

VOLUNTEER PROCESS AND GUIDELINES

Thank you for your interest in becoming a volunteer with Cheney Public Schools. We believe in the importance of engaging parents and community members in volunteer opportunities. The information below serves as a guide to interested volunteers to clarify the process, along with policies and procedures for being a volunteer.

To become a volunteer:

- ▶ **VOLUNTEER APPLICATION** - Complete the Volunteer Clearance Application and submit it to each school building in which you would like to be considered for volunteer opportunities. You must also provide a copy of official, current identification (drivers license, state-issued ID card). Applications must be renewed each school year.
- ▶ **BACKGROUND CHECK** - A background check will be conducted by Cheney School District in order to volunteer in our schools.

Procedures:

- ▶ **SIGN IN** - Volunteers must sign in and out on the Volunteer Log in the Front Office of each building. This log keeps track of all volunteer hours.
- ▶ **ID** - Volunteers must wear a visitor's badge while they are in the building.
- ▶ **EMERGENCIES** - Please follow the same procedures as staff during an emergency drill - fire drill, lockdown, etc.

Policies:

- ▶ **CELL PHONES** - Please silence or turn off cell phones while volunteering.
- ▶ **DEPENDABILITY** - Dependability is imperative! Teachers count on volunteers. Please arrive **promptly** for your volunteer activities. If an illness or emergency arises, please notify the front office of your absence.
- ▶ **CONFIDENTIALITY** - Information about students and any school-related incident(s) must be kept confidential. If there is a safety concern or an emergency issue, it must be reported to someone in authority immediately.
- ▶ **ROLE MODELS** - Volunteers are positive role models for students. Please use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students; and refrain from giving students gifts or rewards.
- ▶ **DISCIPLINE** - Volunteers are not expected to and should not attempt to discipline students. If there is a problem with a student, please inform someone in authority.

Effective Ways to Work with Children:

Be warm and friendly. Learn the students' names and show interest in what they are doing. You are very important as a listener.

Encourage students to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.

It's OK to not know. If you don't know an answer or are unsure of what to do, admit it to the student(s) and work it out together - feel free to ask the teacher for help when you need it.

Use tact and positive comments. Encourage students and seek something worthy to compliment, especially when they are having difficulties. Catch them being good!

Accept each child as they are. You do not need to feel responsible for judging a child's abilities, progress, or behavior.

Talk out problems. If a student is upset, encourage him or her to talk the problem over with you. You need not solve the problem, but by listening and talking you can help the child feel you care.

Respect a child's privacy! If teacher reveals personal information about a child, **it must be kept confidential!** If a child shares information of a personal nature it should be kept in confidence unless it is something that is cause for concern. In that case, report the information to the teacher or site administrator.

How You Can Help Children Learn:

- Let children participate in activities as frequently as possible.
- Ask children questions that may lead them to the correct answer instead of telling them directly.
- Let children explore and discover on their own.
- Encourage children to feel, smell, taste, and listen, as well as look at objects.
- Let children try new methods of doing things even though you already know an easier way.
- Let children sort and combine according to their own ideas.

When speaking to children:

- Praise their good efforts.
- Use a **tone of voice** that will encourage them and make them feel confident.
- Avoid comparing children and their work.
- Give children a choice only when you intend to abide by the choice.
- State directions in a positive form ("We use blocks for building" rather than "Don't throw the blocks").

Let students observe you as a model for appropriate behavior (sharing, showing respect, talking quietly, taking turns, etc.).

Questions?

- Reach out to the building secretary or principal, or
- Contact Leigh Lubbers, HR Administrative Assistant
Phone: (509) 559-4542, Email: llubbers@cheneyisd.org

I have read and understand, and accept the policies written above.

Signature: _____ Print Name: _____ Date: _____



For our children, our community, our world, our future

Cheney Public Schools
 12414 South Andrus Road
 Cheney, WA 99004
 (509) 559-4599

VOLUNTEER APPLICATION

Must be renewed each school year.

FIRST NAME		LAST NAME	
MIDDLE NAME		MAIDEN NAME	
CELL PHONE		HOME PHONE	
BIRTHDATE		EMAIL	
STREET ADDRESS		CITY	
STATE		ZIP CODE	

If less than 5 years at current address, list previous address:

Address: _____ **City/State:** _____ **Zip Code:** _____

NOTE: Providing the following information is strictly confidential. It allows us to better assess our community outreach and will not be used in any manner to make decisions or judgments regarding a prospective volunteer.

GENDER	RACE/ETHNICITY
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to Answer	<input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> African American, non-Hispanic <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Mixed-Ethnicity <input type="checkbox"/> Other _____
Have you ever been arrested? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you aware of any outstanding warrants against you? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Please list any mental or physical condition that would affect your ability to serve as a mentor in any capacity or that requires special accommodations: _____	

At which school would you like to volunteer*?	What is the nature of your request to volunteer?	
<i>*Each school requires a separate packet. You may make a copy to submit at another building.</i>		
<input type="checkbox"/> Betz Elementary <input type="checkbox"/> Salnave Elementary <input type="checkbox"/> Snowdon Elementary <input type="checkbox"/> Sunset Elementary <input type="checkbox"/> Windsor Elementary <input type="checkbox"/> HomeWorks	<input type="checkbox"/> Cheney Middle School <input type="checkbox"/> Westwood Middle School <input type="checkbox"/> Cheney High School <input type="checkbox"/> Three Springs High School <input type="checkbox"/> WIN Academy	<input type="checkbox"/> Chaperone Event Specify: _____ <input type="checkbox"/> Classroom Specify: _____ <input type="checkbox"/> Clerical Specify: _____ <input type="checkbox"/> Mentorship Specify: _____ <input type="checkbox"/> Observation Specify: _____ <input type="checkbox"/> Sports Specify: _____ <input type="checkbox"/> Other Specify: _____

Available Start Date: _____

Days Available	<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY
Times Available					

List any previous volunteer experience or experience working with youth (include name of organization):

Are you a parent or relative of a current student?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of School(s)	
If yes, complete all information to the right. Attach an additional sheet, if needed.		Name/Grade(s) of Student(s)	
		Relationship to Student(s)	

Are you a College/University Student?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of School	
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Are you volunteering with a corporate/organization program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the name of the corporation/program:	

Other Reason _____

This form grants Cheney Public Schools permission to utilize the information above to access the Washington State Patrol and other appropriate agencies for a background check. Background check results will be utilized to adhere to school district policies and satisfy liability insurance requirements. All prospective volunteers are asked to complete this form, regardless of sex, race, color, creed, or social status.

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 understand that this offer to volunteer with Cheney Public Schools is contingent upon an acceptable response from the Washington State Patrol and/or federal law enforcement agency, whose criminal history review will be sought of all applicants on an annual basis. I agree that Cheney Public Schools may, at its discretion, preclude me from volunteer service if, among other reasons, I provide misleading or incomplete statements. Furthermore, I have received and reviewed the Volunteer Guidelines from the Cheney Public Schools and agree to comply with its contents.

APPLICANT SIGNATURE		DATE	
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FOR OFFICIAL USE ONLY		
	Initials	Date
<i>Site office staff:</i> App forms received; verified ID; attached copy of ID to application		
<i>Site office staff:</i> Review of application forms (app, disclosures)		
<i>Site Administrator</i> review application/disclosures		
Forms received at District Office		
Application/disclosures reviewed at District Office		
Background check(s) complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant cleared to volunteer*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
*If no, site administrator notified to inform applicant		
*If yes, volunteer notified, along with site office staff & administrator		

VOLUNTEER DISCLOSURE STATEMENT

In order to provide the safest environment for our students, all potential volunteers are required to complete this disclosure. Information provided will be kept confidential and will not necessarily bar you from volunteering in the district. *If you prefer to place this sheet in a sealed envelope prior to submitting it with your volunteer application, please do so.* It will be reviewed by both the building administrator and human resources.



NAME: _____ DATE OF BIRTH: _____

Please provide a thorough explanation for each “Yes” answer in the space provided on the following page. Include the nature, date and location of the charge(s) and any further details explaining the situation. Applications that do not provide a thorough explanation will be returned for completion. To expedite the process, please include copies of any legal documentation that would apply to any dropped or dismissed charges.

- YES NO 1. Have you ever held a teaching certificate? *If yes, please indicate in what state the license was issued below.*
- YES NO 2. Have you ever had an educational or job-related license, permit, or certificate revoked or suspended, or been subject to discipline, from a licensing or certification agency, such as the State Board of Education or Professional Educators Standards Board, in this State or any other jurisdictions?
- YES NO 3. Have you ever been on a plan of improvement or placed on probation with any employer?
- YES NO 4. Have you ever been disciplined, discharged, non-renewed or threatened to be disciplined, discharged or non-renewed from any employment?
- YES NO 5. Have you ever resigned or otherwise separated from any employment in order to avoid discipline, discharge, non-renewal, threatened discipline, discharge or non-renewal, or perceived future discipline, discharge or non-renewal?
- YES NO 6. Are you presently charged with or been arrested for, but not convicted of, any crime? (A pending criminal charge will not necessarily bar you from volunteering in the District.) *If yes, include an explanation of the nature of the charge, place, date, and court.*
- YES NO 7. Have you ever been convicted of any crime? (The term “convicted” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations. DUI and DWI convictions are not minor traffic citations and must be reported.)
- YES NO 8. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult? (Vulnerable adult means adults of any age who lack the functional, mental or physical ability to care for themselves.)
- YES NO 9. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?
- YES NO 10. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?
- YES NO 11. Have you ever 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 12. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? (“Disciplinary board final decision” means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW of the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.)
- YES NO 13. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 9 through 12 above?

Please provide a thorough explanation for each “yes” answer in the box provided on the following page.

14 . Check any of the following for which you have been charged and/or convicted, including any of these crimes as they may have been renamed:
(Provide explanation in space provided below or attach a separate sheet.)

- | | |
|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First or Second-Degree Sexual Misconduct with Minor(s) |
| <input type="checkbox"/> First, Second, or Third-Degree Assault of a Child | <input type="checkbox"/> Patronizing a Juvenile Prostitute |
| <input type="checkbox"/> First, Second, or Third-Degree Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Sexual Exploitation of Minor(s) |
| <input type="checkbox"/> First or Second-Degree Custodial Interference | <input type="checkbox"/> Communication with a Minor for Immoral Purposes |
| <input type="checkbox"/> Incest | <input type="checkbox"/> First Degree Arson |
| <input type="checkbox"/> First, Second, or Third-Degree Rape of a Child | <input type="checkbox"/> First Degree Burglary |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> Aggravated Murder |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> First or Second-Degree Murder |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second-Degree Extortion |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second-Degree Manslaughter |
| <input type="checkbox"/> First or Second-Degree Kidnapping | <input type="checkbox"/> First, Second, or Third-Degree Rape |
| <input type="checkbox"/> First, Second, or Third-Degree Child Molestation | <input type="checkbox"/> First or Second-Degree Robbery |
| <input type="checkbox"/> Indecent Liberties | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Felony Indecent Exposure | <input type="checkbox"/> First or Second-Degree Criminal Mistreatment |
| <input type="checkbox"/> Vehicular Homicide | <input type="checkbox"/> Promoting Pornography |
| <input type="checkbox"/> Unlawful Imprisonment | <input type="checkbox"/> First Degree Promoting Prostitution |
| <input type="checkbox"/> Malicious Harassment | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> Endangerment with a Controlled Substance | <input type="checkbox"/> First or Second-Degree Custodial Sexual Misconduct |
| <input type="checkbox"/> Forgery | <input type="checkbox"/> First or Second-Degree Theft |

Provide an explanation for all "YES" answers in the previous questions or any box checked in #14: (Please indicate the question number above that you are referring to.) Include the nature, date and location of the charge(s) and any further details explaining the situation. Attach additional sheet if necessary. Applications that do not include a thorough explanation will be marked as incomplete and returned to the volunteer applicant.

CERTIFICATION, AUTHORIZATION, AND RELEASE

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. If necessary to obtain volunteer status, I authorize Cheney Public Schools to conduct a background investigation into my past employment, education, vocational, and other activities such as my criminal background. To conduct this investigation, I authorize the District to obtain any information regarding me to evaluate my suitability for volunteer status. I understand that the information may include, but is not limited to, criminal background information. I further authorize any current/ former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the District to which I am applying to volunteer with any information regarding me. I further authorize the District to disclose any information they may have regarding me if such information is requested by a potential future employer of me. I hereby release and discharge said District and those who provide, receive or use such information from any and all liability as a result of furnishing and receiving this information. **I understand and agree that false or misleading information, including omissions, in my application shall be sufficient cause to limit or remove opportunities to volunteer.** References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer to volunteer that may be made to me is conditional and subject to the acceptable outcome of criminal history background information check; and the approval of the District's representatives. I further understand that any offer to volunteer may be revoked at any time.

Signature: _____ Print Name: _____ Date: _____