



ISSAQUAH
SCHOOL DISTRICT 411

Volunteer Release/Hold Harmless Agreement

Volunteer Name _____

Volunteer Phone Number _____

School Name _____

Check one:

_____ Single Event: Name of event/Activity _____
Date of Single Event/Activity _____

_____ All Issaquah School District activities I choose to participate in
School Year _____ (example: 2009-2010)

Location of activity _____
(If form is for various ongoing activities –use the name of the school the activity is associated with)

The undersigned desires to participate as a volunteer for the event(s)/activity named above.

I ACKNOWLEDGE the Issaquah School District will make every attempt to insure my safety while participating in this volunteer event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself or others.

I further acknowledge the Issaquah School District does not provide any accidental medical insurance 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 Issaquah 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/activity.

Signed _____ Date _____
(If under 18 years of age, parent’s signature is required below)

Signature of Parent/Guardian _____ Date _____
(If applicable)

Volunteer Checklist/Agreement

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. We thank you for your assistance and support. To safeguard students and student records it is necessary that all volunteers be screened and trained regarding their involvement with students and school activities. Staff and volunteers should allow a minimum of forty-eight (48) hours after all forms have been completed and submitted for a volunteer applicant to receive clearance to begin serving as a volunteer. We thank you for your understanding of the need for these safeguards. Please read and check each of the statements below.

_____ Complete the Issaquah School District Volunteer Request for Background Information form (please see reverse side of this form).

_____ Complete the Washington State Patrol Request for Criminal History Information form (Sections C and D) and return to the school secretary. This form is good for two years. If you have completed this form for another school or group, you may provide us with a copy for our file.

Your signature below indicates your agreement to abide by all of the following expectations and that you have completed the above forms prior to providing volunteer services.

Role and Expectations

_____ Volunteers serve as helpers. I understand that all volunteer activities are to be conducted under the supervision of district staff, and that all instructional service is to be rendered under the control and supervision of certificated staff.

_____ Staff members will determine and notify volunteers if any specific training or direction is required before assisting with an activity. I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.

_____ Student problems which arise, whether of an instructional, medical, behavioral or operational nature shall be referred to a regular staff member for final resolution.

_____ I will follow the building's procedures for signing in and out each and every time I volunteer at the school.

_____ I will wear an identification badge/tag/pin as required by the school.

_____ I understand that I am required to follow all district policies and procedures. I understand that failure to follow district policy and procedures, or any part of this Agreement, may result in my volunteer status being revoked and could in some cases subject me to legal liability.

Use of District Technology

_____ I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a district computer I will sign and abide by the district technology User Agreement.

Confidentiality

_____ I understand that volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor or principal. This is not only district policy but is also mandated by federal statute, The Family Educational Rights and Privacy Act, 34 CFR Part 99. I understand that confidentiality pertains to both written records and verbal statements.

Name of Volunteer – Please Print

Children's Names - if Current ISD Students

Signature of Volunteer

Date

**ISSAQUAH SCHOOL DISTRICT
VOLUNTEERS REQUEST FOR BACKGROUND INFORMATION**

Disclosure form pursuant to RCW 43.43.830

Form 5630F(B)

All volunteers who are interested in working with children must complete the disclosure form in its entirety.

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.

1. Have you ever been convicted of any crimes against persons as defined in Section 43.43 RCW 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 criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; 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; or any of these crimes as they may be renamed in the future?

Answer: _____ If YES, explain: _____

2. Have you ever been found in any dependency action under RCW 13.34.030 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer: _____ If YES, explain: _____

3. Have you ever been 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?

Answer: _____ If YES, explain: _____

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

Answer: _____ If YES, explain: _____

I have read the information contained herein and 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. I authorize the Issaquah School District to make such investigations and inquiries as may be necessary in arriving at a decision regarding my volunteer status. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my volunteer agreement. In the event of volunteering, I understand that false or misleading information given in my agreement may result in termination of my volunteer status.

Volunteer's Signature _____ Date _____

Volunteers shall be made aware of the following procedures and restrictions:

- A. The voluntary help of citizens should be requested by district staff through administrative channels for selected activities and as resource persons.
- B. The volunteers shall serve in the capacity of a helper. All instructional services shall be rendered under the supervision of certificated staff.
- C. Volunteers shall not discuss the performance or actions of students or the content of any student records except with the student's teacher, school counselor or principal.
- D. Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final solution.
- E. Volunteers shall receive such information as:
 1. general assignment responsibilities and limitations,
 2. information about school facilities, routines and procedures,
 3. work schedule and place of work, and
 4. expected relationship to the staff and students.
- F. Appropriate training at the building level shall be provided for new volunteers consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district supervisor. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined and appropriate training provided by the program administrator/designee..
- G. All volunteers must complete disclosure and background checks required by the district or by state law.
- H. Volunteer services may be terminated due to, but not limited to, the following reasons:
 1. Program and/or duties have been completed;
 2. Resignation of the volunteer;
 3. Replacement by paid staff member; and
 4. Circumstances which in the judgment of the administration may necessitate the termination of the volunteer's services, include, but are not limited to, unsatisfactory results of background checks or other disclosures.
- I. Prior to beginning any volunteer assignment, all volunteers must complete the School Volunteers Checklist (form 5060F). Staff and volunteers should allow a minimum of forty-eight (48) hours after all forms have been completed and submitted for a volunteer applicant to receive clearance to begin serving as a volunteer.
- J. All forms and lists authorizing a person to serve as a volunteer shall be distributed, collected, and maintained at the building level. Staff members and prospective volunteers must check with the school secretary or designated building volunteer coordinator to verify when a person is approved to serve as a volunteer.