



## STUDENT TEACHER INFORMATION

### GENERAL INFORMATION

Name: _____	Home Phone: _____
Address: _____	Cell Phone: _____
Email Address: _____	Date of Birth: _____
Have you been known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No	Former Name(s): _____
Classroom Assignment?	

### EMPLOYER INFORMATION

Current Employer: _____	Address: _____
Occupation: _____	Phone Number: _____

### EMERGENCY CONTACT INFORMATION

In case of any emergency notify:

Name: _____	Phone Number: _____
Relationship: _____	Cell Phone: _____

### APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER 486, LAWS OF 1987

1. Have you ever been convicted of any crimes against persons?  Yes  No

If yes, please explain:

2. Have you ever been found in any dependency action, domestic relations proceeding or disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?  Yes  No

If yes, please explain:

I certify under penalty of perjury according to the laws of the state of Washington that the forgoing is true and correct.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## STUDENT TEACHER ASSUMPTION OF RISK

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As a private citizen, not an employee of the Mount Baker School District, I hereby acknowledge that I have read, understood and agreed to the following:

1. I acknowledge that the volunteering may entail known and unanticipated risks which could result in physical or emotional injury, paralysis or death, as well as damage to my property, or to third parties.
2. I certify that I have no medical or physical conditions which could interfere with my safety in this activity, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.
3. I acknowledge the District will make every attempt to insure my safety while participating in this volunteer project, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to me or others.

I further acknowledge the District does not provide any accidental medical insurance coverage or volunteer workers compensation coverage for the activity and that I assume all risks of injury or damage to my person or property. I agree to hold and save harmless the Mount Baker School District, its School Board and Employees, and assigns for any claims, suits or damages, (including but not limited to defense and indemnification) which might result from my participating in the above-described event.

4. I understand the Mount Baker School District makes no promises, guarantees, representations or warranties as to the safe condition, functionality or operability of any tools or equipment that I may use during this project.
5. I understand that the Mount Baker School District is not responsible for loss or damage to any equipment owned by me or others which I use during this project.
6. I understand that this is a volunteer activity and I will not make any wage or benefit claim against Mount Baker School District in connection with my voluntary participation in this activity.

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Signature

Date

## Use of Tobacco and Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery-devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by, or distribution to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:	Policy 3200 Policy 3241 Policy 3416 Policy 5201  Policy 5280	Student Rights and Responsibilities Classroom Management, Corrective Actions or Punishments Medication at School Drug-Free Schools, Community And Workplace Termination of Employment
Legal References:	RCW 28A.210.310 Chapter 70.155 RCW RCW 28A.210.260	Prohibition on use of tobacco products on school property Tobacco – Access to Minors Public and private schools- Administration of Medication- Immunity from liability- Discontinuance, procedure.
Management Resources:	<i>Policy and Legal News</i> , July 2016 <i>Policy and Legal News</i> , February 2014  <i>Policy News</i> , December 2010 <i>Policy News</i> , October 2010	Use of Tobacco and Nicotine Substances policy updated to address vapor devices Addressing the Use of “Electronic” Cigarettes Electronic Cigarettes

Adoption Date: 01.13.11  
Mount Baker School District  
Classification: Essential  
Revised: 08.08.13; 03.13.14; 08.16

I hereby acknowledge that I have read and understand MB Policy 4215:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Drug-Free Schools, Community and Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serve.

For purposes of this policy, the "workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The "workplace" includes any district building or any school property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant.

### Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.  
Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace.
- B. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis).
- D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

### Notification Requirements

Any staff member who is taking prescribed or over the counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district office, (e.g. human resources) then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

### Disciplinary Action

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any

employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as the district deems appropriate.

Cross References:	Policy 4215	Use of Tobacco, Nicotine Products and Delivery Devices on School Property
	Policy 5280	Separation from Employment
Legal References:	RCW 69.50.435	Violations committed in or on certain public places or facilities — Additional penalty — Defenses — Construction — Definitions
	21 U.S.C. § 812	Controlled Substance Act
	20 U.S.C §§ 7101-7117	Safe and Drug-Free Schools and Communities Act
	41 U.S.C. §§ 8103	Drug Free Workplace Act Requirements for Federal Grant Recipients
Management Resources:	<i>Policy &amp; Legal News, December 2015</i>	Policy Revisions
	<i>Policy &amp; Legal News, February 2013</i>	Changes in WSSDA's <i>Policy Reference Manual</i>
	<i>Policy News, December 2011</i>	Bus drivers still tested for marijuana
	<i>Policy News, February 1999</i>	

Adoption Date: 08.13.09  
Mount Baker School District  
Classification: Essential  
Revised: 06.10.10; 06.27.13; 1.28.16

I hereby acknowledge that I have read and understand MB Policy 5201:

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **MOUNT BAKER SCHOOL DISTRICT STAFF COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

The network of the Mount Baker School District offers high speed internet access for academic and professional use. Our goal in providing this service is to promote educational excellence through resource sharing, innovation and communication. In order for staff to use the computer network, staff must accept these terms for network use.

All Staff members are responsible for expectations on school computer networks just as they are in a classroom. The code of professional conduct and ethics apply to your use of the computer network. Be prepared to be held accountable for unacceptable use with disciplinary or legal action.

### **SAFETY AND SECURITY**

The Mount Baker School District filters the Internet and makes every attempt to prevent the viewing of inappropriate material. This filtering is not perfect and staff may still be able to view objectionable content. The viewing of some content may be a violation of local and federal laws. All violations of local and federal laws will be investigated and appropriate action taken.

Material created and/or stored on the system is not guaranteed to be private. Network administrators or other staff may review the system from time to time. Staff should expect that emails, material placed on Web pages, and other work that is created on the network may be viewed by a third party.

If you become aware of a security problem:

- Notify the network administrator immediately if you identify a security problem.
- Do not identify or show security problems to others.
- Notify the network administrator immediately if you encounter any material that violates this Acceptable Use Policy.

### **STAFF ACCESS TO NETWORKED INFORMATION RESOURCES**

With the spread of telecommunications throughout the modern work place, the District recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems bring new responsibilities as well as opportunities.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. This district reserves the right to access stored records in cases where there is a reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that all messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. Exemptions for some staff will be available due to job limitations. In these cases the employee's supervisor is responsible to communicating important information to those employees.

The network is provided for staff to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications should not be utilized by employees to share confidential information about students or other employees because messages are not entirely secure. Sharing of confidential information that becomes public will be the responsibility of the person who originally shared that information.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

### UNACCEPTABLE USE

The following behaviors are unacceptable when using the Mount Baker Computer Network:

- Sharing confidential information on students or employees;
- Sending or displaying offensive messages or pictures;
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
- Harassing, insulting or attacking others as defined by professional code of conduct;
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);
- Violate copyright laws;
- Sharing user credentials;
- Using others' credentials;
- Trespassing in others' folders, documents, or files;
- Employing the network for commercial purposes, financial gain, or fraud;
- Violating regulations prescribed by the network provider;
- Promoting, supporting or celebrating religion or religious institutions;
- Damaging school district resources in any manner;
- Using the school district's resources for gambling, extortion, pyramid schemes, chain letters;
- Installing software that has not been approved by the school district.

*Please note: This is not meant to be a finite list, but examples of actions that may result in disciplinary action.*

### APPLICANT

I have read and understand the school district policies relating to acceptable use of the Mount Baker School District computer network and the Internet. I agree to abide by them. I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violations, my access privileges may be revoked, disciplinary action may be taken, and/or legal action may be taken.

Full Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_