

Salmon Bay School Volunteer Instructions and Checklist

This is an invitation to share your time, talents, experience and energy with the students at Salmon Bay. Our school's mission is to empower compassionate, creative and independent thinkers. Volunteers are necessary to make that happen. We know your time is at a premium. We also know that volunteering is the only way we can continue to offer activities like field trips, Winter Enrichment and Camp – the very activities that attract so many families to Salmon Bay.

We promise to work with you to find the right volunteer assignment. Big or small, inside the classroom or out, daytime or evening...we have a job that is a match for you! We promise to support you and say "thank you" loud and clear! We hope you will consider becoming a Salmon Bay volunteer.

When you are ready to jump in, please follow the instructions below.

I am ready and willing to volunteer and have provided the following required information:

- Criminal history/background check paperwork (*included in this packet*)
- A photocopy of my driver's license
- A signed copy of the Volunteer Agreement from the Seattle Public Schools Volunteer Handbook
The agreement is included in this packet. A link to the full volunteer handbook is available at:
http://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/How%20do%20I%20volunteer%20Hand%20Book%202013.pdf
- I have completed the adult sexual misconduct prevention online course.
If you completed this course in a previous year, that completion is still valid and you may sign below. For those who need to take the course for the first time, a link to the course is available at:
<http://sps.ss8.sharpschool.com/cms/One.aspx?portalId=627&pageId=18626>

By signing below, I verify that I have completed the sexual misconduct prevent online course.

Volunteer name _____ Date: _____

I want to offer my services as a driver and have provided the following additional information:

- Volunteer driver checklist (*included in this packet*)
- A photocopy of my auto insurance

I am willing to stay overnight with children (i.e. chaperone camp) and:

- I have been a resident of Washington for the past two years.

By signing below, I verify that I have been a continuous resident of Washington for the past two years:

Volunteer name _____ Date: _____

OR

- I have not been a continuous resident of Washington for the past two years but have been fingerprinted by Seattle School District, paid the required \$45.75, and provided necessary documentation.
If you need fingerprinting instructions and required forms, contact your Volunteer Coordinator.

(continued on other side)

Volunteer Contact Information

Name _____

Best way to contact _____

- I am the parent/guardian of a Salmon Bay student

Student(s) names _____

(Homeroom) teacher(s) _____

- I am not the parent/guardian of a Salmon Bay student

If you have questions about the instructions above or need copies of any volunteer forms, please contact a Volunteer Coordinator:

Jodi Russell, Volunteer Coordinator

206-252-1730 / jrrussell@seattleschools.org



**Seattle Public Schools-Screening Form
Request for Criminal History Information
Child / Adult Abuse Information Act
RCW 43.43.830 through 43.43.845**

Seattle Public Schools

School Site or Program: _____

Volunteers: Please return this form to the school or program.

The Washington State Legislature has helped us assure security for children by allowing background checks on all people who work with children in schools. The Seattle School District supports this requirement. Because we care about our students, all volunteers must complete this form and undergo a background check prior to beginning as an active volunteer, yearly.

APPLICANT OF INQUIRY

First Name _____ MI _____ Last Name _____

Aliases / Maiden Name _____

Date of Birth _____ Gender _____

Address _____

City / State / Zip _____

E-mail _____

Phone Number(s) _____

Applicant Signature _____ Date _____

Name of child in school, if any _____

See Reverse for Disclosure Statement

School Verification

ID Verification (Driver's License or other ID with name and birth date)..... Initials _____

Address Verification for overnight chaperones is required: (Driver's License or other ID with name and date)..... Initials.....

OK WATCH (State Patrol Criminal History Check) Date Passed _____
Initials

Comments _____

Building or Program Site Administrator approval: _____ **date** _____

In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. In addition, prospective volunteers are required to complete the questions below.

Volunteer Applicant Disclosure Form

Answer YES or NO to each of the listed items. If the answer is YES to any of the items, please explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

(1) Have you been convicted of any crimes and/or have you been, in the past year, arrested for any crimes?
Answer _____ If yes, please explain:

(2) Have you been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?
Answer _____ If yes, please explain:

(3) Have you 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:

(4) Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?
Answer _____ If yes, please explain:

(5) Other than any matter above, is there any fact or circumstance involving you and your background that would call into question you're being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?
Answer _____ If yes, please explain:

(6) All volunteer chaperones participating in overnight field trips may be required to submit to a FBI background check. Have you fully disclosed any information that may prevent you from volunteering?
Answer _____ If no, please explain:

I have read the information contained in this application. 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. I authorize Seattle School District #1 to conduct a background check and to obtain any and all information needed to process my volunteer application. I further authorize any person contacted by the Seattle School District to provide information to the Seattle School District about my volunteer application. I understand that information from others will not be made available to me. I hereby release and hold harmless Seattle School District #1 and all references from any and all liability in obtaining or disclosing such information about my background. I understand that the District may, at its discretion, exclude me from volunteering for any reason, including any misleading or incomplete statements on this application.

Failure to answer any truthfully will automatically disqualify you from volunteer and employment opportunities with Seattle Public Schools.

Volunteer Applicant Signature _____ Date _____

**SEATTLE PUBLIC SCHOOLS
VOLUNTEER DRIVER CHECKLIST**

TRIP INFORMATION

DATE: _____ SCHOOL: _____

PURPOSE OF TRIP: _____

DATE OF TRIP: _____

TRIP IS TO: _____

FROM: _____

MAXIMUM #. OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

NAME OF DRIVER: _____

VEHICLE YEAR/MAKE/MODEL: _____ LIC #: _____

Please respond to each item with a yes or no answer.

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid Washington State driver's license.

License #: _____ Exp. Date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$300,000 combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured/underinsured motorist coverage.

Company: _____ Policy #: _____

_____ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Continued on reverse side)

VOLUNTEER DRIVER CHECKLIST

VEHICLE INSPECTION

Please respond to each item with a yes or no answer.

YES/NO

- _____ There is a working seat belt for the driver and age-appropriate passenger restraints for each passenger, and I enforce the use of passenger restraints by all occupants of my vehicle.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 13 or small persons in front passenger seat.
- _____ I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or truck bed.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW

- _____ If the volunteer will drive for more than one day, the district has obtained the information to order a motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.
- _____ If the volunteer will have unsupervised student contact, the district has obtained the information to order a Washington State Patrol background information check.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date

Volunteer Management Department
Seattle Public Schools
Volunteer Handbook

VOLUNTEER AGREEMENT

Safety and Liability Issues

_____ As the relationship with a student progresses, he/she will begin to trust you and may start to confide in you. You should take time to listen and show them that you care about them. However, do not make a promise you cannot keep. If a student reveals information relating to a possible abuse or neglect situation, let the student know that you care and are there to listen but that you are required to pass this information on to a teacher, counselor, or principal who can offer them help

_____ Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Do not give personal contact information such as your address, phone, personal website, and email.

_____ Some students, especially at the elementary level, will naturally become attached and show affection. Students may crave affection and attention, so it is important that you handle the situation with sensitivity. Front hugs should be avoided. Instead, carefully put your arm around a child's shoulder and turn it into a side hug. Use other signs of support, such as "high fives." In addition, regardless of age, students should never sit on your lap.

Working with Children from Diverse Cultural Backgrounds

_____ Students in Seattle Public Schools come from many different families, cultures, and communities—each with its own set of values and beliefs. Our individual culture, beliefs, values and behaviors seem so naturally a part of which we are that it is often challenging to understand others with unique traditions. Understanding the students' cultures and helping them to understand the school culture will increase your ability to help them learn.

Confidentiality

_____ Students in Seattle Public Schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment").

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school.

Volunteer Management Department
Seattle Public Schools
Volunteer Handbook

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student's care, is an exception. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

Agreement

I, (print name) _____, as a volunteer have read and agree to the above terms. In addition to the remaining guidelines in the Volunteer Handbook, I have been made aware of where to find the Volunteer Handbook and to whom I can speak to regarding any questions or concerns I may have.

Please print full name

Volunteer site

Please sign full name

Date

Volunteer Coordinators signature

Date