



# Anacortes School District No. 103

## 2016 -17 VOLUNTEER APPLICATION

FOR OFFICE USE

New  Returning  School(s) \_\_\_\_\_

Date Rec'd \_\_\_\_\_ WSP Date \_\_\_\_\_

Vol Report \_\_\_\_\_ Letter Sent \_\_\_\_\_

Please PRINT and complete BOTH SIDES of this form. **A copy of your current driver's license or state ID must accompany this form.** This clearance is valid for the 2016-17 school year only.

Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
First Middle Last

Mailing Address \_\_\_\_\_  
Street City State Zip

Phone (HM) \_\_\_\_\_ (CELL) \_\_\_\_\_ Email \_\_\_\_\_

How long have you lived in Washington State? \_\_\_\_\_ If active military, indicate squadron or tenant command \_\_\_\_\_

You are volunteering as a: Parent/Guardian \_\_\_\_\_ Grandparent/Family \_\_\_\_\_ Community Member \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_

Occupation \_\_\_\_\_ Current \_\_\_\_\_ Retired \_\_\_\_\_

Employer *Current or former* \_\_\_\_\_ Employer's Phone \_\_\_\_\_

Education / training \_\_\_\_\_ Veteran? Yes  No

Hobbies / interests / skills \_\_\_\_\_

Do you speak a language other than English? No \_\_\_\_\_ Yes \_\_\_\_\_ Please specify \_\_\_\_\_

Reason for volunteering \_\_\_\_\_

What is your experience working with children or teens? \_\_\_\_\_

Do you have children currently attending school in the district? If so, at which school(s)? \_\_\_\_\_

Are you currently volunteering in the district? If yes, for which school and teacher? \_\_\_\_\_

**At which school(s) would you like to volunteer?** *If you have a specific class/teacher in mind, please indicate* \_\_\_\_\_

- Fidalgo (K-6)  Island View (K-6)  Mount Erie (K-6)  Whitney (birth-K)  AMS (7-8)  AHS (9-12)  Cap Sante (9-12)

**Day(s)** Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ | **Time(s)** Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ After school \_\_\_\_\_

How did you hear about the Volunteer Program?  Newspaper  Website  Staff/Teacher  Friend/Neighbor  School Club  Presentation

Have you attended an ASD Volunteer Orientation (held periodically)?  No, please notify me of the next orientation  Yes

To promote volunteerism, we sometimes publish volunteer names or photos. Please check if you **DO NOT** wish your name/photo used

**Areas of volunteer interest (please check all that apply)**

<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/> Event Chaperone (dance)	<input type="checkbox"/> Event Chaperone (field trip)	<input type="checkbox"/> Study Hall Helper	<input type="checkbox"/> Arts / Arts & Crafts
<input type="checkbox"/> AVID College Prep (7-12)	<input type="checkbox"/> Career Day	<input type="checkbox"/> Clerical/Office	<input type="checkbox"/> Computers/Technology	<input type="checkbox"/> Debate
<input type="checkbox"/> Drama	<input type="checkbox"/> English Language Learner	<input type="checkbox"/> Family Nights	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Health Room / Screening	<input type="checkbox"/> History/Social Studies	<input type="checkbox"/> Kindergarten Roundup	<input type="checkbox"/> Language Arts/Writing
<input type="checkbox"/> Math (K-6)	<input type="checkbox"/> Math (7-8)	<input type="checkbox"/> Math (9-12)	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Music
<input type="checkbox"/> Organization/Study Skills	<input type="checkbox"/> PTA/PTSA	<input type="checkbox"/> Reading	<input type="checkbox"/> Ready to Learn Fair (August)	<input type="checkbox"/> Robotics
<input type="checkbox"/> Sciences / Lab Prep	<input type="checkbox"/> Senior Project Evaluator	<input type="checkbox"/> Special Education	<input type="checkbox"/> Summer Learning Programs	<input type="checkbox"/> WatchDOG ( <i>Dads of Great Kids</i> )

Other volunteer interest(s) \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

Name

Phone

Relationship

REFERENCES (Must be a non-relative: employer, co-worker, friend or neighbor. Your references may be contacted prior to placement.)

1. \_\_\_\_\_

Name

Phone

Relationship

2. \_\_\_\_\_

Name

Phone

Relationship

**MANDATORY: VOLUNTEER CONFIDENTIALITY & HOLD HARMLESS ACKNOWLEDGEMENT**

As a volunteer, I agree to treat all information about a student and his or her academic, emotional, social and family matters as CONFIDENTIAL, not to be repeated. I will report any concerns I may have to the student’s teacher or principal. I also agree to follow the Volunteer Guidelines for Appropriate Behavior that is included with this application.

I acknowledge that the Anacortes School District will make every attempt to insure my safety while participating in the volunteer program, that but there are certain inherent risks involved that may be unavoidable, resulting in bodily injury or property damage to myself or others. I further acknowledge that the District does not provide any accidental medical insurance coverage for the activity and that I assume all risks of injury or damage to my person or property. I agree to hold and save harmless the Anacortes School District, its school board and employees, and assigns for any claims, suits or damages (including but not limited to defense and indemnification) which might result from my participation in the above described event.

**MANDATORY: VOLUNTEER DISCLOSURE STATEMENT**

For the safety of our children, the Anacortes School District requires ALL VOLUNTEERS to complete and sign this disclosure of crime statement and to participate in a Washington State Patrol (WSP) background check. A copy of the Child/Adult Abuse Record Search Guidelines, detailing the specific information the WSP is permitted to disclose, is available upon request by contacting the Volunteer Coordinator.

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 YES, you will need to work with district staff to determine an available volunteer service that meets your circumstances and school district requirements.*

**VOLUNTEER SIGNATURE & AUTHORIZATION FOR BACKGROUND CHECK**

By signing below, you authorize 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 WSP background check is valid for one year. If you are still an active volunteer the following year, you also authorize the district to conduct a new WSP background check at the time of renewal.** You will receive a letter from the district with a copy of your background check. Your personal information is completely confidential.

YES, you may conduct a WSP background check. My signature below gives you permission to do so. I certify under penalty of perjury under Washington State law that this disclosure statement is true and correct:

SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

NAME (please print) \_\_\_\_\_  
First Middle Last

ALIAS OR MAIDEN NAME(S) \_\_\_\_\_

Sex Race Height Weight Eye Color Hair Color

Birthdate (mm/dd/yyyy) \_\_\_\_\_

*A copy of your current driver’s license or state ID must accompany this form. If you do not have access to a printer, contact the Volunteer Services office.*

**Return completed form to Anacortes School District, 2200 M Avenue, Anacortes WA 98221, attn.: Keiko McCracken, Volunteer Coordinator. You may also scan a signed copy to kmccracken@asd103.org. For questions, please contact Keiko McCracken at 360) 293-1234.**



# ANACORTES SCHOOL DISTRICT VOLUNTEERS

## Guidelines for Appropriate Behavior & Communications

Student safety is of primary importance to all who serve in the Anacortes School District. 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

**Never be alone with a student or students.** There should always be another volunteer, district employee or parent in the area where you are working with students. Be visible and in an open location. Always leave the door to the room OPEN, or stay in a common area in plain sight. We require ALL volunteers to be in a supervised setting when working with students, in the presence of a staff member or one other approved volunteer.

**School volunteers are not allowed to meet with students outside of school.** This includes meetings at home or in any other private or public location. When a student cannot meet with a tutor during school hours (or the hour following school when staff is still at the school), arrangements may be made with the district volunteer coordinator for the student to meet the tutor at the Anacortes Public Library. This arrangement requires the parent to enter and exit with the student. The parent must remain on site at the library for the duration of the meeting. The school district requires the parent to sign a memo of agreement that he or she will comply with this attendance requirement.

**Please use the adult/staff rest rooms only.** If you do not know where these are, please ask the teacher or main office staff to direct you.

### SAFE TOUCH WITH STUDENTS

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 contact or 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 all touching.** The most acceptable form of touch with students may include handshakes, high fives and fist bumps. However, even these common gestures may not be welcome. You should NOT ask students to give you a hug, sit on your lap, or give or receive a shoulder rub, neck rub, or other massage.

Below are other factors that relate to physical contact with children:

#### I. AGE OF STUDENT

**Grade Pre-K through 3:** It is almost impossible to avoid all physical contact with students of this age in a classroom or learning setting. This is because some children this age will approach you. However, general guidelines still apply. If a child insists on a hug, you may offer a side hug that keeps your bodies apart.

**Grades 4 through 9:** The most numerous accusations of improper touching occur in this age range. Students in this age group are very conscious of changes in their bodies and may view a touch on the shoulder or back as sexual in nature. They are extremely sensitive regarding remarks about clothing or physical appearance. Trouble areas including patting knees, putting arms around shoulders or chair, putting hands on waist or "funny looks."

**Grades 10 through 12:** Very little touching is acceptable in this age group. In addition to observing rules about touch, please do not counsel students in this age group, especially about sexual or romantic matters. If you are concerned about a student's wellbeing, please share this with the teacher or staff member.

#### II. CULTURAL AND PERSONAL FACTORS

- Most accusations are brought against males. If you are a male volunteer, it is important for you to consider your behavior carefully so it 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.

## SAFE VERBAL COMMUNICATION WITH STUDENTS

1. **Volunteer/student communication outside of a school setting is not allowed.** To protect your privacy and the student's privacy, DO NOT share your address, phone number, or email address nor ask for the student's address, phone number, or email address. If you need to get a message to a student, you must do so by contacting the teacher, volunteer coordinator or other staff member.
2. **Your conversation should demonstrate respect for others** and use 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. Lewd or sexual remarks, jokes or other sexual overtures are never appropriate, nor are requests for dates or meetings outside of school-arranged volunteer activities.
3. **Do not single out a student through favoritism or special privileges.** If you sense that a student may be developing a personal interest in you beyond the context of your volunteer activity, 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 do not hesitate to tell the teacher, principal, or volunteer coordinator. It is their responsibility to investigate further and determine appropriate action, if any.

## OTHER AREAS OF CAUTION – Behaviors and Communications to Avoid

Some actions, even those with the best motives, are common trouble areas and may be perceived by others as questionable or inappropriate. Please avoid these situations.

1. **Do not ask a student to arrive early or stay late** (for example, to set up or clean up) unless you have pre-arranged the change in schedule with the teacher, principal, or volunteer coordinator.
2. **Do not give an extravagant or personal gift to a student.** Please check with the teacher before giving a gift at all. It is sometimes 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. Appropriate gifts are inexpensive and along the line of stickers, pencils, a special notebook, and other small items.

## LAST BUT NOT LEAST!

*Thank you for your gifts of time, wisdom and talents! We deeply appreciate our volunteers and all that they do for students and families in our community. The ASD Volunteer Services office is here to support you and ensure that you find a wonderful fit for your gift of service and that your experience provides as much satisfaction to you as it gives value to the student whose life you will impact.*

*For more information, please contact:*

Keiko McCracken  
ASD Volunteer Coordinator  
[kmccracken@asd103.org](mailto:kmccracken@asd103.org)  
360.293.1234