

## Volunteer Required Information and Documentation

Please provide the following information (PLEASE PRINT CLEARLY):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

If either of the following two documents expires during the school year, an updated copy needs to be provided at least 24 hours before the next field trip.

Copy of Current Driver's License  
Expires: \_\_\_\_\_

Copy of Current Vehicle Insurance  
Expires: \_\_\_\_\_

Items to Sign and Date:

Signed Volunteer Agreement

Signed Field Trip Guidelines

Signed Sexual Abuse and Misconduct Prevention Policy

All of the documents provided will be shredded at the end of each school year and will need to be resubmitted.

Documents Verified By: \_\_\_\_\_ on \_\_\_\_\_

## Seashore Charter Schools Volunteer Agreement

Welcome! Your time volunteering at our schools is important to the students and staff at Seashore Charter Schools (SCS). The goal of this Volunteer Agreement is to establish respect and support for our volunteers, as well as to help maintain a professional atmosphere in our schools. If you choose to volunteer, please read and sign this agreement outlining the expectations of SCS Volunteers. Thank you for your commitment to our school!

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

As a volunteer, I agree to sign in at the Main Office and obtain a visitor's pass/building key.

I understand the use of physical contact to reprimand a child is not allowed under any circumstance. In the event a child is exhibiting unacceptable behavior, I agree to notify the child's teacher (or a staff member in the Office if the teacher is not available), and follow the classroom and school procedures.

I agree to follow the rules and procedures established by the SCS staff for the area in which I am volunteering.

I have read the Seashore Learning Center/Seashore Middle Academy student handbook to familiarize myself with the policies and procedures of the campus where I am volunteering.

I understand that confidentiality of the children and staff must be **absolutely** upheld. Under no circumstances will any information acquired about a child or staff member while I am on a SCS campus be discussed with anyone, except the appropriate staff members in a proper educational setting.

I agree not to use my personal electronic devices while in a classroom.

I realize that my attendance is important and will make an effort to give 24 hour notice if I am unable to fulfill my commitment.

I understand that as a volunteer, I represent SCS everywhere I go in the community, and will help spread the word about the good things the schools are doing. If I have concerns about the schools, I will speak to the appropriate Director.

I will set a good example for students in my dress, language and conduct. We expect our students and staff to dress modestly and use respectful language, and we expect the same from our volunteers.

I understand that volunteers have the full welcoming support of the SCS staff and the children have been instructed to treat me with respect.

We welcome you and thank you sincerely for your help!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seashore Charter Schools  
Field Trip Guidelines for Volunteers

Thank you so much for being willing to help on Seashore Learning Center field experiences. Here are some guidelines to help make the experience as safe and enjoyable as possible for everyone.

1. All volunteers must complete the **Volunteer Required Information and Documentation** packet at least 24 hours before the field trip. Depending on field trip destinations and solely at the school's discretion, any non-parent, guardian or grandparent that will be accompanying students on a field trip will need to have a name-based background check and will need to pay the cost for the service. Packets are available in the Office. A copy of **current vehicle liability insurance and driver's license or photo ID** must also be on file in the Office at least 24 hours before departure.
2. Volunteers need to **show up at the time** requested by the teacher. Please fuel ahead of time. There will be a necessary pre-field trip briefing led by the organizing teacher. This will include maps and directions.
3. Teachers will have prearranged student groups. **Do not switch students** without the direct permission of the teacher organizer. This could result in leaving a student behind or an unnecessary wait while someone searches for the student. This includes vans, cars, hotel rooms, teams, etc. Please take a head count before and after any transition to ensure your group stays together.
4. For the safety of all students, the driver **may not talk or text on cell phones** while driving with students. Please assign a student to help you with the phone. Every driver will have the organizer's phone number.
5. **Planned routes, directions, and tours must be adhered to** including meal stops and rest stops. Convoys must follow lead vehicle. This will allow all students to arrive at the activity at the planned time, and ensure an opportunity for all students to benefit from the trip.
6. Behavior, language, and attire of **all participants should always best represent Seashore Charter Schools** as described in the Student Handbook. There is no smoking on field trips, at any time or any place, including leaving the group to take a "smoke break."
7. Students who do not comply with directions should be taken to the organizing teacher. **We take full responsibility for disciplinary issues.**
8. In any situation that a volunteer may have a problem, he or she needs to **talk to the organizing teacher**. Help make this a positive and productive trip by supporting the organizing teacher and staff.
9. **At no time, should a parent volunteer take students anywhere on his or her own.** This is a liability issue for the parent and the school. Drivers should stay with the convoy and not make unscheduled stops. Should you experience car trouble or have to make an emergency stop, please notify the teacher organizer immediately.
10. We understand there may be unexpected conflicts, so once you have committed to drive, **please notify the teacher well in advance if you will be unable to participate.** An inadequate number of drivers jeopardizes the field experience for all students, and could result in the cancellation of the experience.

I have read, understand, and agree to comply with the guidelines above.

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

## **Sexual Abuse and Misconduct Prevention Policy**

Island Foundation, Inc. prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Island Foundation, Inc. provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

### **Definitions and Examples**

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties.

- Sexual abuse or misconduct may include, but is not limited to:
  - Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
  - Sexual activity with another who is legally incompetent or otherwise unable to give consent.
  - Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
  - Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
  - Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendos, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
  - A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
  - Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to {Campus Director, Campus Counselor or Superintendent}. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. [Island Foundation, Inc.] will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

### **Anti-retaliation and False Allegations**

Island Foundation, Inc. prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Island Foundation, Inc. prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

### Investigation and Follow-up

Island Foundation, Inc. will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. Island Foundation, Inc. will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Island Foundation, Inc. will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

### Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

Island Foundation, Inc. is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Island Foundation, Inc. not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>

The following websites might help you become more aware of child abuse/sexual abuse:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sagn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

<http://www.oag.state.tx.us/AG Publications/txts/childabuse1.shtml>

<http://www.oag.state.tx.us/AG Publications/txts/childabuse2.shtml>

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org> ).

### Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, [Island Foundation, Inc.] is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by Island Foundation, Inc. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references. Finger Printing is required for all staff. Volunteers who will be interacting with students on campus or at an organized activity will also be background checked. \*Finger printing costs are the responsibility of the staff member. However, Island Foundation/Seashore Charter School employees will be reimbursed for this cost after completing their probationary period.

### Supervision of Youth

To provide a safe environment for minors, Island Foundation, Inc. strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

**Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy**

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy. I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name: \_\_\_\_\_

Employee/Volunteer's Signature: \_\_\_\_\_

Witness's Signature: \_\_\_\_\_

Date: \_\_\_\_\_