

New Volunteer Procedures

The following procedures will go into effect on March 1st, 2010.

1. We will now require identification from every adult applicant before they can be cleared through the Washington State Patrol. A copy of any one of the below forms of identification must be sent in with the application before we will accept it for processing. Acceptable forms of identification *must* include the applicant's birth date. Persons who cannot or will not provide this information will be excluded for volunteer opportunities within Franklin Pierce Schools. Acceptable forms of identification include the following:
 - (a) State driver license
 - (b) State identification card
 - (c) Passport
 - (d) Military identification card
 - (e) Permanent resident card (green card)

2. All adult applications will now expire after **one year** from the clearance date on each individuals approved application, even if they were already cleared before March 1st. Those who are already past the one year mark will still be good until their previously set expiration date, up to the last day of school 2010.

Student applications will continue to be honored only during the school year in which they applied.

3. Applicants who do not disclose information that is found on a criminal history report will automatically be excluded for one year from volunteering opportunities within Franklin Pierce Schools (even if the conviction would not normally exclude them from volunteering) per the Applicant Disclosure Form Pursuant to RCW 43.43 that all applicants sign as part of the application process verifying that the information they have provided is true and correct.

Please Note:

It can take up to **two weeks** for the application process to be completed. Please give yourself enough time to obtain, complete and turn in your application for processing.

If you need to keep track of your volunteer hours for any reason, it is your responsibility to make pre-arrangements with whomever you are volunteering to sign off on those hours. If you need a basic volunteer form to keep track of those hours, please contact the volunteer coordinator at the location you are volunteering.



Volunteer/Visitor Expectation Agreement

Thank you for your interest in volunteering for Franklin Pierce Schools. This information is provided for your safety as well as for the protection of the children you will be working with. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in Franklin Pierce Schools to be a positive experience for all.

Relationships For the protection of all, the relationship between you and a student must be kept appropriate at all times. Out of school contact with a student including phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities are not permitted without a specific directive from a teacher and/or prior written parental permission.

Appropriate Touching Handshakes, "high fives", and an arm or hug around a shoulder are the only safe and friendly ways to touch a student when you are volunteering. For some students, or for some cultures, even these gestures may be unwelcome. No student should be subject to unwelcome touching no matter how well intended it may be. If a student ever inappropriately touches you, please inform a staff member right away.

Communication You are a role model. Your conversation with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, sexual orientation, age, national origin, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments, or invitations to their place of worship.

Confidentiality As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a student or his/her family, with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, and illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

Anti-Bullying Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. We agree to join together to stamp out bullying at school by keeping ourselves informed and aware of school bullying policies, working in partnership with the school to encourage positive behavior, valuing differences, promoting sensitivity to others, and alerting faculty if any bullying has occurred.

School Safety Plan In the event of an emergency while you are on site (fire, earthquake, etc.), you need to be familiar with the Safety Plan of the building you volunteer in. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

Check In/Out All visitors, including volunteers, are required to sign in at the main office at the school and wear an identification badge while on campus.

Volunteer Orientation & Training All volunteers will receive: a volunteer handbook and guidelines to general building procedures, including an understanding of school policies, rules, and expectations; a map or a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and how you will communicate with the assigned staff member should also be provided.

I have read and understand the above expectations.

Applicant's Name (please print)

Applicant's Signature

Applicant's Phone #

Volunteer Coordinator's Signature

School

Date

Original-Guidance and Counseling Department



Sexual Harassment

Policy No. 6590
Management Support

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur: adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct and/or suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them, and adverse consequences of the harassment shall be reviewed and remedied as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent shall annually review the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the superintendent's end-of-year report to the Board. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Legal References: RCW 28A.640.020

Regulations, guidelines to eliminate discrimination — Scope

Adoption Date: 5/9/95
Franklin Pierce Schools
Revised: 1/15/08; 12/9/08
Classification: Essential

WAC 392-190-056 – 058

Sexual harassment

I have read and understand the above policy and expectations:

Applicant's Name (please print)	Applicant's Signature	Applicant's Phone #
Volunteer Coordinator's Signature	School	Date



VOLUNTEER APPLICATION

For Volunteer Coordinator & Guidance use Only

School: _____

WSP Clear date: _____

Please Print or Type (Black or Blue Ink only)

Date: _____ Work/Cell Phone: _____

Name: _____ Home Phone: _____

Address: _____ Employer: _____

City/Zip: _____ Occupation: _____

Do you have any children, step-children, grandchildren, etc. in Franklin Pierce Schools?

Student's Name	Teacher	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INVOLVEMENT PREFERENCE

AVAILABILITY

	My child(ren)'s room	Any location (i.e., library, office, other classrooms)
Regular Helper	<input type="checkbox"/>	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>	<input type="checkbox"/>
Special Events	<input type="checkbox"/>	<input type="checkbox"/>
As Needed Basis	<input type="checkbox"/>	<input type="checkbox"/>
Sports (please list) _____		

List Best Days and Times

Please initial by each

- _____ ***I understand the volunteer duties to be performed.***
- _____ ***I have received a copy of the volunteer handbook/guidelines and understand the volunteer expectations. (These are the last two pages of this packet, please detach and keep for your records)***
- _____ ***I understand this time is spent in a volunteer capacity only.***

_____ **Applicant's Signature** _____ **Date**

_____ **Volunteer Coordinator's Signature** _____ **Date**

Franklin Pierce Schools

Applicant Disclosure Form Pursuant to RCW 43.43

In accordance with R.C.W.43.43.834, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments, as outlined in said laws, will be required to complete a Request for Criminal History Information form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Volunteer applicants whose background check reveals evidence of convictions as identified below will be excluded from volunteer opportunities within the district and schools. Any other criminal convictions disclosed will be examined on a case by case basis. The State Patrol response will be sent to the district and to the applicant/employee/volunteer by Franklin Pierce Schools.

Answer YES or NO to each listed item. If the answer is YES to any item, please explain in the area provided, indicating the charge or finding, the date, and the court(s) involved. IF NO, PLEASE INITIAL EACH QUESTION IN THE SPACE PROVIDED TO THE RIGHT.

1. Have you been convicted of any crimes against children or other persons as defined in Paragraph 5 of R.C.W.43.43.830, and listed as follows: 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 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, Paragraph 12; 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.

Yes No

2. Have you been convicted, in the last five years, of crimes relating to financial exploitation as defined in Paragraph 7 RCW 43.43.830, and listed as follows: first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of those crimes as they may be renamed in the future?

Yes No

3. Have you been found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Yes No

4. Have you 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?

Yes No

5. 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?

Yes No

6. Have you been released from prison or convicted of any offense that involved drugs, embezzlement or fraud during the last five years?

Yes No

I have read the information contained herein and 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 Franklin Pierce Schools #402 to make such investigations and inquiries as may be necessary in arriving at a volunteer decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event of volunteering I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all policies, procedures, and regulations of the district. I also understand that any volunteering status with the district is conditional upon a satisfactory reference check, background investigation and approval.

Applicant's Signature

Date

Volunteer Coordinator's Signature

Date

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 (Instructions on Reverse Side)

<p>A REQUESTING AGENCY/ADDRESS</p> <p>Franklin Pierce Schools Agency</p> <p>Volunteer Clearances Attn</p> <p>315 129th St S Address</p> <p>Tacoma WA 98444 City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p><i>Jena Kadyk</i> Authorized Signature Date</p> <p>Volunteer Clearances (253) 298-3009 Title Area Code/Phone Number</p>	<p>B PURPOSE</p> <p>Check appropriate box</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 & 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 (available by mail only). There is an additional \$5.00 processing fee per notary seal.</p> <p>_____ 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

WSP Use Only

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

Franklin Pierce Schools- Volunteer Clearances
Requesting Agency

Applicant's Signature

Applicant's Name

Address

City/State/Zip

Applicant Right Thumb Print (Optional)

INSTRUCTIONS

Please type or print clearly in blue or black ink only

**Gray sections for office use only*

SECTION A: Please type, stamp, or clearly print the address to which our response is to be mailed, and sign.

SECTION B: Check appropriate box indicating purpose of request.

Child/Adult Abuse Information: Response limited to convictions of crimes against children or other persons, dependency proceedings, abuse of vulnerable adults, and DOL disciplinary board final decisions and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision. The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to a civil action for damages.

SECTION C: For our search purposes, **please provide as much information as possible**. Your name/alias name(s) and date of birth are mandatory.

SECTION D: Please type or clearly print the name and address of the applicant of inquiry. A legible inked right thumb print is optional, unless requested; however, if submitted it will be used for positive verification. This portion will be returned to the applicant by the requesting agency.

FEES (for fingerprinting services when required): Make payable to Washington State Patrol by cashier's check, money order, or commercial business account.

PLEASE DELIVER COMPLETED FORM TO:

YOUR HOME SCHOOL'S main office or Volunteer Coordinator

Please DO NOT deliver or mail this form to the district office.

If you have any questions, please contact
Franklin Pierce Schools
@ 253-298-3009.

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.

Franklin Pierce Schools Volunteer Handbook

Volunteer Goals

Recognizing the valuable contribution made to the total school program through the volunteer assistance of parents and other members of the community, Franklin Pierce Schools' Volunteer Program will provide an organized involvement program to improve student achievement by:

- *Enriching the curriculum and children's learning opportunities
- *Providing an avenue for meaningful service to our schools
- *Providing services to individual students
- *Helping teachers with non-instructional tasks
- *Creating a partnership between schools and the community



The services school volunteers may provide include:

- ✦ **Tutoring**: working with individual students or small groups of students to improve academic skills
- ✦ **Teacher Support**: assist teachers with preparing instructional materials, providing assistance with special projects or field trips
- ✦ **Clerical Support**: assist with office work such as filing, typing, answering phones, etc.
- ✦ **Curriculum Enhancement**: sharing special skills, experiences, hobbies or occupations by special request
- ✦ **School-wide Assistance**: assistance in libraries, on playgrounds, with special assemblies, school programs, PTA functions.

Volunteer Responsibilities

A volunteer is part of the educational team and as such, there are certain responsibilities that go along with being a member of the team. As a volunteer it is important that you:

- ✎ **Always sign in and wear a name tag. There should be a separate sign in sheet for volunteers. Check with office staff to ensure you are signing in the correct location.**
- ✎ Have an interest in helping children!
- ✎ Be prompt and dependable in attendance. Call the school if you are unable to fulfill a commitment.
- ✎ Maintain a positive and professional attitude. Discuss problems that may arise with school staff or the volunteer coordinator, and keep the lines of communication open.
- ✎ Keep the confidentiality of staff, students and school records.
- ✎ Know and observe the school rules and regulations. Follow school/classroom procedures for emergency exit drills, etc.
- ✎ Participate in orientation and training sessions to keep updated and informed.
- ✎ Smile and enjoy your work experience! Remember that through your actions, dress and behaviors, you are serving as a role model for the children in our schools.



Volunteer Rights

As a volunteer you have the right to expect:

- ☆ *A suitable assignment* which utilizes and develops skills
- ☆ *Training and guidance* for the job, that is thoughtfully planned and updated as necessary due to changes in assignment or added responsibilities
- ☆ *A voice in planning*, feeling free to make suggestions and to offer opinions
- ☆ *A place to work*, in a designated area, worthy of the work to be done
- ☆ *Recognition* by being treated as a co-worker and through day-to-day expressions of appreciation

20 Ways to Say “I’m Proud of You”

1. Terrific!
2. Nice going!
3. Right on!
4. Way to go!
5. Very creative!
6. Good thinking!
7. That looks great!
8. Excellent work!
9. Keep it up!
10. That’s clever!
11. You’re really working hard!
12. You’re on the right track!
13. You’re really paying attention!
14. That’s a good observation!
15. I appreciate the way you’re trying!
16. This work really pleases me!
17. Thank you for working so hard!
18. Very interesting!
19. I’m so proud of you!
20. Congratulations!



Policies and Procedures

As a volunteer in the Franklin Pierce Schools, you are a member of our educational team. To make certain that you get off to a good start as a volunteer, you should:

- ✚ Make sure you have been cleared through the district to volunteer. An application form, which includes a “Request for Criminal History” (RCW 43.43.830 through 43.43.845), is available from the volunteer coordinator and/or main office of each school.
- ✚ Attend an orientation meeting conducted by the school volunteer coordinator.
- ✚ Attend a training class if it is required by the teacher or staff member that you are assisting.
- ✚ Sign in at the school office each day that you volunteer and record your volunteer hours.
- ✚ Wear your volunteer name badge for identification.
- ✚ If you are going to miss your regular volunteer day, notify the teacher, volunteer coordinator or main office that you cannot come. Please notify them as soon as you know you are not going to be able to make it.

