Thank you for your interest in volunteering with the Ferndale School District – your service is greatly appreciated! Enclosed is pertinent volunteer information and paperwork you’ll need to fill out prior to beginning your volunteer services. Once complete, please return the forms to Lea Morris at the District Office. You will also need to present photo identification when turning in your paperwork.

Volunteer Information and Receipt of Acknowledgement Form
This information will be used for contact and safety purposes only. This includes a background check through the Washington State Patrol per RCW 43.43.830.

The volunteer application will ask you to verify that you have read and agree to abide by the following policies and procedures, which can be found on the district website at http://ferndalesd.org/school-board/policies-procedures. You may also request printed copies from your school office or the District Office:

- Board Policy 3207/3207-P1 Prohibition of Harassment, Intimidation and Bullying
- Board Policy 4020 Confidential Communications
- Board Policy 4210 Regulation of Dangerous Weapons on School Premises
- Board Policy 4215 Use of Tobacco and Nicotine Substances
- Board Policy 5010 Nondiscrimination and Affirmative Action
- Board Policy 5011/8700-P1 Sexual Harassment
- Board Policy 5201 Drug Free Schools, Community and Workplace
- Board Policy 5630 Volunteers
- Board Policy 6625/8131-P1 Private Vehicle Transportation

Volunteer Disclosure Form
Pursuant to the Child and Adult Abuse Information Act, Chapter 43.43 RCW, volunteers are required to complete a form disclosing certain criminal convictions, adjudications in civil actions, and final decisions of the department of licensing and/or disciplinary boards. Please complete and sign the form in the presence of a Ferndale School District staff member.

The District Volunteer Coordinator will retain the completed form in accordance with state law. The information obtained will be used by the District only in making its initial decision regarding your services as a prospective volunteer.

Confidentiality Form
There are times you may come into contact with confidential or sensitive information regarding students or staff while volunteering. Please review the information and sign the agreement.
FERNDALE SCHOOL DISTRICT #502
VOLUNTEER INFORMATION AND RECEIPT OF ACKNOWLEDGMENT FORM

LEGAL LAST NAME

LEGAL FIRST NAME

M.I.

DATE OF BIRTH (mm/dd/yyyy)

PLEASE LIST ALL ALIASES  (i.e. MAIDEN OR OTHER ALTERNATE NAMES USED)

GENDER

(Please circle one)

Male / Female

MAILING ADDRESS

CITY

ZIP

PHONE

EMAIL

ARE YOU A DISTRICT EMPLOYEE?

I have children enrolled in the following schools:

☐ Beach Elementary
☐ Cascadia Elementary
☐ Central Elementary
☐ Custer Elementary
☐ Eagleridge Elementary
☐ Skyline Elementary
☐ Vista Middle School
☐ Horizon Middle School
☐ Ferndale High School
☐ Windward High School

I do NOT have children enrolled in the Ferndale School District, but I wish to volunteer because:

I wish to volunteer at the following locations: AND in the following departments:

☐ General Classroom Volunteer
☐ For a department (such as Athletics, Music, etc.) :
☐ For a specific event (i.e. a field trip, chess club, etc.)
☐ I serve on the PTO/PTSO/Boosters at:
☐ I don’t know what I want to do, or where I want to volunteer, anywhere is fine!
☐ OTHER: ___________________________
The following section is to be completed by an authorized Ferndale School District Employee

- Attach a copy of their photo ID *(Driver’s License # or other form of Photo ID)*
- Confirmed Volunteer Location on Acknowledgement Form
- Witness Signature on Disclosure Form

**REQUIRED**

**PACKET ACCEPTED BY – Please Print Name __________________________ Date _________________**
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 degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; 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 material 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 may be renamed in the future.

   ANSWER: Yes ☐ No ☐ IF YES, EXPLAIN BELOW.

2. Have you ever been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830 (6) RCW as amended, and listed as follows: first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

   ANSWER: Yes ☐ No ☐ IF YES, EXPLAIN BELOW.

3. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

   ANSWER: Yes ☐ No ☐ IF YES, EXPLAIN BELOW.
4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER: Yes □  No □  IF YES, EXPLAIN BELOW.

5. Have you ever been found in any disciplinary board final decision, or by the director of the department of licensing in the following businesses or professions, to have sexually or physically abused any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult: (chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathy, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons)?

ANSWER: Yes □  No □  IF YES, EXPLAIN BELOW.

6. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

ANSWER: Yes □  No □  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.

*(Sign in presence of authorized District personnel/designee only).*

Volunteer -- Please Print Name

Date

Applicant Signature

FSD Witness -- Please Print Name

Date

Witness Signature
The Ferndale School District (FSD) wishes to protect the confidentiality of sensitive information related to students, faculty, staff and visitors. Through the course of your employment and/or while volunteering at the Ferndale School District, you may have occasion to use, access, or otherwise acquire confidential information. As a condition of continued employment, you must read the following information and agree to protect any such confidential information as set forth below.

In the course of employment/volunteering with FSD, Employee/Volunteer may have authorized access to or inadvertently encounter “confidential information.” As used in this Confidentiality Agreement, “confidential information” includes but is not limited to:

- Education records, or information in education records, pertaining to students that is confidential under federal and/or state law;
- Disciplinary records, or information contained therein, pertaining to students;
- All information contained in an individual employee’s or applicant’s personnel file;
- All compensation and benefit information;
- Any medical records or other medical information related to employees or students;
- Any information pertaining to a grievance or disciplinary action concerning an employee;
- Any information the disclosure of which would cause an embarrassment to an employee or constitute a clearly unwarranted invasion of privacy.

Employee/Volunteer hereby agrees to hold FSD confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary for Employee/Volunteer to perform his or her customary and regular job duties. This means that:

- Employee/Volunteer will only access confidential information for which they have a legitimate business need to know;
- Employee/Volunteer will not in any way disclose, divulge, copy, release, review, alter or destroy any of FSD’s confidential information except as properly authorized within the scope of their employment/volunteering with FSD; and
- Employee/Volunteer will not otherwise misuse or misappropriate FSD’s confidential information;
- Employee/Volunteer will prevent unauthorized use of confidential information and immediately report the misuse or any accidental disclosure of confidential information to their immediate supervisor.

Employee/Volunteer understands that if he or she has any doubt as to whether any information is confidential or whether any information should be disclosed, they shall request clarification from his or her immediate supervisor.

Employee/Volunteer understands that confidential information remains confidential both in and outside the workplace, and agrees not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information. Employee/Volunteer acknowledges that failure to comply with the obligations contained in this Confidentiality Agreement will result in disciplinary actions, up to and including termination of employment or volunteer eligibility, loss of privileges, and possible civil or criminal liability.

I have read the information above and agree to the confidentiality requirements specified in this document.

PRINT LEGAL NAME

SIGNATURE

DATE

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Revised 04/20/2016