



BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

Bainbridge Island School District Contract Service Provider Training & Handbook

Welcome!

To ensure the safety of our students, your safety and to be in compliance with Washington State Law (RCW 43.43.830), we ask that you follow the directions below. This screening process is not only prudent, but an effective safety net for all students. All contract service providers must complete the screening process **before** working in our schools in any capacity.

The following has been put together to inform our contract service providers (CSPs) of certain rules, regulations and expectations the BISD has for adults working with and around our students. Once you have read this training document, follow the link at the end to go back to the online application to complete the process and initiate payment for your services.

Instructions

1. Read the document below in its entirety
2. Submit a copy of your photo ID
 - You will need to attach a copy of photo ID to your contract. This can be a valid driver license, state identification card or passport (photo ID must include birth date).
 - If you do not have a Washington State ID, we will need to process your background check through a different avenue. To do so, we will need a copy of your out of state ID and your social security number.

BAINBRIDGE HIGH SCHOOL CONTRACTS: Unless otherwise instructed, submit your contract and ID to Kristen Haizlip, Principal, Bainbridge High School, 9330 NE High School Road, Bainbridge Island, WA 98110 or electronically to khaizlip@bisd303.org

WOODWARD MIDDLE SCHOOL CONTRACTS: Unless otherwise instructed, submit your contract and ID to Jeff Hale, Principal, Woodward Middle School, 9125 Sportsman Club Road, Bainbridge Island, WA 98110 or electronically to jhale@bisd303.org

ALL OTHER BISD SCHOOLS OR DEPARTMENTS: submit your contract and ID to the principal of the school where you will be working.

- Commodore Options School: Trish Corsetti, Principal, 9530 NE High School Road, Bainbridge Island, WA 98110 or electronically to tcorsetti@bisd303.org
 - Sakai Intermediate School: Jim Corsetti, Principal, 9343 Sportsman Club Road NE, Bainbridge Island, WA 98110 or electronically to jcorsetti@bisd303.org
 - Blakely Elementary School: Reese Ande, Principal, 4704 Blakely Ave. NE, Bainbridge Island, WA 98110 or electronically to rande@bisd303.org
 - Ordway Elementary School: Melinda Reynvaan, Principal, 8555 Madison Ave. NE, Bainbridge Island, WA 98110 or electronically to MReynvaan@bisd303.org
 - Wilkes Elementary School: Amii Pratt, Principal, 12781 Madison Ave. NE, Bainbridge Island, WA 98110 or electronically to apratt@bisd303.org
 - BISD District Office: To the attention of your district contact (For example, the Curriculum Department, Special Education, etc.) 8489 NE Madison Avenue, Bainbridge Island, WA 98110.
3. Review the [Active Shooter Training](#)
 4. Complete the [online application](#) . Please answer each question completely and truthfully.
NOTE: Please do **not** use the web browser Firefox when completing the online application as it hasn't always been compatible with Google Forms.

Once you are approved, your information will be kept in a district database and your information will be valid for 2 years.

Contract Service Provider Rules and Requirements:

All contract opportunities are at the discretion and under the direction of school staff. Thank you for following staff directions at all times. CSPs agree and commit to do the following:

1. Follow district and school policies and procedures.
2. Comply with and follow all directives of school administrators and staff.
3. Ask for an explanation of your specific responsibilities, and ask for help when needed.
4. Respect the confidentiality of students and staff.
5. Respect teachers' / coaches' time constraints and their authority.
6. Be reliable, prompt and dependable; notify staff if unable to keep scheduled opportunity.
7. Be a positive role model, accepting each person and encouraging the best interactions.
8. Be a good listener, patient, flexible, and non-judgmental; allow students to make mistakes.
9. Reinforce student successes.
10. Remain calm and collected in frustrating or stressful situations.
11. Overcome setbacks or disappointments.
12. Respect culture, religion and lifestyle diversity, and conform to ^{**f}ederal and state laws prohibiting discrimination on the basis of race, color, national origin (including language), sex, sexual orientation (including gender expression or identity), creed, religion, age, veteran or military status, disability, or the use of a trained dog guide/service animal.
13. Support, not replace, the role of parents or guardians.
14. Read and understand the following policies and procedures, found at <http://www.bisd303.org/Page/815>, or request copies from school offices. Please note, in the context of working as a contract service provider the word "staff" is interchangeable with the word "contract service provider".
 - 3211 — Equal Educational Opportunity: Prohibition Against Discrimination
 - 3240 — Student Conduct
 - 3241 — Classroom Management, Corrective Actions, and Sanctions
 - 3700 — Prohibition Against Sexual Harassment
 - 3706 — Prohibition of Harassment, Intimidation, and Bullying
 - Procedure 4220 — Complaints Concerning School Personnel/Programs
 - 5013 — Prohibition Against Sexual Harassment
 - 5015— Prohibition Against Harassment

- 5253 — Maintaining Professional Staff Student Boundaries.

Key Points from Policies and Procedures:

- **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 contract service providers.

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

- **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, contract service providers, volunteers and patrons that is free from harassment, intimidation or bullying.
- All staff, contract service providers 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 CSPs) 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.

Contract Service Providers will *not* engage in the following while under contract:

- Share information about students, except with appropriate school personnel: Federal law strictly prohibits releasing any student information without parent/guardian permission. Student information includes but may not be limited to all academic (such as test scores and academic capabilities), medical and personal information.

Disclosure of student information by a district contractor violates the Family Educational Rights and Privacy Act (FERPA) and may subject the district contractor and the district to civil liability. If a child discloses information of concern, the district contractor should report that to an appropriate staff member, typically the teacher, principal or district coach.

- Recommend or recruit students for non school-sponsored activities.
- Express, promote or share personal agendas (e.g. religious or political).
- Initiate social activities with students or make contact outside of school, including but not limited to contact by phone, mail, email, or any social networks.
- Have inappropriate physical contact with students, or make comments or innuendos that are sexual in nature, or could be construed as sexual.
- Use cell phones or cameras to photograph or make videos of students, unless under direct staff supervision.
- Violate school or district policies or procedures, or the directives of school employees.
- Engage in any illegal activity.
- Miss scheduled meetings/appointments unless impossible to keep, and then will give as much notice as possible.

Liability, Dismissal, and Other Issues:

According to the Non-Profit Risk Management Center, every community-serving organization must attempt to prevent staff (for this handbook, staff includes paid contractors and volunteer positions) from harming the people they serve or causing other damage to the community, the organization or themselves. Screening is part of a full risk management strategy for meeting that obligation. However, screening is just the beginning of an ongoing process that may include selection, placement, training, supervision, monitoring, and other measures designed to control wrongful or careless actions.

BISD may decide to discontinue any provider's participation at any time.

The BISD Contract for Services Provider Application, the WSP Request for Criminal History and RAPTOR (online database) are among the screening tools used.

The specific purpose of screening is to determine if individuals have identifiable characteristics that increase the risk of placing them in particular positions. The corollaries to this objective include:

- To identify individuals who would create an unacceptable risk if placed in certain situations.
- To prevent the inappropriate placement of individuals in an organization.
- To properly exclude dangerous individuals.
- To properly exclude individuals who would be considered too risky for a particular position.

Three concerns related to the above, but which go beyond those, include:

- Does the CSP represent an unacceptable risk to the members of the community this organization serves?
- Does the applicant represent an unacceptable risk to the organization?
- Does the specified position pose an unacceptable risk to the CSP?

BISD will consider "red flags," which are items that would cause a reasonable person to question the suitability of the applicant for the position. Some "red flags" may be automatic disqualifiers; others signal the need for further investigation. Strengths and weaknesses of applicants will be evaluated.

If applicants do not have qualifications needed, BISD does not have to be specific in notifying the individual that the school or program or committee is unable to use them. When denying an applicant, BISD will remain respectful, acknowledging privacy rights. BISD expects both contract service providers and staff to respect privacy. If either BISD or individuals question if something is private and cannot verify that, they should presume it is private.

Thank you for your services

The WSP background check will be done once you submit your [online application](#) and contract with picture ID attached as directed at the beginning of this document.

Thank you!