



25720 Maple Valley-Black Diamond Rd SE/ Maple Valley, WA 98038 • 425.413.3400 • Fax: 425.413.3455
Web address: <http://www.tahomasd.us>

TO: Prospective Volunteers for the Tahoma School District
FROM: Volunteer Coordinator, Human Resources Office
RE: Tahoma School District Volunteer Application Process

Your interest in volunteering for the Tahoma School District is truly appreciated. The information that follows is intended to acquaint you with the procedures that will be followed in considering your application.

Volunteer Positions

Adults that volunteer in the classroom, chaperone field trips, help during field day, or work directly with students in any way, need to fill out the *attached district volunteer application packet and watch two videos*. The videos may be viewed in the school office at scheduled times. Volunteer clearance is valid for six years, unless there is a break of two years or more in service. Volunteers need to reapply and go through another WSP background check after six years or a two-year break in volunteer service.

Approval Process:

Please allow up to 5 business days (10 business days in May, June and September) for completed applications to be processed and approved. The volunteer clearance is a district clearance that is recognized from building to building.

The following is the school board policy and procedures concerning volunteers in the District:

Tahoma School District No. 409

Board Policy 5630

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, the district shall clearly explain the volunteer's responsibility for supervising students in school, on the playground, on athletic fields, 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 for volunteers as specified in Policy and Procedure 5005.

Adopted: 052583
Revised: 082289
Revised: 062204

Cross Reference:	Policy	5005	Employment: Disclosures, Certification Requirements, Assurances and Approval
Legal Reference:	RCW	43.43.830-840	Washington State Criminal Code Records
	WAC	446-20-285	Employment--Conviction Records

VOLUNTEERS

Volunteers shall be made aware of the following procedures and restrictions.

1. The voluntary help of citizens should be requested by district staff through administrative channels for selected activities and as resource persons.
2. The volunteers shall serve in the capacity of a helper. All instructional service shall be rendered under the supervision of certificated staff. Volunteers are not to be assigned to roles which require specific professional training.
3. Volunteers shall not discuss the performance or actions of students except with the student's teacher, school counselor, or principal.
4. Student problems which arise, whether of an instructional, medical, or operational nature, shall be referred to a regular staff member for final solution.
5. Volunteers shall receive such information as:
 - a. General job responsibilities and limitations;
 - b. School facilities, routines and procedures;
 - c. Work schedule and place of work; and
 - d. Relationship to the staff.
6. Appropriate training at the building level shall be provided for new volunteers consistent with their tasks and existing district standards.
7. Assignments and activities shall be 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 including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
 - 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 and approved medical surveys;
 - i. School activities supervision; and
 - j. Playground supervision with a staff member.
8. Termination of services may result from these and other reasons:
 - a. Program completion;
 - b. Duties completed;
 - c. Resignation of the volunteer;
 - d. Replacement by paid staff member; and
 - e. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

SEXUAL HARASSMENT

The Tahoma School 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:

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, with 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, volunteer 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.

Cross Reference:	Policy	3210	Nondiscrimination
	Policy	3240	Student Conduct
	Policy	3421	Child Abuse and Neglect
	Policy	5010	Nondiscrimination
	Policy	5255	Disciplinary Action and Discharge
Legal Reference:	RCW	28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
	WAC	392-190-056 through 058	Sexual harassment



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VOLUNTEER APPLICATION

Please print

- New Request
- Renewal

Name: _____
(First) (Middle Name) (Last)

Address: _____

Email: _____ Home Phone: _____

Date of Birth: _____ Child's School: _____

I authorize Tahoma School District to make any investigation of any personal history. I further authorize any government agency to provide Tahoma School District with any information they have regarding me. I hereby release and discharge Tahoma School District and those who provide information from any and all liability as a result of furnishing and receiving this information.

Signature: _____ Date: _____

Have you been convicted for anything other than a minor traffic violation within the last seven (7) years? (A conviction will not automatically restrict you from volunteer service.)

- YES
- NO

- I have received and read the Tahoma School District Volunteers Board Policy #5630 and Procedure #5630P. ***Please keep top copy for your records.***
- I have received and read the Tahoma School District Sexual Harassment Board Policy #6590. ***Please keep top copy for your records.***
- I have watched the 20-minute video "Somebody Told" which deals with child abuse.
- I have watched the 5-minute video "It's Fun to Volunteer" which deals with student confidentiality.
- A designated District employee has verified that the two video's were viewed by applicant:

(District Employee Signature)	(Date)
- I have completed and submitted the Volunteer Application packet:

(Volunteer Signature)	(Date)

APPROVED APPLICATIONS ARE VALID FOR SIX (6) YEARS

(Last Name)

(First Name)

(M.I.)



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VOLUNTEER APPLICANT DISCLOSURE STATEMENT

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with the district(s) to which you have applied.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

CRIMINAL HISTORY DISCLOSURE:

1. **Are you presently charged with, but not convicted of, a crime?** (Exclude civil infractions, such as minor traffic citations. If yes, attach an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.)

ANSWER: NO YES

2. **Have you ever been convicted of a crime?** (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) If yes, attach an explanation of the nature of the crime, place, date, and court. A conviction record will not necessarily bar you from District employment.

ANSWER: NO YES

3. **(A) Check any of the following for which you have been convicted including any of these crimes as they may have been renamed: (See above for definition of "convicted").**

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Promoting Pornography |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> First Degree Promoting Prostitution |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> First or Second Degree Manslaughter | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |
| | <input type="checkbox"/> First, Second, or Third Degree Rape | |

3. **(B) Check here if you have not been convicted of any of the above including any of these crimes as they may have been renamed.**

4. **Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult?** (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.)

- First, second, or third degree extortion
- First second or third degree theft
- First or second degree robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER: NO YES IF YES, EXPLAIN BELOW.

5. **Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

6. **Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abuse any minor?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

7. **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: NO YES IF YES, EXPLAIN BELOW.

8. **Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult?** "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

ANSWER: NO YES IF YES, EXPLAIN BELOW.

9. **Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 8 above?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

(Provide original signature on each copy submitted to selected districts as checked on the front of the application.)

Applicant Name (Print): _____

Applicant Signature: _____

Date and Place: _____

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