



# North Kitsap School District

A Great Place to Live & Learn



## VOLUNTEER APPLICATION

2017-2018 School year

**PLEASE NOTE: ONLY ORIGINAL COPIES OF THE VOLUNTEER APPLICATIONS WILL BE ACCEPTED.**

We require original signatures on volunteer applications and fingerprint forms. They are kept centrally, in the district offices.

## Volunteer Application

### Thank you

We appreciate your interest in contributing your time and talent to the education of North Kitsap students. Our volunteers are an important part of our school community and we appreciate your interest in getting involved with your local schools. Please fill out the forms in this packet and return them to your local school.

### Checklist

To apply, complete and submit the required forms in this packet. You will be notified of your volunteer status and receive a copy of your Washington State Patrol Criminal History Report within in 7-10 business days.

- This Volunteer Application Checklist and Applicant Information (Fill out, sign and return)
- Criminal History Supplement (Fill out, sign and return)
- Washington State Patrol Request for Criminal History (Fill out Section C, sign and return)
- Volunteer Information Release and Hold Harmless Agreement (Fill out, sign and return)
- Copy of your driver's license OR CURRENT NKSD STUDENT IDENTIFICATION CARD

Name of Applicant: \_\_\_\_\_

First

Middle

Last

\_\_\_\_\_(Initials) I have read and understand the Volunteer Expectations and Guidelines. (attached)

\_\_\_\_\_(Initials) I have read and understand the following district policies and procedures (policies and procedures may be found on the district website at: [www.nkschools.org](http://www.nkschools.org) : 3205/3205P - Sexual Harassment of Students Prohibited, of Harassment, Intimidating and Bullying, 5011/5011P - Sexual Harassment of District Staff Prohibited, 5253/5253P - Maintaining Professional Staff/Student Boundaries and 5201- Drug-Free Workplace.

### More important information about volunteering:

Volunteer applications are valid for two years only. Renewing volunteers must fill it out again.

- An applicant may be denied due to prior criminal offenses or other reasons. The district's first priority is student safety and we carefully consider the nature of the offense before making a decision. In this situation, the applicant will be notified by email or mail of the decision with an explanation of the decision and a copy of Washington State Patrol Criminal History report. Applicants with driving convictions that are reported on the Washington State Patrol Criminal History Report may still be approved as a volunteer without driving privileges depending on the nature of the offense.
- Volunteers who wish to transport students on field trips must fill out a Use of Private Vehicle form in addition to this volunteer packet. You may get this from the school office or on our website.
- Athletic Volunteers are required to fill out the Athletic Volunteer Application (instead of this application) and obtain permission from the head coach prior to volunteering.
- While volunteering, you are provided with the same liability coverage as district employees (with the exception of PTA/PTSAs, booster clubs and other organizations outside of district control). This liability coverage does not provide medical benefits in the event of accidental injury, so you are encouraged to maintain your own health or accident insurance.

**For questions about volunteering, call your local school volunteer coordinator or contact:**

Liz Campbell Volunteer  
Coordinator North Kitsap  
School District

18360 Caldart Ave. NE, Poulsbo, WA 98370  
(360) 396-3008, [ecampbell@nkschools.org](mailto:ecampbell@nkschools.org)





WASHINGTON STATE PATROL

Identification and Criminal History Section  
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION  
CHILD/ADULT ABUSE INFORMATION ACT  
RCW 43.43.830 THROUGH 43.43.845

<p><b>A</b> REQUESTING AGENCY/ADDRESS</p> <p>AGENCY _____</p> <p>ADDRESS _____</p> <p>CITY/STATE/ZIP _____</p> <p>I certify this request is made pursuant to and for the purpose indicated</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Elizabeth Campbell</i>                      06/16/2017</p> <p>Authorized Signature                      Date</p> <p>Volunteer Coordinator      (360) 396-3008</p> <p>Title                      Area Code/Phone Number</p> </div>	<p><b>B</b> PURPOSE</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer- no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools &amp; ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization- \$17</p> <p><input type="checkbox"/> Adoptive Parent- \$17</p> <p><input type="checkbox"/> Receive background results electronically</p> <p>Email address _____</p> <p>Password _____ (must be at least 8 characters)</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are Available upon request. There is an additional \$10.00 processing fee per notary seal.</p> <p style="text-align: right;">Notarized Letter(s)</p>
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**C** APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory).

Applicant's Name: \_\_\_\_\_  
Last                      First                      Middle

Alias/Maiden Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Sex: \_\_\_\_\_      Race: \_\_\_\_\_  
Month/Day/Year

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

**D** WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

Requesting Agency NORTH KITSAP SCHOOL DISTRICT #400

Applicant's Signature \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## Criminal History Supplement

Please complete the following questions carefully and completely before providing information and signing the affidavit. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this form can be grounds for denial of volunteering privileges. All required documentation requested below must accompany this form. All questions must be answered. If additional space is needed, attach on a separate sheet of paper.

First Name

Middle name

Last Name

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been arrested for any crime or violation of the law? Note: For “yes” responses to 1, 2, 3, even if your case was dismissed or your record was sealed you must answer this question in the affirmative. You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been convicted of any crime or violation of any law? (Note: For the purpose of this question “convicted” includes [1] all instances in which a plea of guilty or nolo contendere is the basis of conviction, [2] all proceedings in which a sentence has been suspended or deferred, [3] or bail forfeiture.) You need not list traffic violations or fines for which a fine or forfeiture of less than \$300 was imposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever been convicted of any felony crime?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include Washington State, any other state, province, territory, and/or country.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you ever been or are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is “yes,” identify agency and location (street address, city, state) and the circumstances or details relating to the investigation on a separate piece of paper.  |

If you answer “yes” to any of the above questions, please provide a detailed statement including what occurred, the nature of the offense, charge or warrant on a separate sheet of paper.

I, \_\_\_\_\_ attest that the foregoing and all information included in the application is true and correct. I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of volunteer privileges. If the information provided or answer(s) to any question on the application changes prior to my being granted volunteer privileges, I must immediately notify the Director of Community Relations at North Kitsap School District.

SIGNATURE OF APPLICANT

DATE

## Volunteer Release and Hold Harmless Agreement

To ensure the safety of our students and staff, in addition to the Washington State Patrol Criminal History Search we will also check all volunteer applications against a national sex offender database.

All information in this application is accurate to the best of my knowledge. I have received and thoroughly read the North Kitsap School District's Guidelines and Expectations for volunteering. I understand the information and I agree to comply with the guidelines. As a condition of being permitted to volunteer for North Kitsap School District, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience, including but not limited to, any activity while volunteering on school property. As a volunteer, I am aware that I will not receive any compensation for my services. I further acknowledge that North Kitsap School District does not provide any accidental medical insurance coverage for volunteers and that I assume all risks of injury or damage to my person or property.

I agree to hold and save harmless the North Kitsap School District, its School Board and Employees, and assigns for any claims, suites or damages, (including but not limited to defense and indemnification) which might result from my service as a volunteer.

I hereby agree to waive any and all claims arising out of any such injury or damage.

Applicant signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**IF APPLICANT IS UNDER 18 YEARS OLD, PARENTAL PERMISSION IS ALSO REQUIRED. SEE BELOW:**

### Parent Authorization for Student Volunteer

My signature below indicates that I:

- Acknowledge the statement above
- Understand that I am responsible for transportation after school
- Certify that my student has no legal impediment or criminal record that would prohibit him/her from working with students

Parent/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR DRIVERS LICENSE OR CURRENT NKSD STUDENT IDENTIFICATION**

## Volunteer Expectations & Guidelines - Keep for your records

These pages outline the expectations and guidelines that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through North Kitsap School District must take place with students on the school campus during school hours or at other authorized school activities only.

### **You Are Part of an Education Team**

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

### **Goals:**

- Enrich the curriculum
- Enrich student's learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

### **Working closely with the classroom teacher and school staff includes:**

- Following the direction of a school staff member
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Committing to working in a classroom to support and improve education for all students
- Seeking help from the teacher when you need additional information or instruction
- Sharing ideas and constructive comments with the teacher
- Acknowledging that teachers are responsible for discipline in the classroom

### **Enjoy working with students by:**

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.



**Volunteers are expected to:**

- Review each of the policies and procedures referred to in this packet in detail prior to volunteering on the district website at: [www.nkschools.org](http://www.nkschools.org), clicking on “Our District” and then on “Policies”.
- Sign in and wear an ID badge on school grounds at all time
- Wear appropriate attire in accordance with school policy
- Show respect for all staff and students
- Share concerns regarding students with the school staff only

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone ringer while you are volunteering in the classroom and are discouraged from making personal calls (unless there is an emergency) while on the school campus.

**Ground Rules for School District Facilities**

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

**Maintain Student Confidentiality**

Volunteers are expected and required to keep all ‘student information’ that they obtain while working as a volunteer for the district confidential. In fact, Federal Law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others -even their parents. Do not make references to student’s abilities in front of other students. The only person who should be told about a student’s work is their teacher. If parents ask about their student’s progress, suggest in a friendly way that they contact the teacher.

**Harassment at School**

The North Kitsap School District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold North Kitsap School District Policy 5011(Sexual Harassment) and Policy 3207 (Prohibition of Harassment, Intimidation and Bullying).

**Maintaining Professional Staff/Student Boundaries**

The North Kitsap School District Maintaining Professional Staff/Student Boundaries Policy 5253 calls for volunteers to maintain the highest professional, moral and ethical standards in their interaction with students.

**Safe Interaction with Students**

The school board expects that the entire staff (including volunteers) shall strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

**General Guidelines for Safe Interaction with Students:**

All interactions with students should be professional and focused on teaching and learning.

**Do not:**

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to babysit for your family
- Engage in Social Networking with students via Facebook, MySpace, Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries
- Take photos or videos of students and post them on social networking or personal websites.

**Communication**

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, your administrator or supervisor

**Do not:**

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

**Working Alone with Students at School**

- Volunteering will always be under the direct supervision of a staff member. Unsupervised access is not allowed unless the volunteer is an athletic volunteer who has passed an FBI Criminal History Background Check. Volunteers under the age of 19 are only allowed supervised access to students.

**Gifts**

In general, giving gifts to students is not encouraged. If gifts are provided, they should be:

- Of nominal value
- Identical for all students in the class

**Physical Contact with Students**

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

**Report Suspected Abuse or Neglect**

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.