

BISD Volunteer Program

Orientation and Training



Welcome

Thank you for your interest in the Bainbridge Island School District's volunteer program!

The district relies on volunteers to help facilitate its mission to ensure that every student is prepared for:

- the global workplace
- college
- citizenship in a democratic society
- personal success

1. Volunteer Handbook

- Please read the [Volunteer Handbook](#).
- You will find additional [valuable information about volunteering](#) on the district website.
- As noted in the handbook and on the website, you will need to submit the following forms every two (2) years:
 1. Volunteer Application & Picture ID
 2. Volunteer Agreement
 3. Volunteer Disclosure and Consent Form
 4. If you're a volunteer driver, please submit the [Volunteer Driver Checklist](#)

2. Volunteer Opportunities

- There are a variety of volunteer opportunities:
 - Assist in a classroom
 - Be an Art Docent
 - Support athletic programs
 - Assist with specific areas, e.g. drama, math, reading, science or STEM/STEAM, and more.
- When you decide where and how you'd like to volunteer, meet with the appropriate teachers/staff to establish a schedule and learn about your responsibilities

3. Respect and Rapport

The BISD environment respects human dignity and the rights of our students and staff. Please read and understand the following policies and procedures that frame this objective.

NOTE: Wherever the word “staff” is used, it applies to volunteers.

Policies / Procedures: 3000=students, 4000=community relations, 5000=personnel

- 3211 - Equal Educational Opportunity: Prohibition Against Discrimination
- 3240 – Student Conduct
- 3241 – Classroom Managements, Corrective Actions, and Sanctions
- 3700 – Prohibition Against Sexual Harassment
- 3706 – Prohibition of Harassment, Intimidation, and Bullying
- 4220 – Complaints Concerning School Personnel/Programs
- 5013 – Prohibition Against Sexual Harassment
- 5015 – Prohibition Against Harassment
- 5253 – Maintaining Professional Staff Student Boundaries

Policies & Procedures - Key points

3211 – Equal Educational Opportunity: Prohibition Against Discrimination

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, religion, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory or mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability

3700 & 5013 – Prohibition Against Sexual Harassment

The district prohibits sexual harassment in any form by volunteers.

Sexual harassment consists of:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexually-motivated physical contact
- Other verbal or physical conduct or communication of a sexual nature

Policies & Procedures - Key points

3706 or 5015 – Prohibition of Harassment, Intimidation and Bullying

- The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying.
- All staff and volunteers shall intervene when witnessing or receiving reports of harassment, intimidation or bullying.

5253– Maintaining professional staff/student boundaries

BISD's Board of Directors expects all staff members (and volunteers) to maintain exemplary professional, moral and ethical standards in their interaction with students.

- The interactions and relationships between staff members and students shall be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational settings, and consistency with the educational mission of the schools.
- Staff members will not intrude on a student's physical and emotional boundaries.

4. Volunteer Application & Screening

You must complete the screening process before volunteering:

- Provide a copy of your photo ID – valid driver’s license, state identification card or passport (photo ID must include birth date)

Submit copy of ID to any school or the district Community Relations office, or scan and email to ejennings@bisd303.org

- Complete the Volunteer Training Review, Application, Agreement and Disclosure and Consent forms
- If you’ll be a volunteer driver, submit the Volunteer Driver Checklist (leave the “Administrative Review” section blank)
- Carefully read the Volunteer Rules & Requirements on page 1 of the Volunteer Handbook
- Allow two (2) weeks for the screening and approval process to be completed.
- Approval to volunteer remains in effect for two years. Then, you will need to repeat the process.

5. Sign in and out

- At each school, you will need your driver license in order to sign-in. The school's office staff can assist you if you have questions.
- You are required to sign in/out at the school's office every time you volunteer.
- Please wear the nametag during your volunteer shift. (This is printed each time you sign-in at the school's office.)
- After your volunteer shift, please sign out.
- The volunteer system will track the number of hours donated by volunteers. This helps:
 - Support the Washington State Family Engagement initiative
 - Report to the School Board the tremendous involvement and support by the volunteers

6. Liability, Dismissal and Other Issues

- As an organization that serves our children and community, BISD must attempt to prevent harm to our students, staff and volunteers, as well as damage to our community and to the district.
- Screening is part of a risk-management strategy for meeting the above obligation.
- The purpose of screening is to determine if individuals have identifiable characteristics that increase any risks of placing them in particular situations.
- Volunteering is a privilege, not a right. BISD may decide to discontinue any volunteer's participation at any time.
- Please remember to always respect the privacy and confidentiality of the students and do not share information (such as test scores, academic abilities, etc.) with others.

7. Thank you for volunteering!

- If you have any questions regarding this training, contact BISD Community Relations Office at 206-780-1081 or email ejennings@bisd303.org.
- Return to the online [Volunteer Application Process](#) to complete the training review and forms.
- The WSP background check will be done once you submit your online application.
- The school(s) will be notified when you are approved to start volunteering. Remember, this typically takes 2 weeks.
- BISD is very grateful for your support of students and how you expand the work of the remarkable staff.

Thank you!