination.
- not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; the Monroe Public Schools cannot and will not grant this permission.

Volunteer Signature _____ Date _____

Monroe Public Schools

Harassment

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from all forms of discrimination and harassment including sexual harassment, hazing and bullying. Discrimination and harassment mean any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by age, race, color, religion, ancestry, national origin, gender, sexual activity, sexual orientation, mental and physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Other distinguishing characteristics can include, but are not limited to:

- Physical appearance, clothing or other apparel;
- Socioeconomic status;
- Gender identity; or
- Marital status.

Harassment can occur adult to student, student to adult, student to student, male to female, female to male, male to male, or female to female. Other behaviors that do not rise to the level of harassment may still be prohibited by other district policies or building, classroom or program rules.

The superintendent has procedures that are prompt, fair, thorough and as confidential as possible for the reporting and investigating of violations of this policy. Such procedures shall ensure that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when the harassment is determined to have occurred. The superintendent also developed procedures to provide age-appropriate information and education to district staff, students, families, and volunteers regarding this policy and the recognition and prevention of harassment.

If you or anyone you know feel that they have been harassed immediately notify a teacher, school counselor, principal or any district employee.

Monroe School District Board Policy No. 5320- Harassment is available in its entirety, at the Monroe School District office building, your school’s office or Monroe Public Schools website @ www.monroe.wednet.edu under policies.

Please sign below to acknowledge you have read this.

NAME (please print) _____ DATE _____
SIGNATURE _____

Monroe Public Schools
COMMUNITY RELATIONS
BOARD POLICY 9320

VOLUNTEERS IN THE SCHOOLS

The Monroe School Board recognizes the valuable contributions volunteers of the community make to students and schools. The board welcomes volunteers and endorses a volunteer screening program to ensure the health and safety of students, staff, and volunteers.

Volunteers of the Monroe Public Schools involved in volunteer assignments longer than one day in length shall be subject to the specific screening requirements listed below. Volunteers who work at or for a school or site for one day or less are exempt from such requirements.

Volunteer Screening Requirements

1. Application
2. Criminal History Disclosure Form
3. Volunteer Confidentiality and Discrimination Statement/Washington State Patrol Criminal History Background Check
4. Reference Check Form

The building principal or any other designated administrative staff member shall be involved in the recruitment of volunteers and shall make final approval of any volunteer serving in his/her building.

At the superintendent's discretion, volunteers may be asked to submit a full FBI fingerprint check based on extenuating circumstances and/or reasonable suspicion as related to RCW 43.43.830. If required, the FBI fingerprint check will be at district expense.

The superintendent shall develop guidelines and procedures to implement the provisions of this policy.

References:
RCW 43.43.830

Date approved by the board: _____ November 13, 2000 _____

RCW 43.43.830

Background checks -- Access to **children** or vulnerable persons – Selected Definitions.

(b) Any prospective volunteer who will have regularly scheduled unsupervised access to **children** under sixteen years of age, developmentally disabled persons, or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer **children** under twelve years of age, (ii) three or fewer **children** between twelve and sixteen years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults.

(5) "Crime **against children** or other persons" means a conviction of any of the following offenses:

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; 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 in the future.

(6) "**Crimes** relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

(7) "**Crimes** relating to financial exploitation" means a conviction for 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 in the future.

(9) "Unsupervised" means not in the presence of:

(a) Another employee or volunteer from the same business or organization as the applicant; or

(b) Any relative or guardian of any of the **children** or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

Monroe Public Schools
Volunteer Reference Check

Volunteer Name: _____

Please provide the name, address, and phone number of three persons that can attest to your character and commitment as a volunteer in the Monroe Public Schools.

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____