



Garfield Elementary School

325 Plymouth Street NW
Olympia WA 98502
(360) 596-6900
<http://garfield.osd.wednet.edu>

Bob Hodges
Principal

Dear Volunteer Applicant:

Volunteers are very important to us and we are glad you want to serve as a volunteer at our school. We believe a quality program for volunteers includes three significant components:

- 1) All volunteers clearly understand that the role of the volunteer includes adhering to all district and school policies related to volunteering.
- 2) All volunteers are welcome at the school as contributors to a successful educational experience for staff and students.
- 3) All volunteers receive appropriate orientation prior to the volunteer experience.

Safety of students is of paramount importance. In fact, the safety of all our children is the most fundamental concern of our school community. Many systems are in place to ensure our children are learning in an environment that is as risk free as possible. An important part of that environment is the volunteer who works with students in the classroom and at other school-sponsored events and learning activities. We want to ensure our families that we are proactive and preventive when it comes to the safety of their children.

For that reason, we ask all volunteers to complete and sign a school-based application, confidentiality statement, and Olympia School District disclosure statement. It is also important that prospective volunteers know that a background check through Washington State Patrol Criminal History Identification will be conducted. This is why your birth date is required at the bottom of the disclosure statement. When a background check is conducted, you will be notified of the state patrol's response within ten days after we have received it. Also a copy of the state patrol's response will be available to you upon request.

Any information you provide the school is strictly confidential. We thank you in advance for understanding the importance of our students' safety and the important role you play in helping us with that.

If you have any questions about the enclosed materials or the application process, please don't hesitate to ask.

Sincerely,

Bob Hodges
Principal

Confidentiality Statement for Volunteers

Dear Parent/Community Volunteer:

We are pleased you are interested in volunteering in the Olympia School District. As you take on this very important role, we want to provide information to you related to confidentiality so that each person who works in our school will understand the importance of this issue and the privacy rights of our students and staff.

Volunteers observe students working at different levels and with different needs and challenges. Some students need extra support in academic areas, some will need help in solving problems and others will need help making appropriate behavior choices. These areas of support might be observed while helping students with academic learning or while in the hall, cafeteria, on the playground, or other common areas of the school. Anytime you notice conflicts or difficulties that don't get resolved by the students, please make sure a staff member is informed promptly. Please make sure any conversations that take place with a staff member related to a specific student's or group of students' needs are done privately (out of earshot of all students and other adults). Please understand that teachers are not free to discuss other students with you.

We appreciate it when volunteers report any such incidents or concerns to us and we also request that volunteers not speak of such incidents or concerns with anyone after having left the school. In this way, we can protect the privacy of all children at our schools. This is expected of all staff members within our schools and we must require it of all volunteers as well. There can be no tolerance for violations of confidentiality. Continued volunteering is contingent upon respect this request.

If you do have questions related to confidentiality please do not hesitate to ask a school staff member.

Please complete this form and return it to the school office along with all other requested volunteer application materials. Thank you.

I have read and understand the confidentiality requirements required for all volunteers in the Olympia School District:

Name (Printed) _____

Signature: _____

Date: _____

**VOLUNTEER APPLICANT DISCLOSURE STATEMENT
PURSUANT TO CHAPTER 43.43 RCW**

Please answer "YES" or "NO" to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved. The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830(5) 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 a 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; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; 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?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

2. Have you ever been convicted of any crimes relating to financial exploitation as defined in RCW 43.43.830(6) as amended, if the victim was a vulnerable adult 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 these crimes as they may be renamed?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

3. Have you ever been convicted of any crime related to drugs as defined in RCW 43.43.830 and listed as follows: manufacture, delivery, or possession with intent to deliver a controlled substance?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

4. Have you ever 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?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

5. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

6. Have you ever been found in any final disciplinary board decision, or by the director of the department of licensing in the following business or professions (chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathy, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate broker, and salesperson) to have sexually or physically abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

7. 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?

Answer: _____ If "YES", PLEASE EXPLAIN BELOW.

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.

Printed Name: _____

Signature: _____

Date: _____

Place: _____

Date of Birth: _____