



Dear Volunteer,

Welcome aboard! On behalf of Summit Public Schools Washington (SPS), I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement of our students. Volunteers play an important role at our school. Students, teachers, staff, parents and community all benefit from the work of individuals like you who give your time and talents. We know that you will benefit from this experience as well.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. We want you to get the most out of your volunteer experience and as such, we want to make sure you are an informed volunteer. This packet includes:

- Definition of Volunteers, Volunteer Opportunities
- Suggestions for Making Your Volunteer Experience Successful
- Volunteer Application and Agreement
- Volunteer Disclosure Affidavit
- Volunteer Code of Conduct
- Child Abuse Reporting Requirements
- Confidentiality Agreement

Volunteers help in many different ways: tutoring, classroom assistants, office assistants, field trip chaperones, team sports, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, faculty, and students, we say "Thank You!"

To help us keep our schools and students safe, please read, complete and submit this packet to your School's Operation Manager and Human Resources at hr@summitps.org, before you begin volunteering.

If we can be of assistance to you, please do not hesitate to contact us.

Thank you for your support,

Human Resources
Summit Public Schools

DEFINITION OF VOLUNTEERS

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

Note: A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.

VOLUNTEER OPPORTUNITIES

- Tutoring
- Mentoring
- Athletics coaching
- School/classroom events like camping trip, college trip and field trips
- Classroom assistance
- Main office assistance
- Yard/outside supervision

NONDISCRIMINATION STATEMENT

Washington law prohibits discrimination in Washington public schools on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability.

SUGGESTIONS FOR MAKING YOUR VOLUNTEER EXPERIENCE SUCCESSFUL

The following are suggestions that should prove helpful in developing a successful partnership with Summit Public Schools students and staff.

1. Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis. Ask questions if you are unclear about something and keep communication open
2. Get to know the school grounds. Know the location of the office, restrooms, etc.
3. If you are volunteering in a classroom, spend some time observing the class. Become familiar with classroom routines and identify the location of supplies and materials within the classroom.
4. If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
5. Establish positive relationships with the students.
 - a. Be friendly; let them know you are glad to be here!
 - b. Be encouraging to students.

6. If you are experiencing some problems with your placement or responsibilities, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact the School Leader.
7. When the teacher/staff member first orients you, the following should be discussed:
 - a. Days and time to work in classrooms/on campus
 - b. Procedures for you and staff member to be in communication
 - c. What name the students will call you
 - d. Teachers' own classroom management
 - e. Where to leave your personal belongings
8. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
9. Wear your nametag or school badge throughout your stay on campus. This badge or name tag will help students, staff, and other volunteers recognize that you are a volunteer on campus.
10. Remember that you are a role model for students and the school community.
11. Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
12. Learn the names of students.
13. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
14. Work at the students' level; sit or stand with them. Show your interest and involvement.
15. Speak in a positive manner to students; point out the things they have done right and the things they do well.
16. Remind students of appropriate behavior if they are disruptive, but remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

VOLUNTEER APPLICATION & AGREEMENT

Name: _____

Address: _____

Phone number: _____

Email address: _____

School where you are volunteering: _____

Relationship to any students or staff at the school: Yes ____ No ____

If yes, name(s): _____

Emergency contact information:

Name: _____ Relationship to you: _____

Address: _____

Home Phone: _____ Work Phone: _____

This Volunteer Agreement (“Agreement”) is entered into by and between _____ (“the Volunteer”) and Summit Public Schools (“SPS”), a Washington nonprofit corporation, operating/managing public charter schools in Washington.

SPS and Volunteer wish to enter into a relationship under the conditions set forth herein, and the parties hereby agree as follows:

1. SCOPE OF SERVICES

The scope of services to be provided by the Volunteer shall be determined as described in the Agreement between the Volunteer and the Director, _____.

2. COMPLIANCE WITH SCHOOL POLICIES

The Volunteer agrees to comply with all SPS policies and rules, specifically including relevant SPS policies and/or rules regarding the confidentiality of any pupil or personnel information and the SPS Code of Conduct, both included in this volunteer packet.

4. INJURY OR ILLNESS

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

5. VOLUNTEER COMPENSATION

Volunteers do not receive compensation, health benefits, or worker’s compensation. Volunteers are not NOT compensated for their time or their effort, either by payment or by any other consideration. A volunteer will not be treated or regarded as a supervised employee, in any way. A volunteer does not constitute a formal position with SPS, nor does it form any kind of agreement or understanding with the organization.

6. VOLUNTEER AT WILL

SPS may terminate the Volunteer’s services at any time with or without cause or advance notice, at SPS’s sole and unreviewable discretion. This Agreement is not an employment contract and is not intended to support or initiate an employment relationship.

7. VOLUNTEER WAIVER

I agree to waive all claims against the SPS and hold the SPS, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

Name: _____

Signature: _____ Date: _____

APPLICANT DISCLOSURE AFFIDAVIT

All volunteers are required to complete a "Volunteer Application & Agreement Form". Individuals regularly volunteering for Summit Public Schools Washington (SPS) are required to provide fingerprints/personal information to the Washington State Patrol and the Federal Bureau of Investigation for the purpose of obtaining a criminal record summary, as required by RCW 28A.400.303.

SPS screens prospective volunteers to evaluate whether an applicant poses a risk of harm to the children and youth it serves. Information obtained is not an automatic bar to volunteer work, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

Applicant's full name: _____

Do you have any criminal charges pending against you? Yes No
Have you ever been convicted* of a felony or misdemeanor? Yes No
Have you ever been convicted* of a sex, drug or weapon related offense? Yes No
Have you ever been convicted* of crimes against children (as defined in RCW 28A.400.322)
Are you required to register as a sex offender under RCW Chapter 9A.44 RCW? Yes No

*Conviction includes a finding of guilty by a court or a plea of *nolo contendere* or no contest.

If "YES," please explain:

The undersigned applicant affirms that I **HAVE NOT** at **ANY TIME** (whether as an adult or juvenile):

Yes	No	(Initial answer under "Yes" or "No" and provide a brief explanation for a "Yes" answer.)
___	___	Been convicted of;
___	___	Pleaded guilty to (whether or not resulting in a conviction); Pleaded <i>nolo contendere</i> ;
___	___	Admitted;
___	___	Had any judgment or order rendered against me (whether by default or otherwise)
___	___	Entered into any settlement of an action or claim of;
___	___	Had any license, certificate, or employment suspended, revoked, terminated or affected because of;

____ Resigned under threat of termination of employment or volunteer work for;
Any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting or involving
(whether under criminal or civil law of any jurisdiction):

- | Yes | No | (Initial answer under "Yes" or "No" and provide a brief explanation for a "Yes" answer.) |
|-----|-----|--|
| ___ | ___ | Any felony. |
| ___ | ___ | Rape or other sexual assault. |
| ___ | ___ | Controlled substance, drug-, or alcohol-related offenses. |
| ___ | ___ | Abuse of a minor or child, whether physical or sexual. |
| ___ | ___ | Incest. |
| ___ | ___ | Kidnaping, false imprisonment, or abduction. |
| ___ | ___ | Sexual harassment. |
| ___ | ___ | Sexual exploitation of a minor. |
| ___ | ___ | Sexual conduct with a minor. |
| ___ | ___ | Annoying/molesting a child. |
| ___ | ___ | Lewdness and/or indecent exposure. |
| ___ | ___ | Lewd and lascivious behavior. |
| ___ | ___ | Obscene literature. |
| ___ | ___ | Assault, battery, or other offense involving a minor. |
| ___ | ___ | Endangerment of a child. |
| ___ | ___ | Any misdemeanor or other offense classification involving a minor or to which a minor was a witness. |
| ___ | ___ | Unfitness as a parent or custodian. |
| ___ | ___ | Removing children from a State or concealing children in violation of a law or court Order. |
| ___ | ___ | Restrictions or limitations on contact or visitation with children or minors. |
| ___ | ___ | Similar or related conduct, matters, or things. |
| ___ | ___ | Accusation of any of the above. |

Explanations: (If you answered "Yes" to any of the above, please explain. If none, write "None.")

The statements above are true and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Witness to Signature: Date: _____ Date: _____

VOLUNTEER CODE OF CONDUCT

I, the Volunteer, agree and affirm the following:

- A. From arrival at any Summit site, I will sign in at the main office or designated sign-in area.
- B. I will follow all policies, procedures and other rules established by the school and all applicable laws.
- C. I shall wear or show a volunteer identification whenever required by SPS to do so.
- D. I will not smoke in any school facility or building or within 50' of a school building.
- E. I will not be in possession of or under the influence of alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
- F. I will not use obscene or discriminatory language at school or at any school event.
- G. Only age-appropriate topics of discussions shall occur around students.
- H. I will not lend money and/or bring gifts to students, unless authorized by the school director or designee.
- I. I agree to never be alone with individual students without the authorization of teachers and/or school directors.
- J. I understand that it is a violation of school policy for any person, including volunteers, to inflict or cause to be inflicted corporal punishment upon a student or use force upon a student as described in RCW 9A.16.100.
- K. I will report suspected cases of child abuse, including physical, sexual or other abuse, or neglect to the school director.
- L. I will not dress/undress or provide personal hygiene assistance, or supply medication to students.
- M. I will use universal precautions to avoid contact with bodily fluids.
- N. I shall not solicit outside contact with students. Additionally, I will not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of your role as a Volunteer.
- O. To the extent I have any access to any confidential personnel or pupil information, including photographs or student information, I shall maintain strict confidentiality of such information outside of SPS and shall contact Summit's HR Representative if I have any questions regarding access, use or disclosure of personnel or pupil information.
- P. I will not photograph or videotape students unless authorized by the Director or designee.
- Q. I will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
- R. I will not search students or student property.
- S. I will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
- T. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment to any SPS student and/or at any Summit site.
- U. I understand the school will not be responsible for lost or damaged personal items brought to school by volunteers. Volunteers are discouraged from bringing valuables to the school.
- V. I will show good communication skills, health, and personal hygiene; ethical conduct; dependability.

Signature: _____ Date: _____

COMPLIANCE WITH CHILD ABUSE REPORTING REQUIREMENTS

Required Statement of NON Mandated Reporter

Child Abuse and Neglect Reporting Law (RCW 26.44.040)

Definitions: The following situations are reportable conditions:

1) Physical abuse, 2) Sexual abuse, 3) Child exploitation, child pornography and child prostitution, 4) Severe or general neglect, 5) Extreme corporal punishment resulting in injury, 6) Willful cruelty or unjustifiable punishment, and 7) Abuse or neglect in out-of-home care.

Who Must Report: The following individuals are legally mandated reporters:

- Child visitation monitors
- Health practitioners (nurses, physicians, etc.)
- Commercial or photographic print processors in specified instances
- Specified public positions (teachers, social workers, probation officers, etc.)
- Public protection positions (police, sheriff, CPS, etc.)
- Clergy members
- Firefighters (except volunteer firefighters), Animal control officers, Humane society officers

When to Report: A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report, on a standard form, must be sent within 36 hours after the telephone report has been made.

To Whom Do You Report: You have a choice of reporting to the Police or Sheriff's Department or the Probation Department or Child Welfare Agency. Each County has preferred reporting procedures.

Individual Responsibility: Any individual whose occupation is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior files the report, one report is sufficient. However if the superior disagrees, the individual with the original suspicion must report.

Anonymous Reporting: Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Notification Regarding Abuse: You are not legally required to notify the parents that you are

making a report; however, it is often beneficial to let the parents know you are reporting for the benefit of a future relationship.

I understand that I am not a legally mandated reporter. However, I have clarified any information listed above which I did not understand, and I agree to inform a Summit employee if I have any suspicion that student abuse is occurring.

Signature: _____ Date: _____

CONFIDENTIALITY AGREEMENT

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful.

1. The Volunteer has a duty to maintain the confidentiality of sensitive information that the Volunteer may encounter during his/her service to Summit. Such confidential information includes, but is not limited to:
 - Student records, such as students' names; parents'/guardians' names; home addresses; personal telephone numbers and/or email addresses; photographs; dates of birth; grade level; enrollment status; dates of attendance; social security numbers; medical information; disciplinary records; and grades;
 - Personnel records, such as employees' names; dates of hire; home addresses; personal telephone numbers and/or email addresses; dates of birth; social security numbers; medical information; disciplinary records; immigration documents; salaries; and driver's license numbers; and
 - Proprietary information concerning Summit's operations, business plans, trademarks, patents, and copyrights.
2. The Volunteer shall only access confidential information when it is necessary and when doing so is within the course and scope of the Volunteer's service to Summit.
3. If Volunteer uses any Summit computer which allows access to any confidential information, he or she will comply with all use policies, including logging off once finished and/or following any other security or operational protocols specified by Summit.
4. The Volunteer will immediately report any known security breaches or any activities if he or she suspects such breaches/activities may compromise the confidentiality of pupil or personnel.
5. The Volunteer shall not disclose any such information described above without the advance written consent of the Director of Human Resources or the School Leader.
6. This Agreement in no way limits the Volunteer's right to access and/or disclose the Volunteer's own personnel records and/or the Volunteer's child's student records.
7. Violations of this Agreement by the Volunteer may lead to being dismissed from providing further service to Summit, as well as the Volunteer being subject to appropriate legal action

to compensate Summit for any damages related to the Volunteer's breach of this Agreement and/or to compel the Volunteer to not violate this Agreement further.

8. If the Volunteer has any questions concerning SPS policies, what constitutes confidential information, or is asked to release confidential information to a third party, he or she agrees to immediately inquire with an appropriate SPS official before taking any action.

I acknowledge that I have read, understand and agree to this statement of confidentiality.

Signature: _____ Date: _____