



NORTH KITSAP
SCHOOL DISTRICT
All in for All Students



North Kitsap School District Volunteer Application Packet

2023 - 2024 School Year

PLEASE NOTE:

Only ORIGINAL copies of the volunteer application will be accepted. **ALL** applications must be reviewed by and submitted through the school building offices to Human Resources for approval.

We require signatures on volunteer applications and fingerprint forms.
Signature forms are kept on file at the district office.

This application has been reviewed and approved for processing by the building administrator:_____

Date Approved/Administrator's Initials

North Kitsap SD Volunteer Application

I am a New Volunteer Renewing Volunteer

VOLUNTEER APPLICANT INFORMATION

First Name _____ Place of Birth _____
Middle Name _____ Date of Birth (w/ year) _____
Last Name _____ Current Address _____
Maiden Name _____ City, State and Zip _____
Other Aliases _____ Phone Number _____
Email Address _____ Languages Spoken _____
Employer _____

Emergency Contact _____ Phone Number _____

Do you require special accommodations? Yes No

If yes, please specify/explain: _____

I would like to volunteer at the following locations - as needed by the classroom teacher(s):

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Gordon Elementary | <input type="checkbox"/> Pearson Elementary | <input type="checkbox"/> Poulsbo Elementary | <input type="checkbox"/> Suquamish Elementary |
| <input type="checkbox"/> Vinland Elementary | <input type="checkbox"/> Wolfle Elementary | <input type="checkbox"/> Kingston Middle School | <input type="checkbox"/> Poulsbo Middle School |
| <input type="checkbox"/> Kingston High School | <input type="checkbox"/> North Kitsap H.S. | | |

I understand that this without having fingerprints currently on file with OSPI approval of this application **DOES NOT** allow me to:

Have unsupervised access (no district employee physically present) to students

Attend overnight camps or other overnight district activities

*Drive students other than my own in my personal vehicle

*If I am planning and am cleared to transport children on a field trip, I have Use of Private Vehicle form on file at the school:

I AM AVAILABLE TO VOLUNTEER:

Daily

Monday

Anytime

Weekly

Tuesday

Morning

Monthly

Wednesday

Afternoon

Thursday

Friday

North Kitsap SD 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 to your school building's office. It is our goal to have the applications processed within 7 to 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 **valid driver's license** OR **current NKSD student identification card**

Printed Name of Applicant _____

_____ (initials) I have read and understand the Volunteer Expectations and Guidelines. (attached)

I have read and understand the following district policies and procedures (policies and procedures may be found on at www.nkschools.org): 3207/3207P Prohibition of Harassment, Intimidating and Bullying, 5011/5011P Sexual Harassment, 5253/5253P Maintaining

_____ (initials) Professional Staff/Student Boundaries, and 5201 Drug-Free Workplace.

More information about volunteering:

- Volunteer applications are valid for two years only. Renewing volunteers must submit a new application prior to the old one expiring in order to stay current.
- 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. It stays in the school office.
- **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 building volunteering, please call your local school volunteer coordinator or contact:

Liz Campbell
Human Resources, North Kitsap School District
18360 Caldart Avenue NE, Poulsbo, WA 98370 P:
(360) 396-3008
E: 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

All Applicants MUST Complete Sections C and D

A REQUESTING AGENCY/ADDRESS

NORTH KITSAP SCHOOL DISTRICT

Agency

HUMAN RESOURCES

Attn

18360 CALDART AVENUE NE

Address

POULSBO, WA 98370

City/State/Zip

I certify this request is made pursuant to and for the purpose indicated.

Elizabeth Campbell

Authorized Signature

08/02/2023

Date

Volunteer Coordinator

(360) 396-3008

Title

Area Code/Phone Number

B PURPOSE

Check appropriate box

Educational School District (ESD) / School District
Volunteer - No Fee

Non-Profit Business/Organization - no fee
(Excluding Schools & ESD's)

Profit Business/Organization - \$35

Adoptive Parent - \$35

Fees: Make payable to Washington State Patrol by check,
money order, or business account.

**Notary letters certifying the results are available upon request.
There is an additional \$5.00 processing fee per notary seal.**

___ Notarized Letter(s)

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

Social Security Number: _____ Driver's License Number/State: _____ / _____
(Optional)

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.

North Kitsap School District, 18360 Caldart Ave NE, Poulsbo, WA 98370

Requesting Agency

Applicant's Signature

Applicant's Name

Applicant's Address

Applicant's City/State/Zip

WSP Use Only

Applicant Right Thumb Print (Optional)

Criminal History Supplement

ALL APPLICANTS 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.

Printed 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 this 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. Please sign and date below:

Signature

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's Legal Printed Name

Applicant's Legal Signature

Date

If the applicant is under 18 years old, parental permission is also required. Please see below for details.

Please be sure to also attach a copy of either:

1. Your current driver's license or Washington state ID card

OR

2. Your current North Kitsap School District student ID card

Parent Authorization for Student Volunteers:

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 Legal Signature

Date

Volunteer Expectations & Guidelines

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.

Expectations for NKSD Volunteers

- Review each of the policies and procedures referred to in this packet in detail prior to volunteering on the district website at <https://nkschools.org/policy>
- Sign in and wear a temporary building issued ID badge on school grounds at all times
- 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 a 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.