

POLICY 4016 PROCEDURES

The voluntary help of parents and/or citizens should be requested by staff through administrative channels for conducting selected activities, athletics and/or to serve as resource persons.

Volunteers shall:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor, coach or principal.
- C. Refer to a regular staff member for final solution of any student problem that arises, whether of an instructional, medical or operational nature.
- D. Receive such information as: General job responsibilities and limitations; information about school facilities, routines and procedures; work schedule and place of work; expected relationship to the regular staff
- E. Be provided appropriate training at the building level, if 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 and pertain to the specific responsibility of that position.
- F. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include: bulletin boards; preparation of materials for art, science, math, etc.; clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters, lunchroom counts, attendance, etc.; clean up activities; library related duties; assistance with physical education exercises; instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading, etc.; vision and hearing testing and approved medical surveys; school activities supervision; playground supervision with a staff member; assisting in athletics under the supervision of head coach.
- G. Have their services terminated for these and other reasons: program and/or duties completed; resignation of the volunteer; replacement by paid staff member; circumstances which in the judgement of the administration may necessitate asking the volunteer to terminate services.

GRANITE FALLS SCHOOL DISTRICT

VOLUNTEER COACHES PHILOSOPHY STATEMENT

The Granite Falls School District recognizes volunteerism as a valued and necessary part of public education. It shall be the responsibility of the Granite Falls School District to provide student athletes adequate instruction and a safe environment during training turnouts and athletic events. Therefore, from time to time it may be necessary to secure volunteer coaches to assist in meeting instructional and supervision needs. Volunteer experience provides citizens with opportunities to assist in the positive development of student athletes.

Volunteer Coaches shall:

1. Be supervised by and responsible to the Head Coach who will outline duties of the volunteer and file written copy with the Athletic Director.
2. Complete the Granite Falls School District Disclosure Form and be subject to a Washington State Patrol Background Check.
3. Complete the Granite Falls School District Disclaimer Form for accident, injury and intent.
4. Perform responsibly and abide by the Granite Falls School District coaches standards and practices. If in doubt concerning appropriate standard or practice, volunteer shall seek clarification from head coach.
5. Not provide transportation for students in private automobile or District vehicles to or from any District function without completing Statement of Coverage form and providing a copy of valid Washington State Driver's License.

Coaches shall:

1. Submit to the Athletic Director a written request stating the need and intent to utilize a volunteer coach, the volunteers name, qualifications and duties to be performed.
2. Not delegate to volunteers any duties that require special training and/or qualifications that the volunteer does not possess.
3. Allow no volunteers to coach who are not able to demonstrate adequate training coaching the sport.
4. Be responsible for the actions of the volunteer during practices, events and school activities.
5. Provide volunteers with a written copy of coach's handbook outlining Granite Falls School District standards and practices.
6. Not allow volunteer coaches to transport students in a private passenger automobile or a District vehicle without completing Statement of Coverage form and providing a copy of valid Washington State Driver's License.

The Athletic Director shall:

1. Require that coaches verbally request the need for a volunteer coach, name of volunteer coach, qualifications and duties to be performed.
2. Seek approval of volunteer coach with the building principal or designee and inform coaches of decision.

3. Make sure all necessary paperwork (Disclosure Form, completed Washington State Patrol Background Check form, Statement of Coverage, Disclaimer Form and copy of Washington State Driver's License) is on file with the office PRIOR to the volunteer assuming duties.
4. Supervise and monitor use of volunteers for the duties requested.

Building Principal shall:

1. Require the volunteer to have a Washington State Patrol Background Check.
2. Direct all questions/concerns regarding volunteers to the Athletic Director
3. Be able to terminate the use of the volunteer if/when the volunteer has violated the coaching standards and practices or Washington State Patrol check indicates criminal history.

**Granite Falls School District
DISCLOSURE FORM**

Pursuant to Chapter 43.43.830 RCW (revised, 2007) & RCW 9A.42.100 (revised, 2002)

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments as outlined in said law, will be required to complete a Request for Criminal History form, possibly including fingerprinting. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or finding. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

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 1 of Chapter 486, Laws of 1987, and listed as: 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 or second degree theft; forgery; first degree arson; first degree burglary; first or second degree manslaughter; first, second, or third 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; commercial sexual abuse of a minor; 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 in the future? **Answer** _____ **If yes, explain below.**

2. Have you ever been found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor? **Answer** _____ **If yes, explain below.**

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 below.**

4. Have you ever been found in a disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor? **Answer** _____ **If yes, explain below.**

5. Have you ever been convicted of a crime to manufacture, delivery, or of possession with intent to manufacture or deliver a controlled substance (drugs)? **Answer** _____ **If yes, 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. I understand that my continued employment and volunteering is conditional upon the fingerprinting and background checks that the Granite Falls School District will conduct.

Applicant Signature/Date

Updated 2/2008

Thank you so much for volunteering to help with the Granite Falls School District. We appreciate your time. Our student's safety is a priority to us and for that reason we do require that volunteers sign a confidentiality and discrimination statement.

I understand that information regarding students, families, staff and the organization may be confidential in nature and that as a volunteer for the Granite Falls School District I will adhere to the following:

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.
- Keep personal information confidential at school and after I leave school.
- Be discreet in any verbal communications by not discussing students, staff, or families in front of others.
- Immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- Make reasonable efforts to assure that each student is protected from harassment or discrimination.
- Not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; the Granite Falls School District cannot and will not grant this permission.

Volunteer's Name (Please Print) _____

Volunteer's Signature _____ Date: _____

GRANITE FALLS SCHOOL DISTRICT

**VOLUNTEER COACHING AGREEMENT
ALL REQUESTED INFORMATION MUST BE PROVIDED**

Name _____ Home Phone _____

Address _____ Work Phone _____

City/State/Zip _____

Washington State Drivers Lic No _____ Exp Date _____

(attach picture identification to form)

By signing below, I do hereby agree that at all times during my volunteer coaching experience, I will: Adhere to all rules and regulations of the Granite Falls School District and all applicable local, County, State and Federal laws; work cooperatively under the supervision and direction of the head coach and/or all persons of authority in the Granite Falls Schools; present a positive image and model appropriate standards of behavior; keep in full force and effect an injury/accident/health insurance policy providing coverage for any injuries I may incur while engaged in volunteer coaching duties.

Signature _____ Date _____

HOLD HARMLESS/INJURY WAIVER

Name of Medical Insurance Co _____

Policy No _____ Phone _____

I hereby certify that I am currently insured by the company named above and coverage will remain in full force and effect during all times of my volunteer coaching experience.

I understand that in the event of any accident or injury I may suffer directly or indirectly attributable to my actions or participation in this activity, I agree to hold harmless the District, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses or rights of action, except for the sole negligence of the District.

Signature _____ Date _____

GRANITE FALLS SCHOOL DISTRICT

STATEMENT OF COVERAGE ON PRIVATE VEHICLE USED FOR OFFICIAL SCHOOL FUNCTIONS

IMPORTANT NOTICE: All information must be provided and will be verified.

School personnel must personally examine driver's current, valid Washington State Driver's License.

Name _____ WDL# _____

Vehicle License Number _____ Driver Phone _____

Name of Auto Insurance Co _____

Policy No _____ Insurance Co Phone _____

I certify that my private vehicle is currently insured by the company named above and coverage will remain in effect during any and all times that I transport students on official school functions.

I certify that my vehicle is and will be maintained in safe operating condition, is equipped with seat belts that will be used by each passenger, and that I will at all times drive in a safe manner and in accordance with all State Laws.

I understand that during times I provide transportation in my private vehicle for official school functions, my insurance will provide primary coverage in the event of accident, and the Granite Falls School District policy will provide excess coverage.

Signature _____ Date _____

Copy of current, valid Washington State Driver's License must be attached.