



PORT ANGELES SCHOOL DISTRICT VOLUNTEER APPLICATION

By completing the application and training process you will become a registered volunteer in the Port Angeles School District. Please type or print clearly and complete each page. No nicknames or abbreviations. Please attach a copy of your driver's license or valid ID.

Name _____ Date of Birth: _____
(Last Name) (First Name) (Middle Name) (Month/Day/Year)

Telephone: _____ email: _____
(Primary) (Alternate)

Address: _____ City: _____ Zip: _____
(Street) (Apt #)

Emergency Contact _____ Telephone _____

Which school(s) would you like to support?:

- | | | | | |
|--|------------------------------------|-----------------------------------|-------------------------------------|--|
| ☐ Roosevelt | ☐ Jefferson | ☐ Franklin | ☐ Hamilton | ☐ Dry Creek |
| ☐ Middle School | ☐ PAHS | ☐ Seaview | ☐ Lincoln HS | ☐ No Preference |

How would you like to help? *Check all that apply*

Tutoring:

- ☐ Reading (one-to-one) ☐ Reading (small group) ☐ Math ☐ Computers ☐ Other (Specify): _____

Special Education:

- ☐ Classroom Assistant ☐ Resource Room

Resource Help:

- ☐ Art Docent ☐ Drama ☐ Enrichment ☐ Garden ☐ Friday Food Bags ☐ Foreign Language: _____

Specific Area:

- ☐ Classroom Assistant ☐ Fieldtrip ☐ Library ☐ Health Screening ☐ Coaching _____

Day(s)/Hours Able to Volunteer:

- ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri AM (times: _____) PM (times: _____) After School (times: _____)

Please list any children you have attending Port Angeles Schools

Student _____ School _____

Student _____ School _____

To help protect our children, yourself, and the district, it is necessary to ask your permission to conduct a criminal history background check, with an opportunity for self disclosure. Please answer the questions below.

This is a confidential process. We hope you will appreciate the need for this safeguard.

Self Disclosure:

Have you ever been convicted of any crimes against persons? Yes_____No_____

If yes, please explain :

Have you ever been found to have sexually exploited, assaulted or physically abused any minor or had your parental rights terminated due to abuse or neglect ? Yes_____No_____

If yes, please explain :

Have you ever been found in any disciplinary board's final decision to have sexually abused, exploited or physically abused a minor? Yes_____No_____

If yes, please explain :

Are you currently under investigation by a law enforcement agency? Yes_____No_____

If yes, please explain :

I authorize the Port Angeles School District to conduct background checks related to any acts of sexual misconduct/ criminal history. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files. I understand that my ability to volunteer with the Port Angeles School District is contingent upon the results of appropriate background checks. I understand that if I have been convicted of murder or if I am required to be registered as a sex offender I am ineligible to serve in this position.

Please sign and return with a copy of your government issued ID.

(Signature of Applicant)

(date)



VOLUNTEER CODE OF CONDUCT

NAME OF VOLUNTEER

Regardless of the specific tasks you perform during your volunteer experience, there are certain rules, policies, regulations and procedures that will govern your service. Please familiarize yourself with the sections below. If you have any questions or concerns about any of them, please contact your school's volunteer coordinator or the district volunteer office immediately so that we can assist you.

Volunteers should work under the direction of the supervising school/district staff member

PROFESSIONAL CONDUCT

The district expects all staff members (and volunteers) to maintain the highest professional standards when they interact with students. Staff members (and volunteers) are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Board Policy 5253

The district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all staff members and other individuals involved in academic, educational, extracurricular, athletic, and other programs or activities of the district, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere. Board Policy 5011

Rules for All 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

Confidentiality: As a volunteer, you must respect and maintain confidentiality regarding personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal, or dangerous activities should be shared with staff.

Relationships: For the protection of all, the relationship between you and all students with whom you volunteer must be kept appropriate. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits or invitations to your home, social events, office, vehicle, or activities is not permitted. This prohibition would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

Safe Working Environment: Port Angeles School District is committed to having a positive educational and work environment that encourages respect, dignity, and equity for all students, patrons, parent/guardians, applicants, volunteers, contractors and employees. The district will not tolerate harassment or discrimination in the school district's educational or working environment. Make sure to examine your own behaviors and word choices closely. Sometime adults forget that phrases like "You throw like a girl" are not only wholly inappropriate, but illogical in an era of female athletic accomplishments like we see today.

CHILD SAFETY

The district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere. School Board Policy 3205

The board is committed to a safe and civil educational environment for all students, staff members, parents/guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including but not limited to, one (1) shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A 642.010, such as race, creed, religion, color, national origin, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with disability. or other distinguishing characteristics, when the act: A. Physically harms a student or damages the student's property; B. Has the effect of substantially interfering with a student's education; C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or D. Has the effect of substantially disrupting the orderly operation of the school. Board Policy 3207

Volunteers should never put themselves in a situation where they are alone with a student. Follow the "rule of three" at all times

Appropriate touching: Handshakes, "high five's," fist bumps, an arm around the shoulder are the only safe ways to touch a child when you are volunteering. For some children, even these gestures may be unwelcome. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: Your conversations with students, staff, and other volunteers should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. PASD expects all volunteers to refrain from abusive language and act with civility in all interactions while volunteering. No student, staff, volunteer, other person should ever be treated differently, spoken to disrespectfully or denied services based on race, religion, disability, age, national origin, marital status, gender identity or expression, or sexual orientation. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments, or invitations to their place of worship.

Reporting: If you become aware of a behavior that might constitute harassment, report it immediately to a supervisor or teacher so that it can be investigated and addressed.

I agree to follow the Code of Conduct while I work in the schools, understanding that as a volunteer I represent the Port Angeles School District. My top priority is student safety.

(Signature of Volunteer)

(Date)



VOLUNTEER HOLD HARMLESS AGREEMENT

NAME OF VOLUNTEER _____

I have agreed to volunteer for Port Angeles School District ("District"). This volunteer Waiver, Release, and Hold Harmless Agreement covers all events and occurrences associated with volunteer activities. By signing this Waiver, Release, and Hold Harmless Agreement ("Agreement"), I voluntarily agree:

- As a volunteer, I am not an employee of the District, and this Agreement shall not in any way constitute nor create an employer/employee relationship between the District and myself as a volunteer. The District shall not be responsible for, nor liable for, nor shall I be eligible to receive, any compensation or benefits because of this Agreement.
- To acknowledge, accept, and understand that volunteering for the District involves certain inherent risks, dangers, and hazards that may cause serious personal injury, including death. Being fully informed as to these risks and in consideration of my being allowed to participate as a volunteer, I hereby assume all risk of injury, damage, and harm to myself arising from such activities or use of District facilities. I also hereby, individually and on behalf of my heirs, executors, and assignees, release and hold harmless the District, its officials, employees, and agents and waive any right of recovery I might have to bring a claim or a lawsuit against them for any personal injury, death, or other consequences occurring to me as a result of my volunteer activities.
- I attest that I have not pled guilty to or been convicted of any felony crimes as listed in RCW.28A.400.322
- I agree that all information, property, and materials received and/or created by me in connection with the performance of my volunteer work are property of the District, and I will return them promptly upon request or termination of my service. • I agree to comply with all program and District guidelines. I further agree to follow the directions of District faculty and staff when on school grounds and/or at school-sponsored events.
- If I have concerns about my health or ability to participate in volunteer activities, it is my responsibility to discuss my concerns with a physician prior to deciding to participate as a volunteer for the District. Volunteer Hold Harmless
- In the event I require emergency medical treatment, I give my permission for evaluation, diagnoses, treatment, and/or medication in accordance with the standard medical practice by licensed medical personnel. I am fully prepared to accept responsibility for any and all financial responsibility as a result of the performed treatment.
- I hereby expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Washington and that this Release shall be governed by and interpreted in accordance with the laws of the State of Washington. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.
- I further understand and agree that my volunteer service may be terminated at any time without cause or recourse.

This Agreement will be in effect for the duration of my volunteer services beginning as of the date of my signature below:

(Signature of Volunteer)

(Date)



MANDATED REPORTING AND FERPA

NAME OF VOLUNTEER

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student of the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents/guardians. If the staff member intends to disclose the confidence, the student should be informed prior to such action. District Policy No. 4020

Key Aspects of Mandatory Reporting for Volunteers:

Who is a Reporter: Teachers, administrators, coaches, nurses, and counselors are typically considered mandatory reporters. Teachers are legally mandated reporters required by state laws to immediately report reasonable suspicions of child abuse, neglect, or sexual misconduct to child protective services or law enforcement. In Washington State, volunteers are also considered mandated reporters. In Port Angeles School District, we ask that any such reports by volunteers be made in tandem with school staff. Reports must include child details and nature of abuse.

What to Report:

Any reasonable suspicion of physical, emotional, or sexual abuse, as well as neglect (e.g., poor hygiene, educational neglect).

Proof Not Required:

You do not need to prove abuse; you only need to have a reasonable suspicion based on observations, behavior changes, or statements from the child.

Procedure:

The volunteer should advise the student of the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents/guardians. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

Speak with school staff regarding your concerns and work together to make the call to Child Protective Services or Law Enforcement.

Confidentiality & Protection:

While some states allow anonymous reports, providing your name helps investigations. Reporters are protected by law, and the information is kept confidential.

FERPA (Family Educational Rights and Privacy Act)

FERPA (Family Educational Rights and Privacy Act) mandates that teachers protect the privacy of student education records by requiring written consent before releasing personally identifiable information (PII) to third parties. Teachers may only share data with school officials who have a "legitimate educational interest," such as for academic or safety reasons.

Key FERPA guidelines for teachers include:

Keep Data Private: Never share grades, GPAs, or behavioral records with unauthorized individuals, including parents of students over 18 or in post-secondary education.

Secure Records: Keep student records, including electronic, video, and physical, confidential.

Understand Directory Information: While [directory information](#) (name, address, telephone number, dates of attendance, etc.) can be released without consent, parents/students must have the option to opt-out.

Letters of Recommendation: Obtain written permission from students before including specific grades or GPA information in letters of recommendation.

Avoid Public Posting: Never post grades using personally identifiable information (like student ID numbers or full names).

Legitimate Educational Interest: Data can be shared with school officials (counselors, administrators) who need it to fulfill their professional responsibilities.

Common Violations to Avoid:

Sharing student information with unauthorized parties via phone or email.

Leaving graded papers, records, or computer screens with sensitive data exposed.

Discussing a student's performance with other parents.

(Signature of Volunteer)

(Date)