
Volunteer Overview

All Seattle Christian volunteers are required to maintain the highest level of professionalism while working in partnership with the Seattle Christian School community.

Volunteer Requirements

All SCS volunteers must complete the school's *Volunteer Disclosure Form* to be considered for volunteering for classroom assistance, field trips, clubs, athletics or other school sponsored activities. All disclosure forms are submitted to the Human Resources department for completion of the Washington State Patrol WATCH background check. Upon receipt of an acceptable WATCH check, the volunteer and the appropriate school office will be notified and the individual may begin volunteering for the school. Individuals desiring to volunteer who may have negative criminal histories must contact a school administrator to set up a time to meet with the HR Manager and school administrator to determine if volunteering is an appropriate activity.

The school reserves the right to terminate any volunteer for breaching school policies, procedures or expectations, or for endangering the health or safety of students or staff. The school is under no obligation to accept the services of a volunteer. The acceptance and utilization of the services of any person on a voluntary basis will be at the discretion of the school, and the utilization of such services may be discontinued by the school at any time.

Volunteer Procedures and Expectations

Campus Arrival and Departure

Volunteers may park in the visitor parking stalls. All volunteers must sign in at the appropriate office, wear a face covering, volunteer identification and adhere to other school health and safety protocols. When leaving campus, volunteers must sign out in the appropriate office and return the volunteer identification.

Communication

Volunteering should be a positive experience for the volunteer, students and school employees. If questions or concerns about the school, classroom procedures, working conditions, etc. volunteers should engage the appropriate personnel for clarity or resolution. Generally, this person is the teacher, principal, program leader or HR Manager.

Confidentiality

School volunteers may see and hear things concerning students' work, behavior, records and/or family experiences. This information is to remain confidential. Volunteers may not repeat events that happen to or about a student other than to authorized school employees. If a safety or at-risk issue is revealed to a volunteer, they should share this information with the student's teacher or school administrator immediately.

Conduct

School volunteers agree to conduct themselves in a manner that aligns with policies and guidelines in the Seattle Christian School Parent-Student Handbook, which is available by request and on the school website.

Dependability

Volunteers should arrive on time for their scheduled service. Teachers and staff have planned activities around this service. Volunteers not able to meet at the agreed upon schedule should notify the appropriate school personnel.

Emergency Response

School personnel will give instructions through the intercom or in person for on-campus emergencies. Volunteers should familiarize themselves with building exits and be aware of evacuation procedures. Volunteers are not allowed to dispense medication to students at any time. First-aid should only be administered by trained, school personnel with volunteers acting only in critical situations.

Equity Awareness

Volunteers should be aware that student's backgrounds, abilities and experiences may be different than their ideals. Volunteers should remain consistent by applying the same care and encouragement to every student.

Student Behavior

School personnel are responsible for student behaviors. Please gently reinforce school rules. Seek guidance from the teacher, principal or program leader, if inappropriate behaviors occur when volunteering.

Student Supervision

School personnel will give guidance for student supervision in the classroom, field trips, bus rides, or other school activities. Please be aware of these protocols when making decisions and guiding students.

Volunteer Disclosure Form

Thank you for your interest in becoming a volunteer with Seattle Christian School. Volunteers are a vital part of our students' education. Please complete the volunteer disclosure form below. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH). By signing this application, you are authorizing Seattle Christian School to conduct a criminal history background check with Washington State Patrol and agreeing to the procedures and expectations listed on the front page of this form.

SECTION I - PERSONAL INFORMATION
NAME:

First

Middle I.

Last

Date of Birth

 Male Female

Month/day/year mandatory to complete WATCH clearance

Telephone#
Maiden/Previous Name
Please list family or student affiliation with Seattle Christian School
Please list one personal reference: Name
Phone
The following questions are pursuant to RCW 43.43.830 Child and Adult Information Act.
SECTION II – CRIMINAL HISTORY
Yes
No

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Have you ever been convicted of any crime against children or other persons? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Have you ever been convicted of any crime? (For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Have you ever been convicted of a crime relating to sexual abuse, exploitation or physical abuse? |

SECTION III – CRIMES RELATING TO DRUGS AND FINANCIAL EXPLOITATION
Yes
No

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Have you been convicted of a crime to manufacture, deliver, or possession with an intent to manufacture or deliver a controlled substance? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Have you ever been convicted of a crime relating to financial exploitation including a conviction for first, second, or third degree extortion; first, second, or third degree theft; robbery; forgery? |

If you answered "yes" to any questions in sections II or III, please attach a supplemental sheet with a short explanation.
DECLARATION

I, _____, certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in the application is true and correct. If the information provided or answer(s) to any question on the Volunteer Background Questionnaire change, I understand that I must immediately notify Seattle Christian Schools.

I understand I must answer this application truthfully and completely, and agree to the volunteer procedures and expectations. Any falsification or deliberate misrepresentation, including omission of a material fact, failure to update this background questionnaire, and/or lack of completion of this form can be grounds for denial of a volunteer assignment.

Signature

Date