

# *Colville School District 115*

*A Lifetime of Learning*

## **VOLUNTEER PACKET \***

**Thank you for your interest in becoming a volunteer!**

The Colville School District believes that parents, grandparents, neighbors and community members have a wealth of ideas and talents to share with our students and our schools. Volunteers help strengthen school/community relationships and our schools value and depend on their contributions!

Currently, our district enjoys the help of many different kinds of volunteers: some are tutors and mentors; others are coaches or club advisors; many help out in classrooms; some work in school offices or libraries; still others sit on advisory boards or organize fundraisers. Tell us what interests YOU so we can help you find a good match.

Because safety is important for everyone, all volunteers must be approved before they can begin their volunteer service. Please read and complete the attached forms and submit them to any one of the schools or to the District Office (217 S. Hofstetter).

**Make a difference in the life of a child, volunteer!**

*\* If you only plan to volunteer as a field trip chaperone, you can fill out a shorter Field Trip Volunteer packet, available from the secretary at your school.*

\*\*\*\*\*

**To apply, please provide the following:**

- 1. A completed *Volunteer Application and Criminal History Check Form*.**  
This form provides us with contact information and allows us to perform a background check on all volunteers. *To speed processing, please write clearly and fill in all blanks.*
- 2. A copy of your *Driver's License*.**
- 3. A signed *Volunteer Informed Consent Form* indicating you have read and understand District policies on sexual harassment, bullying, and confidentiality, as well as the *Volunteer Code of Conduct*.** Please read these four important documents (attached) and call 684-7850 with any questions.
- 4. If you are volunteering as a coach at the Junior High or High School, you will need to complete a *First Aid course* or have a valid *First Aid card*.**

**NOTE:** We will contact you when your application is approved and let you know of possible volunteer orientation opportunities.

*Our sincere thanks for your commitment to our schools, our students, and our community!*

Student's Name: \_\_\_\_\_

**COLVILLE SCHOOL DISTRICT  
VOLUNTEER APPLICATION AND  
CRIMINAL HISTORY CHECK FORM \*\***

Volunteer Name \_\_\_\_\_  
Last First Middle

Maiden Name/Other Names \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ WA State Driver's License \_\_\_\_\_

I wish to volunteer at \_\_\_\_\_ with \_\_\_\_\_  
(Building/s) (Teacher/s; Head Coach/es)

Present Employment \_\_\_\_\_

**\*\*To speed processing, please fill all blanks, use a separate form for each applicant, and provide a copy of your Driver's License.**

Please answer YES or NO to each item listed below. 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 RCW 43.43.830 and listed as follows: Aggravated murder; first, second, or third 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; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or, any of these crimes as they may be renamed in the future.

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: \_\_\_\_\_  
\_\_\_\_\_

**SIDE 1 OF 2 – Please complete reverse side of document**

Student's Name: \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

**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's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Investigation Consent and Release of Liability Form**

I authorize Colville School District No. 115 to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Colville School District No. 115 with any information they have regarding me. I hereby release and discharge Colville School District No. 115 and those who provide information from any and all liability as a result of furnishing this information.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

OFFICE USE ONLY	
Submitted for Approval:	WATCH Check Clearance:
_____ by Teacher	Approval: Yes ___ No ___ Date: _____
_____ by Principal	_____
(Date) (Initial)	(by HR/Business Office Personnel)

In accordance with RCW 43.43.830 applicants and perspective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments as outlined in said law will be required to complete a "Request for Criminal History" form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

**COLVILLE SCHOOL DISTRICT 115**  
**Volunteer Informed Consent Form**

I have reviewed the Colville School District policies on Sexual Harassment (Policy No. 5011) and Prohibition of Harassment, Intimidation and Bullying (Policy No. 3207) and I agree to do my best to recognize and prevent sexual harassment, non-sexual harassment, intimidation, or bullying in the District. If I witness any of the behaviors prohibited by these policies, I will report the incident to a teacher, coach, or principal.

I have also reviewed the Volunteer Code of Conduct and the policy on Student Records (Policy No. 3231) and I understand that I am required to treat all information related to individual students in a confidential and professional manner.

*If you are coaching you must have a valid First Aid card on file.*

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Please Print)**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

05/22/2017

VolunteerInformedConsentForm.doc

**SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED**

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

**Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interfere with an individual's employment performance or create an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied requirement for obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

**Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint, or grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

The district will report allegations of criminal misconduct to law enforcement and suspected child abuse to law enforcement or Child Protective Services. Regardless of whether the

misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. 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 and False Allegations

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

#### Staff Responsibilities

The superintendent will 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.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

#### Notice and Training

The superintendent will develop procedures to provide information and education to district staff, 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 and regular volunteer orientation. This policy and procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduce in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will 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, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

## Cross References:

3205 - Sexual Harassment of Students Prohibited  
 3207 - Prohibition of Harassment, Intimidation and Bullying  
 3210 - Nondiscrimination  
 3211 - Transgender Students  
 3240 - Student Conduct Expectations and Reasonable Sanctions  
 3421 - Child Abuse, Neglect, and Exploitation Prevention  
 5010 - Nondiscrimination and Affirmative Action

## Legal References:

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies  
 WAC 392-190-058 Sexual harassment  
 20 U.S.C. \_\_ 1681-1688

## Management Resources:

2015 - July Policy Alert  
 2014 - December Issue  
 2010 - October Issue

Adoption Date: April 19, 1988

Revision Dates: December 21, 1993  
 March 21, 1995  
 January 23, 1996  
 May 19, 1998  
 August 25, 1998  
 December 19, 2006  
 February 18, 2009  
 November 15, 2016

**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying.

“Harassment, intimidation, or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 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.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions**

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 or physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided the expression does not violate any of the prohibitions against harassment, intimidation and bullying outlined in the bullet points above. 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.

**Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.



**Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

**Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

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.

**Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

**Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Compliance officer**

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.



# Colville School District Volunteer Code of Conduct

*As a Volunteer, Your Role and Responsibilities in the School Are Unique:*

- **Understand** that your role is to support the teachers, staff, and students.
- **Never** be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- **Follow** volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher or staff for assistance with problematic student behavior.
- **Report** immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.

*Volunteers Take Pride in Being Professional:*

- **Maintain** a constructive attitude.
- **Never** be under the influence of drugs or alcohol when with students on or off school grounds.
- **Do not** smoke on school grounds or at any time around students.
- **Do not** lend money, contribute or solicit money for organizations while on school grounds.

*Health and Safety Are Always Important:*

- **Refer** any student in need of first aid or any type of medication to the teacher or front office.
- **Learn and follow** fire drill emergency procedures and all school rules.
- **Notify** the principal of any accident you had on school grounds.

*The District, the schools, the teachers, and especially  
the students appreciate your service. Thank you!*

**STUDENT RECORDS**

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both which are published on the Secretary of State's website at:  
[www.sos.wa.gov/archives/recordsretentionschedules.aspx](http://www.sos.wa.gov/archives/recordsretentionschedules.aspx).

Student records are the property of the district, but will be available in an orderly and timely manner to students and parents/guardian. "Parent" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent/guardian or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, which permits prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

The superintendent will establish procedures governing the content, management and control of student records.

Cross References:	<p>Policy 2101</p> <p>Policy 3520</p> <p>Policy 4020</p> <p>Policy 4040</p>	<p>Educational Opportunities for Military Children</p> <p>Student Fees, Fines, Charges</p> <p>Confidential Communications</p> <p>Public Access to District Records</p>
Legal References:	<p>20 U.S.C. § 1232g</p> <p>CFR 34, Part 99</p> <p>RCW 28A.225.330</p> <p>RCW 28A.230.120</p> <p>RCW 28A.230.180</p> <p>RCW 28A.635.060</p> <p>40.24.030</p> <p>RCW 70.02</p> <p>WAC 392-500-025</p> <p>WAC 392-415</p> <p>WAC 181-87-093</p> <p>WAC 246-105</p> <p>WAC 392-415</p> <p>WAC 392-500-025</p>	<p>Family Education Rights and Privacy Act</p> <p>Family Education Rights and Privacy Act Regulations</p> <p>Enrolling students from other districts</p> <p>Requests for information and permanent records -- Withheld transcripts, -- Immunity from liability -- Notification to teachers and security personnel -- Rules</p> <p>High school diplomas -- Issuance -- Option to receive final transcripts -- Notice</p> <p>Educational and career opportunities in the military, student access to information on, when</p> <p>Defacing or injuring school property-- Liability of pupil, parent or guardian</p> <p>Address Confidentiality Program-- Application--Certification</p> <p>Medical records--health care information access and disclosure</p> <p>Pupil tests and records--Pupil personnel records--School district policy in writing</p> <p>Secondary education--standardized high school transcript</p> <p>Failure to assure the transfer of student record information or student records</p> <p>Immunization of child care and school children against certain vaccine-preventable diseases</p> <p>Secondary Education -- standardized high school transcript</p> <p>Pupil tests and records -- Tests -- School district policy in writing</p>

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