



Volunteer Application Packet

An Equal Opportunity Employer

A MESSAGE TO ALL VOLUNTEERS:

As part of Bridgeport School District's procedures to ensure student safety, individuals who express an interest in volunteering in our schools are required to complete this disclosure form as well as grant us permission to conduct a background check through the Washington State Patrol's on-line system. The procedure, which is similar to that which we currently utilize before hiring employees, will enable us to provide further assurances to you that our school environment is both safe and secure for our children.

Please read and complete all pages of the Bridgeport School District Volunteer Procedures and Policies Handbook and the Volunteer Application Form. The application form must be returned to the **Bridgeport School District Office** along with a copy of your Driver's License or other photo identification. We thank you for your willingness to give your time and talents and are most appreciative of your commitment to the students in our district.

WORKERS COMPENSATION:

In the State of Washington, school district-provided workers' compensation coverage for volunteer workers is not mandatory. Bridgeport School District does not extend workers compensation benefits to volunteer workers.

Bridgeport School District Volunteer Procedures Handbook

VOLUNTEER PROCEDURE STEPS:

1. Complete the *Volunteer Application Form* and review the *Volunteer Services Handbook Policies and Procedures*. Volunteer application and handbook packets are available at each school district building.
2. Provide photo identification by Driver's License, Passport, or another acceptable form of identification.
3. Participate in Washington State Patrol background clearance process.
4. Bridgeport School District will contact you if your volunteer application packet has been accepted.

Bridgeport School District Volunteer Policies Handbook

- A. Drug Free Workplace-** It is a violation of the Bridgeport School District policy (attached reference-BSD Board Policy 5201) for any employee to unlawfully manufacture, distribute, dispense , possess , or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance including alcohol and tobacco as defined by the Controlled Substance Act.
- B. Medications-** Medications should not be administered by any school personnel. This includes aspirin. The exception to this is the school nurse when a guardian of the student has filled out the proper forms.
- C. Sexual Harassment-**The Bridgeport School District recognizes its responsibility to provide a working environment that is free from all types of discrimination (attached reference-BSD Board Policy 5011). Harassment is defined as deliberate verbal, visual or physical advances made within the work setting/ school and unwelcomed by the person for whom they are intended. Such unwelcome conduct is seen as harassment when submission to the conduct:
- is made a term or condition of the staff member's employment or factor in academic advancement, whether implied or stated.
 - results in a denial of promotion or other career/academic enhancing opportunities.
 - or interferes with the student/staff member' s work performance or otherwise creates an intimidating, hostile, or offensive environment.

Any employee or volunteer, who has been found to have sexually harassed another employee, volunteer or student will be subject to legal action and/or discharged.

Any employee or volunteer who believes he or she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of his or her immediate supervisor. All such complaints will be promptly investigated and where appropriate, immediate corrective action will be taken, to the highest degree possible, allowing for a fair investigation. All such complaints will be addressed in the strictest confidence.

- D. Maintaining Professional Staff/Student Boundaries-**The purpose of this policy (attached reference-BSD Board Policy 5253) is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

Bridgeport School District Volunteer Application Form

Full Legal Name: _____

First
Middle
Last

Maiden or Former Names: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____ **Date of Birth:** _____

E-mail address: _____

In accordance with RCW 43.43.830, prospective volunteers are required to complete this form. In addition, volunteers who may have unsupervised access to students will be required to complete a background check. Volunteers may be retained on a conditional basis pending completion of such background investigation.

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. Have you ever been:

1. Convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows: First, second or third degree murder, aggravated murder; first, second degree kidnapping; first, second, or third 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 custodial interference ; 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 materials to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they be renamed in the future?

☐ **YES** ☐ **NO**

SPECIFY: _____

2. Found in any dependency action under RCW I 334 .030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

☐ YES ☐ NO

SPECIFY: _____

3. 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

SPECIFY: _____

4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

☐ YES ☐ NO

SPECIFY: _____

5. Have you been charged in the past ten (10) years of any crime: Felony or misdemeanor?

☐ YES ☐ NO

If yes, cite and describe each incident on a separate sheet of paper.

I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct. Furthermore, I understand that my retention is conditional upon the background check. My signature below signifies I have received and understand the Volunteer Handbook of School District Policies and Procedures.

Volunteer Signature

Date Signed

Please return this application **with photo identification** to the **Bridgeport School District Building**. You may NOT volunteer with our students until your background check is complete. This background authorization will be good for 2 years from the date of signature. At the beginning of the second school year please resubmit your background check. Your authorization can be revoked at any time upon your written request for revocation. You are responsible for re-submitting a new Volunteer Application 2 years from the date above, and failure to do so may result in the immediate removal and or denial of access to volunteering for the Bridgeport School District.

Your application will be kept confidential, as legally allowed under RCW 42.56

<p style="text-align: center;">Bridgeport School District Vehicle Operations Certification</p>
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I, _____, hereby certify that to the best of my knowledge, I have no health-related problems that would impair my ability to safely operate a van or car for the purpose of transporting students. I further certify that I have not had a driving license privilege suspended or revoked in the preceding three years, have not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that I have not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor, or felony that is related to the duty of driving students. Such offenses include, but are not limited to, those listed in WAC 180-20-101 (1)(j). I understand that I am responsible for reporting any potentially disqualifying offenses to the Superintendent.

The following items must be attached to this certificate:

- Copy of current Driver's License
- Copy of current Proof of Insurance
- Fingerprint clearance

Volunteer Signature

Date Signed