



**SNOHOMISH
SCHOOL
DISTRICT**

Board of Directors:

Jay Hagen
Leah Hughes-Anderson
Shaunna Ballas
David B. Johnston
Josh Seek

Dear Volunteer Applicant:

Our community is known for coming together to support education and our students. Our strength comes from the people who work and volunteer in the Snohomish School District. Involvement of staff, parents, and community in our student's education contributes to a positive and successful school experience. We encourage parents, grandparents, and community members to be involved in the education of our children.

Volunteers have many opportunities to work with children and schools by assisting on the playground, in the classroom or library, as well as tutoring, chaperoning field trips, serving on committees, or assisting with school projects and newsletters. An hour of your time can be a valuable difference.

Our parents and community trust us to take care of all our students. All volunteers must complete the district's volunteer application packet. This must be submitted for processing before you can be approved to work with students.

Please return your completed Volunteer Application Packet to the building office at least one week prior to the activity/field trip. This will allow time for processing.

Thank you for your interest in our schools, and your willingness to share your time with students

Thank you,

Snohomish School District

A copy of your current Washington State
driver's license is required.
Your application must have this to be complete.

Volunteer Application Procedures

Who must complete a Volunteer Packet?

- **ALL VOLUNTEERS** with the exception of visitors.

A "volunteer" is a classroom helper, office assistant, field trip chaperone, event helper, etc.

A "visitor" is defined as someone on-site for a specific short period of time for a specific purpose.

- **Parent Club Officers and Members**
- **Volunteer Coaches** must complete the Volunteer Coach Application, have a valid First Aid CPR certifications, be fingerprinted, and meet Washington Interscholastic Activities Association standards.

What is in the Volunteer Packet?

- Volunteer Application Form
- Applicant Disclosure Form 486 (**required by law**)
- Snohomish School District Confidentiality, Expectations, and Discrimination Statement
- Snohomish School District Harassment, Intimidation & Bullying Policy 3207 and Procedure 3207P
- Snohomish School District Employment Procedure 5111P
- Snohomish School District Staff/Student Policy 5225 and Procedure 5225P
- Snohomish School District Volunteer Policy 5430 and Procedure 5430P
- Snohomish School District Sexual Harassment Policy 8700 and Procedure 8700P
- Volunteer Coach Form (Volunteer Coaches ONLY)
- OSPI Character and Fitness Supplement (Volunteer Coaches ONLY)

Who processes the packet information?

- A school secretary will:
 - Verify your name and birth date by taking a copy of your Washington State driver's license
 - With your WA State driver's license, processes your background check through WSP
 - If the WSP Criminal History background check indicates a concern from your past, the school principal will meet with you. Crimes committed in the past that would potentially affect the safety or well being of our students may prohibit your ability to volunteer. If there is further question, your application will be forwarded to the Executive Director of Human Services.
 - Maintain your information in a volunteer database at the school

Additional Information:

- All volunteers and visitors must:
 - Sign in and out at their location.
 - Wear identification badges during their volunteer activity.
 - Acknowledge that "relationships developed with children at school need to remain at school" and that for their own protection "volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer."
- The WSP background check is valid for two years from the approval date. Therefore, the Volunteer Application is valid for two years.
- Volunteers will need to comply with Board Policy 8131 before allowed to drive students.
- Volunteer Packets and WSP Criminal History background checks may be initiated at any school/site and distributed as requested to other schools/sites within the Snohomish School District if the volunteer chooses to provide volunteer services at additional locations.

Please return your completed Volunteer Application to your building secretary at least one week prior to the activity/field trip to allow time for processing.

Thank you for your cooperation!



SNOHOMISH
SCHOOL
DISTRICT

App Exp Date:

VOLUNTEER APPLICATION FORM

Legal Name: _____
First Name Middle Last Name

List all Previous Names: _____

Date of Birth: ____/____/____ ☐ Male ☐ Female District Employee: _____

Do you have a Washington State driver's license? ☐ Yes ☐ No

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Do you have current training in ☐ CPR ☐ First Aid If yes, please attach copy of cards.

Bilingual: ☐ Yes ☐ No If yes, list languages: _____

Do you have allergies or any other condition staff should be aware of in case of an emergency?

Emergency Contact: _____ Phone: _____

Current Employer: _____ Phone: _____

Volunteer experience or involvement with local service organizations: _____

Please check one:

☐ parent/guardian of a student ☐ grandparent/relative of a student ☐ community member

If you have a child, grandchild or relative attending a Snohomish school please list:

Child's full name:

School:

PLACEMENT PREFERENCES:

Please indicate which category(s) you prefer as a volunteer:

- | | | | |
|---|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Field Trip Chaperone | <input type="checkbox"/> Parent Club | <input type="checkbox"/> Kids Cafe |
| <input type="checkbox"/> Clerical Support | <input type="checkbox"/> Playground | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Music |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Special Education | <input type="checkbox"/> Library | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Coaching (sport) _____ | | <input type="checkbox"/> Other _____ | |

Have you ever been convicted of any crime ((i.e. felony, gross misdemeanor, or misdemeanor) or released from prison in the last seven years? ☐ Yes ☐ No Initial _____

Are you presently charged with, but not convicted of, a crime? ☐ Yes ☐ No Initial _____

Included in this volunteer packet are district policies and procedures. You are responsible for their content and understanding. Have you reviewed policies 3207, 3207P, 5111P, 5225, 5225P, 5430, 5430P, 8700, 8700P? ☐ Yes ☐ No Initial _____

I understand that my volunteer position is conditional upon completion of a Washington State Patrol Criminal History background check, and I authorize the Snohomish School District to conduct that check. A written copy of the WATCH results will be provided upon request within ten (10) days of completing the report. Anyone whose results have a direct match will automatically be sent a copy of his/her report within ten (10) days of completing the report. However, if there is a concern regarding your results, you will be contacted to meet with an administrator regarding the results. Any and all information and findings will be kept confidential.

Applicant Signature

Date

FOR SCHOOL OFFICE USE ONLY:

Commitment: ☐ 2-Year ☐ Single Project/Event ☐ Other _____

Returned: ☐ Application ☐ WA State Driver's License ☐ Disclosure Form ☐ Confidentiality Statement

Background check Signed: _____ Date: _____

Building administrator's approval Signed: _____ Date: _____

Training Signed: _____ Date: _____

Assignment: Site: _____ Area: _____ Day/Time: _____

Notes: _____

The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX & Compliance Coordinator: Darryl Pernat; 360-563-7285; darryl.pernat@sno.wednet.edu

Section 504/ADA Coordinator: Becky Brockman; 360-563-7308; becky.brockman@sno.wednet.edu

Snohomish School District #201

VOLUNTEER

CONFIDENTIALITY, EXPECTATIONS, HARRASSMENT AND DISCRIMINATION STATEMENT

I understand that information regarding students, families, staff and the organization may be confidential in nature and that as a volunteer for the Snohomish School District I will:

- ✓ Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff and organization.
- ✓ Keep all information confidential at school and after I leave school.
- ✓ Be discreet in any verbal communication by not discussing children, staff, and families in front of others.
- ✓ Immediately report any information disclosed to me concerning a child's safety directly to the principal.
- ✓ Make reasonable efforts to assure that each student is protected from harassment or discrimination.
- ✓ Understand that volunteer activities are to be conducted under the supervision of district staff.
- ✓ Any volunteer who has witnessed, or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official.
- ✓ Not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.
- ✓ Not engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
- ✓ Understand that I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a district computer, I will sign and abide by the district technology use User Agreement.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteer's Printed Name

Signature

Date

Thank you for your willingness to share your talents and time with children.

SNOHOMISH SCHOOL DISTRICT NO. 201

1601 Avenue D, Snohomish, WA 98290

**APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER 486, LAWS OF 1987
COMPLETION OF THIS FORM IS REQUIRED BY LAW**

Answer **YES** or **NO** to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

ANSWER _____

IF YES, EXPLAIN:

2. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER _____

IF YES, EXPLAIN:

3. Have you ever been 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?

ANSWER _____

IF YES, EXPLAIN:

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER _____

IF YES, EXPLAIN:

5. Have you ever been convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER _____

IF YES, EXPLAIN:

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Name (Printed) _____

Applicant Signature _____ Date _____

STUDENTS

Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight when the act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Any school employee, student, or volunteer who has witnessed, or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community. The district will provide students with strategies aimed at preventing harassment, intimidation and bullying.

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 3200 Rights and Responsibilities and Authority of Teachers and Principal
Policy 3210 Nondiscrimination
Policy 3240 Rights and Responsibilities of Students
Policy 3300 Methods of Student Control – Definitions
Policy 8700 Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies
RCW 28A.600.480 Reporting of harassment, intimidation, or bullying – Retaliation prohibited – Immunity
RCW 28A.640.020 Sexual Harassment
RCW 9A.36.080 Malicious Harassment – Definition and criminal penalty
RCW 28A.642 K-12 Education – Prohibition of discrimination
RCW 49.60 Discrimination – Human Rights Commission

Adopted: June 25, 2003
Revised: October 13, 2010
August 10, 2011

STUDENTS

Prohibition of Harassment, Intimidation and Bullying

A. Prevention

Dissemination

Posted in each school and on the district's website is information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school. Form 3207F Reporting of Harassment, Intimidation or Bullying will also be available on the district's website. The posted information will be reviewed annually.

Education

Annually students will receive age-appropriate information on the recognition and prevention and reporting of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions.

Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities. All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

B. Incident Reporting

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an incident reporting form (3207F). The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a

need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district incident reporting form (3207F) and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

C. Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the incident reporting form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the incident reporting form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
 - An interview with the complainant;
 - An interview with the alleged aggressor;
 - A review of any previous complaints involving either the complainant or the alleged aggressor; and
 - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

D. Corrective Measures

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district Policy 3300 Methods of Student Control. If the accused is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures including discipline.

If staff have been found to be in violation of this policy and procedure, the district may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation.

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy.

E. Appeal Process

If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or designee will review the investigative report and issue a decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.

An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

F. Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

G. Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

H. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office
- Washington State Human Rights Commission
- Office for Civil Rights, U.S. Department of Education, Region IX
- Department of Justice Community Relations Service
- Office of the Education Ombudsman
- OSPI Safety Center

Adopted: August 10, 2011

PERSONNEL

Employment of Staff

Citizenship Status

Prior to formal employment by the board, the district will document for each new employee or substitute, both citizen and noncitizen hired after November 6, 1986, the citizenship/immigration information regarding employment eligibility, as required by the Immigration Reform and Control Act of 1986 and recorded on the Department of Homeland Security's Form I-9, Employment Eligibility Verification form. The prospective employee or substitute shall attest that he or she is a U.S. citizen or national, or authorized alien by providing acceptable documentation as identified on the Form I-9. The district is required to attest on Form I-9 that the employee's work status has been verified by examination of a passport, birth certificate, social security card, alien documentation papers, or other proof; and to keep such records for three years in the case of referral or recruitment, or the later of three years or one year after employment termination in the case of hiring.

Employment Disclosure Statement

Prior to formal employment by the board, the district shall require the applicant to disclose whether he or she has been:

1. Convicted of any crime against persons, as defined in Section 1 of Chapter 486, Laws of 1987 (i.e., RCW 43.43.830);
2. Found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. 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;
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

Background Check

New employees and substitutes shall have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. Volunteers shall also be subject to a criminal history background check with the Washington State Patrol.

New employees and substitutes may be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once the completed fingerprint card has been sent to the Washington State Patrol. If the background check reveals evidence of convictions as identified above, the candidate will not be recommended for formal employment, or if temporarily employed, will be terminated immediately.

All such records shall be treated as confidential. Fingerprint record information is highly confidential and shall not be disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized by the superintendent or designee to access the Office of the Superintendent of Public Instruction (OSPI) record check data base. Further use of the record following initial employment or dissemination of the records to another organization or individual is expressly prohibited. Lawful use of such information does not constitute liability for defamation, invasion of privacy, or negligence, but noncompliance with these provisions, relevant rules, and statutes may allow for the recovery of civil damages under applicable federal and state statutes.

Sexual Misconduct

For all prospective employees, the district shall request sexual misconduct information from all current and former employers, including employers outside of Washington state.

All prospective employees must complete the OSPI Washington State Sexual Misconduct Disclosure Release form granting permission for the district to contact their current and former employers. The release authorizes disclosure of information on sexual misconduct by the prospective employee and access to all documents in the previous employer's files related to such sexual misconduct. Prospective employees shall also agree to release their current and past school district employers from any liability for disclosure of sexual misconduct information and documents. Any applicant who fails or refuses to sign such a release will not be hired by the district.

For certificated applicants, the district shall verify certification status with OSPI and request that OSPI release all information about the applicant regarding sexual misconduct.

Information received by the district from current or former school district employers and from OSPI on applicants shall be used by the district only for purposes of evaluating the applicant's qualifications for employment and, except as required by law, shall not be disclosed to any person who is not directly involved in the process of evaluating the applicant's qualifications, other than the applicant.

Employment Reporting Requirements

The district shall report all new hires and rehires to the state of Washington's Department of Social and Health Services, Division of Child Support, as required by WAC 388-14A-8200 and RCW 26.23.040.

Classified Staff (Reasonable Assurance)

Classified staff who are engaged to serve less than twelve (12) months, shall be advised of their employment status for the ensuing school year prior to the close of the school year. The superintendent or designee shall give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Adoption Date: January 13, 1993
Revision Dates: May 8, 1996
June 24, 1998
March 26, 2003
January 12, 2005
September 8, 2010

PERSONNEL

Maintaining Professional Staff and Student Boundaries

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The board expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. Staff members are expected to set examples for students by appropriate conduct and behavior.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting, and consistency with the educational mission of the district.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties as assigned by the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy. All staff members will continue to meet their obligations to report to law enforcement or Child Protective Service in a timely manner when they have reasonable cause to believe that a child has been subject to abuse or neglect.

The board supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:

RCW 9A.44 Sexual offences

RCW 9A.88 Indecent Exposure

RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district

RCW 28A.405.470 Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district

RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of certain felonies — Notice to superintendent of public instruction - Record of notices

RCW 28A.410.090 Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation - Process

RCW 28A.410.095 Violation or noncompliance — Investigatory powers of superintendent of public instruction — Requirements for investigation of alleged sexual misconduct towards a child — Court orders — Contempt — Written findings required

RCW 28A.410.100 Revocation of authority to teach — Hearings
Chapter 181-87 WAC Professional certification — Acts of unprofessional conduct

Chapter 181-88 WAC Definitions of sexual misconduct, verbal and physical abuse - Mandatory disclosure — Prohibited agreements

Adoption Date: August 26, 2015

PERSONNEL

Maintaining Professional Staff and Student Boundaries

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act, omission, or pattern of behavior by a school employee that violates professional staff/student boundaries, does not have an educational purpose, and has the potential to abuse the staff/student relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

1. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policies on Unprofessional Conduct, Non-Discrimination, Sexual Harassment, Title IX of the Education Amendments of 1972, or the Washington State Law Against Discrimination, or any conduct between staff and students that would constitute a violation of Chapter 9A44 or 9A.88 RCW;
2. Comments or actions directed to a student or students that could be considered harassment, such as speech intended to intimidate or belittle a student or persistent attention, without legitimate educational purpose;
3. Showing pornography to a student;
4. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
5. Socializing where students are consuming alcohol, drugs or tobacco;
6. Providing alcohol, drugs or tobacco to students;
7. Sending or taking students on personal errands unrelated to any educational purpose;
8. Banter, allusions, jokes or innuendos of a sexual nature with students;
9. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;

10. Maintaining personal contact with a student outside of school by phone, e-mail, social media, communication applications, chat rooms, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
11. Exchanging personal gifts, photographs, cards or letters with a student that are intimate, private, or unusual in cost;
12. Socializing or spending time with a student in person or virtually (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
13. Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
14. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom) when there is no legitimate educational purpose in doing so.

Appearances of Impropriety

The following activities can create an impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator.

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the staff member's home;
3. Visiting a student's home; and/or
4. Social networking with students for non-educational purposes, in person or virtually.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal or supervisor if they believe a staff member, contractor, or volunteer may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or supervisor of the staff member, contractor, or volunteer suspected of engaging in inappropriate conduct that violates this policy.

All school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or contractor working in the District are required to make a report to Child Protective Services or law enforcement pursuant to Policy 3421 – Child Abuse, Neglect and Exploitation Prevention, and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

Training

All new employees will receive training on appropriate staff/student boundaries within 90 days of employment. Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

Policy 5225 and Procedure 5225P will be included on the District website and in all employee, student and volunteer handbooks.

Adoption Date: August 26, 2015

PERSONNEL

Volunteers

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers in Policy No. 5111.

Cross Reference:	Board Policy No. 5111	Employment of Staff
Legal References:	RCW 43.43.830-840	Washington State Criminal Code Records
	WAC 446-20-285	Employment—Conviction Records
Adoption Date:	January 13, 1993	
Revised:	June 14, 1995	

PERSONNEL

Volunteers

The voluntary help of citizens should be requested by staff through administrative channels for selected activities and as resource persons.

Volunteers shall:

1. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
2. Not discuss the performance or actions of students, except with the student's teacher, counselor or principal.
3. Refer to a regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.
4. Receive such information as:
 - a. General job responsibilities and limitations;
 - b. Information about school facilities, routines and procedures;
 - c. Work schedule and place of work;
 - d. Expected relationship to the regular staff.
5. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district supervisor. Exceptions would be districtwide programs established by the administration whereby general volunteer programs would be defined.
6. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
 - a. Bulletin boards;
 - b. Preparation of materials for art, science, math classes;
 - c. Clerical duties;
 - d. Clean-up activities;
 - e. Library and audio visual duties;
 - f. Assistance with physical education exercises;
 - g. Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, listening to reading progress, and others;
 - h. Vision and hearing testing;
 - i. School activities supervision; and
 - j. Playground supervision with a staff member.
7. Have their services terminated for these and other reasons:
 - a. Program and/or duties completed;

- b. Resignation of the volunteer;
- c. Replacement by paid staff member;
- d. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

Adoption Date: June 14, 1995

NONINSTRUCTIONAL OPERATIONS

Sexual Harassment

It is the policy of the Snohomish School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. No person shall be subjected to sexual harassment by any individual associated with the Snohomish School District.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his or her school, office, or work area.

1. The legal definition of sexual harassment means unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made either explicitly or implicitly a term of condition of a person's employment or advancement, or of a student's participation in school programs or activities;
 - b. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 - c. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
2. 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.
3. Sexual harassment, as set forth in the above legal definition, may include but is not limited to the following unwelcome actions:
 - staring or leering that has sexual overtones;
 - making sexual comments;
 - making suggestive gestures or actions including touching or rubbing oneself sexually in the presence of another person;
 - telling sexually demeaning jokes, statements, or comments;
 - spreading sexual gossip;
 - making physical contact of a sexual nature, including feigned "accidental" contact as well as pinches, embraces, slaps or pats;
 - applying pressure for sexual activity;
 - displaying pornographic or sexually explicit materials;
 - offering benefits, favors, or rewards in exchange for sexual contact;
 - sending notes and letters, telephone calls or materials of a sexual nature.

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 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 timelines 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, parents and volunteers in the review process.

Cross References:	Policy No. 3210	Students, Nondiscrimination
	Policy No. 3240	Rights and Responsibilities of Students
	Policy No. 3300	Methods of Student Control
	Policy No. 3421	Child Abuse and Neglect
	Policy No. 5010	Personnel, Nondiscrimination
	Policy No. 5255	Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies
	WAC 392-190	Equal Educational Opportunities—Sexual harassment prohibited.
Adoption Date:	April 26, 1995	

NONINSTRUCTIONAL OPERATIONS

Sexual Harassment

I. Complaint Process

A. Informal Complaint

Anyone may use the informal procedure to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff will always inform complainants of their right to and the process for filing a formal complaint. Staff will also direct potential complainants to the building principal, his/her supervisor, or the Superintendent or designee who can explain the informal and formal complaint processes and what a complainant can expect. Any other staff member who may receive a sexual harassment complaint shall immediately report the complaint to the building principal or any individual designated above.

Informal remedies include:

1. 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;
2. 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
3. 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.

B. Formal Complaint

The complainant 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 will be informed that the District will almost assuredly face due process requirements that will make available to the accused all of the information that the District has related to the complaint. 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, if requested, during any District-initiated investigatory activities. The Superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District may conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

1. 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.

2. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment and/or other information in the compliance officer's possession that the officer believes requires further investigation.
3. When the investigation is completed, the compliance officer will 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 will take further action on the report.
4. The Superintendent shall respond in writing to the complainant and the accused within thirty (30) calendar days stating:
 - a. That the District does not have adequate evidence to conclude that harassment occurred, and/or
 - b. Corrective actions that the District intends to take
5. The response of the Superintendent shall include notice of the complainant's right to appeal to the Board, and will identify where and to whom the appeal must be filed.
6. 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. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

II. Appeal Procedure

A. Level One

If a complaint remains aggrieved as a result of the action or inaction of the Superintendent in resolving a complaint, the complainant may file a written notice of appeal with the secretary of the Board by the tenth (10) calendar day following:

1. The date upon which the complainant received the Superintendent's response, or
2. Expiration of the thirty (30) calendar-day response period based on the receipt of the complaint by the District, whichever occurs first.

The Board shall schedule a hearing to commence by the twentieth (20) 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 tenth (10) calendar day following termination of the hearing and shall provide a copy to the complainant. The response of the Board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

B. Level Two

In the event a complainant remains aggrieved with the decision of the Board, 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 twentieth (20) calendar

day following the date upon which the complainant received written notice of the Board's decision.

The notice of appeal must state the areas of disagreement and the relief requested.

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

III. Preservation of Records

The files containing copies of all correspondence relative to each complainant communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the Human Services office.

IV. Confidentiality

Confidentiality of the complainant and of the accused will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. Non-Retaliation

Individuals shall not be retaliated against by others for making a report of sexual harassment or for providing testimony and/or assisting in the investigation of such a report.

VI. False Reports

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. It is also a violation of this policy to knowingly report false allegations. Persons found to knowingly make false allegations will also be subject to disciplinary action.

VII. Sanctions

A. Staff

A substantiated complaint against a staff member in the District shall subject such staff member to disciplinary action, up to and including the possibility of discharge. Where reasonable and appropriate, the District also reserves the right to refer the matter to law enforcement officials.

B. Students

A substantiated complaint against a student in the District shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code. Where reasonable and appropriate, the District also reserves the right to refer the matter to law enforcement officials.

VIII. Sexual Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute sexual abuse under Washington State's criminal statutes. Nothing in this policy will prohibit the District from taking appropriate action to protect victims of alleged sexual abuse.

IX. Training and Orientation

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.

A copy of the District's sexual harassment policy must be included in any publication of the District or of a school that sets forth the rules, regulations, procedures, and standards of conduct for the school or school district. The policy must also be conspicuously posted in each school District, and provided to each employee, volunteer and student.

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:

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

Adoption Date: April 26, 1995

Revision Dates: December 11, 1996
August 29, 2011
February 12, 2014
August 4, 2014