

Burlington-Edison School District No. 100
927 E. Fairhaven Ave., Burlington, WA 98233
(360) 757-3311 • FAX (360) 755-9198

VOLUNTEER BACKGROUND CHECKS

TO ALL OUR VOLUNTEERS:

Pursuant to Revised Code of Washington (RCW) 43.43.830-.845, organizations or businesses providing services to children, developmentally disabled persons, and vulnerable adults need adequate information to determine which employees or licensees to hire or engage. Therefore, the Burlington-Edison School District has made it policy to conduct background checks for **all volunteers**. These background checks will be conducted through the Washington State Patrol, Washington Access to Criminal History (WATCH) program. Volunteers will be notified if any Criminal History Record Information (CHRI) is found. Background checks will be conducted every two years on **all volunteers**.

As part of this process, please submit the following:

- a) Completed form titled *Washington State Patrol Access to Criminal History*. Make sure all items are filled in properly or the form will be returned to you, which will delay processing.
- b) A signature that you reviewed and understand the District Sexual Harassment Policy and Procedure 6590 (see Human Resources Department website at www.be.wednet.edu). Your signature on the form titled *Washington State Patrol Access to Criminal History* verifies you reviewed and understand the District Sexual Harassment Policy and Procedure 6590.
- c) A signature that you reviewed and understand the *Guidelines for Volunteer Field Trip Chaperones* (see Human Resources Department website at www.be.wednet.edu). Your signature on the form titled *Washington State Patrol Access to Criminal History* verifies you reviewed and understand the *Guidelines for Volunteer Field Trip Chaperones*.
- d) A signature that you reviewed and understand the information on the Human Resources website under *Inappropriate Behavior*. Your signature on the form titled *Washington State Patrol Access to Criminal History* verifies you reviewed and understand the information on the Human Resources website under *Inappropriate Behavior* (see Human Resources Department website at www.be.wednet.edu).
- e) A copy of your driver's license.

We want our schools to be the safest place possible for our children. Thank you for volunteering in our schools!

Jeffery A. Drayer, Ed.D.
Assistant Superintendent

WASHINGTON STATE PATROL ACCESS TO CRIMINAL HISTORY

Pursuant to Revised code of Washington (RCW) 43.43.830-.845, organizations providing services to children need adequate information to determine which employees/volunteers to hire or engage. Therefore, the Washington State Patrol Identification and Criminal History Section may disclose, upon request, convictions of crimes against children or other persons, crimes relating to drugs, crimes relating to financial exploitation of a vulnerable adult, and certain civil adjudications. Responses are limited to Washington State records only. Burlington-Edison School District will perform a background check for all prospective volunteers. Volunteers will be notified if any Criminal History Record Information (CHRI) is found.

Please note that volunteer background check must be conducted every two (2) years.

DISCLOSURE STATEMENT

Please disclose, under penalty of perjury, if you have ever been:

YES NO

- Convicted of any crime against children or other persons;
- Convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
- Convicted of crimes relating to drugs as defined in RCW 43.43.830;
- Found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor.
- Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; or
- Found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

If "yes", please explain _____

Signed and sworn under penalty of perjury by: (Print name) _____

Date of Birth: _____ Maiden/Alias Name: _____

Address: _____

Phone Number: _____

Signed: _____ Date: _____

Building(s) Requesting to Volunteer (Please check all that applies):

| | | |
|-------------|-----------------|----------------|
| Allen _____ | Edison _____ | Bay View _____ |
| LU _____ | West View _____ | B-EHS _____ |

Have you ever worked or volunteered at another school or district? Yes ___ No ___

If "yes," which school and district? _____

Washington State Driver's License – In order to perform the required background check we will need a copy of your current driver's license. Please make a copy of your Washington State driver's license and attach it to this form.

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|------------------------------------|---------------------|
| OFFICE USE ONLY | |
| Background check done by: _____ | Date: _____ |
| District Officer Cleared on: _____ | Restrictions: _____ |

SEXUAL HARASSMENT

This district is committed to a positive and productive education 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:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. 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, as 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 their 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, and volunteers and parents in the review process.

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| Cross References: | Board Policy 3210 | Nondiscrimination |
| | 3240 | Student Conduct |
| | 3421 | Child Abuse and Neglect |
| | 5010 | Nondiscrimination |
| | 5281 | Disciplinary Action and Discharge |
| Legal References: | RCW 28A.640.020 | Regulations, guidelines to eliminate discrimination — Scope |
| | WAC 392-190-056 - 058 | Sexual harassment |

Adoption Date: 11/23/2009