

Lakewood School District



Volunteer Application

- ❖ Please read the Volunteer Information Sheet
- ❖ Review School District Policy #3114 Sexual Harassment
- ❖ Complete the Volunteer Application
- ❖ Complete “Section C” of the Washington State Patrol Criminal History Form. (State law mandates that all volunteers must be screened before they can work with our students.)
- ❖ You will need to present some type of ID (pictured if possible) to verify the information on the volunteer form.
- ❖ Return the completed packet to the building principal’s office or the Volunteer Coordinator.
- ❖ If you have any questions, please call Dawn Arrington in the Human Resources Office at 360-652-4501 ext. 1011.

VOLUNTEER INFORMATION

The Lakewood School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Please read the information below so you will better understand what your responsibilities will and will not include.

Volunteers shall:

1. Set a good example of positive citizenship and affirming behaviors.
2. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Volunteers are assisting school personnel and not supplanting regular educational work of school personnel.
3. Refrain from discussing the performance or actions of a student except with appropriate school personnel such as the student's teacher, counselor, coach or administrator.
4. Refer to a regular staff member for final solution of any student problem, which arises, whether of an instructional, medical or operational nature.
5. Receive such information as:
 - a. General job responsibilities and limitations.
 - b. Information about building facilities, routines and procedures.
 - c. Work schedule and place of work.
 - d. Expected relationship to the regular staff.
6. Be provided appropriate volunteer training at the building level, if new volunteers, consistent with their tasks and existing district standards.
7. Not divulge confidential information to which he/she may come in contact within the classroom or building.

Examples of suggested duties for volunteers may include:

- a. Bulletin boards
- b. Preparation of materials for art, science, math, etc.
- c. Light clerical duties
- d. Clean-up activities
- e. Library related duties
- f. Instructional activities appropriate to the volunteer's training and to classroom needs such as monitoring assignments, listening to oral reading, etc.
- g. Vision and hearing screening
- h. School activities supervision
- i. Assisting in athletics under the supervision of head coach.

Volunteers may have their services denied or terminated for the following or other reasons:

- a. Failure to satisfactorily pass required Washington State Patrol and/or other such safety clearance procedures.
- b. Program and/or duties completed.
- c. Resignation of the volunteer
- d. Replacement by paid staff member.
- e. Circumstances, which in the judgment of the administration, may necessitate asking the volunteer to terminate services.

LAKEWOOD SCHOOL DISTRICT #306

P. O. Box 220
North Lakewood, WA 98259

VOLUNTEER APPLICATION

Please complete this form and return it to the school office in which you wish to volunteer. Volunteer assignments will be made to the areas of greatest need and to make maximum use of your interests and skills.

Name _____ Date _____
(Last Name) (First Name)

Address _____ Home Phone _____
_____ Bus. Phone _____

Volunteers are needed for the following areas: (Please check those that interest you.)

- Classroom: Assist classroom teacher
- Library: Assist librarian
- Clerical: Assist office staff
- Special Education: Assist special education teachers
- Supervisory: Assist in the supervision of students
- Screenings: Assist the nurse in doing health screenings
- Coaching
- Other: _____

Please check the times you are interested in volunteering.

- 1 day a week, 1 hour
- 2 days a week, 1 hour per day
- 3 days a week, 1 hour per day
- Other
- What time of day are you available? _____

Please choose the school(s) where you would like to volunteer.

- Lakewood Elementary School
- Cougar Creek Elementary School
- Lakewood High School
- English Crossing Elementary School
- Lakewood Middle School

Please describe the type of volunteer work in which you would like to be involved:

Do you have previous experience working with children? _____

List two references other than school employees:

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ City: _____

Phone: _____ Phone: _____

Have you had or do you presently have any injury or illness that may limit the type of work you can do? _____ Yes _____ No If yes, please explain: _____

I have read and understand the enclosed materials including the rights and responsibilities of volunteers in the Lakewood School District.

CONFIDENTIALITY STATEMENT:

I, _____, do hereby declare that as a volunteer for the Lakewood School District, will hold any information imparted to me by said agency as confidential material and will not divulge that information to any other individual.

Signed: _____

Date: _____

Witness: _____

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633

ID CHECKED _____

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

A REQUESTING AGENCY/ADDRESS

Agency _____
Attn: _____
Address _____
City/State/Zip _____

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature _____ Date _____
Title _____

B PURPOSE

ESD/School District Volunteer - no fee
 Non-Profit Busn./Org. - no fee (Excluding Schools & ESD's)
 Profit Business/Org. - \$10
 Adoptive Parent - \$10

Fees:
Make payable to **Washington State Patrol** by cashier's check, money order, or commercial business account.

NO PERSONAL/CERTIFIED CHECKS ACCEPTED

C APPLICANT OF INQUIRY

Applicant's Name: _____
Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

**D IDENTIFICATION DECLARING NO EVIDENCE
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION**

(THIS PORTION MAILED BY REQUESTING AGENCY)
As of this date, the applicant names below shows no evidence pursuant to RCW 43.43.830 through 43.43.845.

Requesting Agency _____

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

WSP Use Only

Valid Two Years From Issue

Right Thumb Print (Optional)

INSTRUCTIONS

Please type or print clearly in ink

SECTION A: Please type, stamp, or clearly print the address to which our response is to be mailed, and sign.

SECTION B: Check appropriate box indicating purpose of request.
Child/Adult Abuse Information: Response limited to convictions of crimes against children or other persons, dependency proceedings, abuse of vulnerable adults, and DOL disciplinary board final decisions and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision. The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to a civil action for damages.

SECTION C: For our search purposes, please provide as much information as possible. **Name and date of birth are mandatory.**

SECTION D: Please type or clearly print Business/Organization requesting information, name and address of applicant of inquiry. A legible inked right thumb print is optional; however, if submitted, it will be used for positive verification. This portion will be returned to the applicant by the requesting agency.

FEES: **Make payable to Washington State Patrol by cashier's check, money order, or commercial business account. Personal/certified checks will not be accepted.**

ADDITIONAL INFORMATION: If submitting an applicant fingerprint card, this form is not required.

PLEASE MAIL ENTIRE COMPLETED FORM TO: **WASHINGTON STATE PATROL
Identification and Criminal History Section
PO Box 42633
Olympia, WA 98504-2633**

FOR FURTHER INFORMATION, CONTACT THE WASHINGTON STATE PATROL AT (360) 705-5100.

This lower portion sent by Requesting Agency to the Applicant

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.

LAKWOOD SCHOOL DISTRICT #306

BOARD POLICY

3000 PERSONNEL

3100 Goals and Objectives

3114 Sexual Harassment

This district is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:	Board Policy <u>3112</u>	Nondiscrimination
	Board Policy <u>5320</u>	Student Conduct
	Board Policy <u>5410</u>	Child Abuse and Neglect
	Board Policy <u>5340</u>	Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination - Scope
	WAC 392-190-056 to 058	Sexual harassment

LAKWOOD SCHOOL DISTRICT #306

ADMINISTRATIVE PROCEDURES
BOARD POLICY #3114

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.

- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
 - 1. That the district does not have adequate evidence to conclude that harassment occurred;
 - 2. Corrective actions that the district intends to take; and/or
 - 3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Appeal Procedure

Level One

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

- C. The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy of the complainant.

Level Two

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the Superintendent of Public Instruction by filing a written notice of appeal with the Superintendent of Public Instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The Superintendent of Public Instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the Superintendent of Public Instruction shall be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the Board.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person;
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.