



## Kilo Middle School

# Parent/Guardian Volunteer Program

### **Application procedures to provide Cougar support:**

1. Volunteer to complete questionnaire for Background clearance check.
2. School principal or designee must sign the volunteer checklist.
3. Volunteer read the following District policies and initial the checklist.
  - 5630 – Volunteer In-Process
  - 5253 – Maintaining Professional Staff/Student Boundaries
  - 3207 – Prohibition of Harassment, Intimidation and Bullying
  - 5266 – Harassment Procedures
4. School sends form to HR for approval.
5. Once approved HR returns the forms to the school.
6. Volunteer clearance is good for two years.
7. Schools must keep forms for six years after the date of expiration.

All volunteers in the Federal Way School District are required to have a Washington State Patrol background check. These background checks are good for two years. When completed please return them to the school office. There is no fee. Thank you.

Please list the names and grades of your student(s) below. If you have a student that attends another school in the district please list them and include the name of the school they attend. Thank you.

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

# WASHINGTON STATE PATROL

Identification and Criminal History Section

Olympia, WA 98504-2633

(360) 705-5100

<http://www.wa.gov/wsp/wsphome.htm>

SCHOOL LOCATION: \_\_\_\_\_

CHILD(REN) NAME: \_\_\_\_\_

*Grades:* \_\_\_\_\_

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT (RCW 43.43.830 THROUGH 43.43.845) FOR VOLUNTEERING WITH FEDERAL WAY PUBLIC SCHOOLS - PLEASE DO NOT MAIL TO WSP, RETURN COMPLETE FORM TO THE SCHOOL

INSTRUCTIONS: PLEASE COMPLETE THIS FORM WHEN REQUESTING CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION AND CRIMINAL HISTORY SECTION. PLEASE LIST ANY OTHER LOCATIONS YOU MAY VOLUNTEER AT IN SCHOOL LOCATIONS ABOVE.

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.060.

## A VOLUNTEER - APPLICANT INFORMATION: (Please print clearly)

Applicant's Name \_\_\_\_\_  
Last First Middle

Alias/Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month/Day/Year

Social Security Number: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

The information I have provided is correct and I have received FWPS harassment policies 5266 and 3207.

Applicant Signature: \_\_\_\_\_

As of this date, the applicant named above shows no evidence pursuant to RCW 43.43.830-43.43.845. Valid for 2 years from date of stamp

WSP/FWPS USE ONLY

## B REQUESTER INFORMATION:

Rick Serns, Director of Employment Services

Name/Title of Requestor

*Rick Serns*

I certify this request is made pursuant for the purpose indicated

### REQUESTERS ADDRESS:

Federal Way Public Schools

Attn: Human Resources

33330 8th Avenue South

Federal Way, WA 98003

Right Thumb Print (if requested by Human Resources)

### VOLUNTEER CHECKLIST / AGREEMENT: 5630F

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. We thank you for your assistance and support. To safeguard students and student records it is necessary that all volunteers be screened and trained regarding their involvement with students and school activities. Staff and volunteers should allow a minimum of 2-5 days after all forms have been completed and submitted to the Human Resources department for a volunteer applicant to receive clearance to begin serving as a volunteer. We thank you for your understanding of the need for these safeguards. Please read and check each of the statements below.

- \_\_\_\_\_ Complete the applicant portion of the Washington State Patrol Request for Criminal History Information form and return to the school secretary (or athletic director for volunteer coaches). This form is good for two years for regular volunteers and one year for volunteer coaches.
- \_\_\_\_\_ Complete and return the Federal Way Public Schools Disclosure form.
- \_\_\_\_\_ If fingerprinting is required, (volunteer coaches and those having unsupervised access to children), have fingerprinting done at the Human Resources office, and provide a photo ID. If you have completed this for another school our group, within the past two years, you may provide us with a copy for our files, in accordance with RCW 28A.320.155.

Your signature below indicates your agreement to abide by all of the following expectations and that you have completed the above forms prior to providing volunteer services.

#### Role and Expectations

- \_\_\_\_\_ Volunteers serve as helpers. I understand that all volunteer activities are to be conducted under the supervision of District staff, and that all instructional service is to be rendered under the control and supervision of certificated staff.
- \_\_\_\_\_ Staff members will determine and notify volunteers if any specific training or direction is required before assisting with an activity. I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.
- \_\_\_\_\_ Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final resolution.
- \_\_\_\_\_ I will follow the building procedures for signing in and out each and every time I volunteer at the school.
- \_\_\_\_\_ I will wear an identification badge/tag/pin as required by the school.
- \_\_\_\_\_ I understand that the District may revoke the engagement of a volunteer at any time. I understand that I am required to follow all District policies and procedures. I have read the District's policies and procedures pertaining to expectations for students, staff, and volunteers regarding harassment and bullying (3207, 3207P, 5266, 5266P), maintaining professional boundaries (5253, 5253P), and volunteering (5630, 5630P, 5630F). These are available on-line or at the school or ESC offices. I understand that failure to follow District policy and procedures or any part of this Agreement may result in my volunteer status being revoked and could in some cases subject me to legal liability. I understand that if I am convicted of any crimes following completion of this form, I must immediately report those to the Assistant Superintendent of Human Resources.

#### Use of District Technology

- \_\_\_\_\_ 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 User Agreement.

#### Confidentiality

- \_\_\_\_\_ I understand that volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor or principal. This is not only District policy but is also mandated by federal statute, The Family Educational Rights and Privacy Act, 34 CFR Part 99. I understand that confidentiality pertains to both written records and verbal statements.

\_\_\_\_\_  
Children's Names - if Current FWPS Students

\_\_\_\_\_  
Name of Volunteer – Please Print

\_\_\_\_\_  
Signature of Volunteer Date

I am requesting that \_\_\_\_\_ be approved to volunteer at our school, subject to proper clearance.

\_\_\_\_\_  
Principal/designee

\_\_\_\_\_  
HR Approval

## FEDERAL WAY PUBLIC SCHOOLS 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 volunteer status, employment or continued employment with Federal Way Public Schools.

All required documentation requested must accompany this form. If additional space is needed, attach a sheet of paper.

### SECTION I - PERSONAL INFORMATION (please print or type)

1. NAME: \_\_\_\_\_  
Last First Middle

2. Please list all former names (a) you have used when working for another employers or (b) by which you are known to reference.

### SECTION II - PROFESSIONAL FITNESS

If you answer "yes" to questions 1 through 4, on a separate sheet of paper, give a complete explanation, including duties, circumstances, and any supporting documentation.

Yes No

1. Have you ever been dismissed, discharged or fired from any employment?
2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
3. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found to be guilty of misconduct or harassment by an employer?

### SECTION III - CRIMINAL HISTORY

If you answer "yes" to questions 1 through 9, you must provide a detailed statement.

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred).

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



Check here if you have not been convicted of any of the above, including any of these crimes as they may have been renamed.

OVER

Yes No

2. Have you been convicted of crimes relating to **financial exploitation** if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended, and listed as follows: first, second, or third degree extortion; first or second degree robbery; first, second, or third degree theft; forgery or any of these crimes as they may be renamed in the future?
3. 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 abused any minor?
4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor, or to have physically abused any minor?
5. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?
6. Have you ever been found in any disciplinary board final decision, or by the director of the department of licensing in the following businesses or professions, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons?
7. (a) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in Washington?  
(b) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in any other state, province, territory, and/or country?
8. Are you presently under investigation in any jurisdiction for possible criminal charges? If "yes", identify agency and location (street address, city, state).
9. **Have you ever been convicted of any crime?** (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed). **Examples:** Driving while license suspended / revoked, reckless driving, DUI, assault, domestic violence etc...

You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed

**If you answered "yes" to questions 1 through 9 of (Section III),** provide the following: \*A detailed statement including what occurred, the nature of the offense, charge or warrant: \* The name and address of the arresting agency: \* The date of the arrest: \* The final disposition, if any: \* If a court was involved, the name and address of the court: \* The complete arrest report and sentence and judgment: and \* A complete driving abstract for five years if the arrest was driving related. A "yes" answer to questions 7 through 9 above will not necessarily bar you from employment or volunteering.

#### SECTION IV: FITNESS

Yes No

1. Do you currently use illegal drugs?
2. Have you used illegal drugs in the last year? If your answer is "yes," explain on a separate sheet of paper.
3. Have you ever been convicted of crimes related to drugs or controlled substances?
4. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?

If you answered "yes" to questions 3 or 4, attach copies of any court orders entered in the above proceeding.

#### DECLARATION

An inquiry to the Washington State Patrol and the Federal Bureau of Investigation will be made on the selected candidate. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Federal Way Public Schools.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under laws of the state of Washington that the foregoing is true and correct. I authorize Federal Way Public Schools to inquire with former employers or references and obtain any employer and all information regarding my job related background. I release and waive Federal Way Public Schools, my former employer and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception. For volunteer applicants, Federal Way Public Schools reserves the right to terminate or revoke a volunteer's status at any time.

Signature

Date City/State

**VOLUNTEERS: 5630P**

---

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons. Volunteers shall be made aware of the following procedures and restrictions:

- A. All volunteers must complete disclosure and background checks required by the District or by state law. This includes fingerprinting for all volunteers assisting athletic coaches and any volunteer who may have unsupervised access to students.

If fingerprinting is required and a volunteer applicant has undergone a criminal records fingerprint check in accordance with applicable state law, within the last two (2) years, then the District shall request that the applicant furnish the District with a copy of the criminal history record information or sign a release to permit the entity that did the fingerprint check to release the information to the District, unless the information is available in the OSPI database which can be accessed by the District. The entity from which the record check is obtained is immune from criminal or civil liability for the dissemination of the information. In this instance, the District will also require that the volunteer sign a disclosure statement assuring the District that the volunteer has not been convicted of a crime since the completion of the criminal record check.

Volunteers who complete background checks with the District must also report any criminal or misdemeanor convictions that occur after completing the background check, if they wish to continue as a volunteer. Such convictions must be reported immediately to the Assistant Superintendent for Human Resources/designee.

- B. If background checks reveal that volunteer applicants have been convicted of a crime that disqualifies them from working with children their engagement as a volunteer shall not be approved. For convictions that do not automatically disqualify the person from working with children, the review officer will consider the seriousness and history of any convictions and compare the record to the candidate's Disclosure Statement before making a final determination. Any omission, falsification or misrepresentation on the Disclosure Statement is grounds for denial to serve as a volunteer. An applicant may request a review of such decision by the Assistant Superintendent of Human Resources or designee. Such requests must be made in writing and submitted within ten (10) calendar days from the applicant's receipt of notice from the District disallowing the volunteer engagement. The applicant shall not be allowed to perform volunteer work during the time of review.
- C. Approval to serve as a volunteer comes from the District's Human Resources department. Prior to beginning any volunteer assignment, all volunteers must complete the Volunteer Checklist/Agreement (form 5630F) and the Federal Way Public Schools Disclosure Statement. Staff and volunteers should allow a minimum of 2-5 days after all forms have been completed and submitted to the Human Resources department for a volunteer applicant to receive clearance to begin serving as a volunteer.

**VOLUNTEERS: 5630P**

- K. The District may revoke the engagement of a volunteer at any time. Volunteer services may be terminated due to, but not limited to, the following reasons:
1. Program and/or duties have been completed;
  2. Resignation of the volunteer;
  3. Replacement by paid staff member; and/or
  4. Circumstances which in the judgment of the administration may necessitate the termination of the volunteer's services.

**VOLUNTEERS ASSISTING AN ATHLETIC COACH**

- A. The following procedures will be used in recruiting and selecting volunteers for assisting an athletic coach:
1. The head coach, athletic director, and principal/designee determine the need for volunteers. Program needs and tasks and expectations of volunteers are specified.
  2. Those interested in volunteering shall contact the athletic director.
  3. The athletic director outlines program needs and tasks and expectations with the volunteer.
  4. The candidate for the volunteer position is interviewed by the head coach and athletic director.
  5. The head coach and athletic director, utilizing selection criteria below, make a recommendation to the principal.
  6. If approved, the volunteer is notified by the principal/designee and given a written outline of tasks and expectations, including the provisions of A, B, and C of policy 5630.
  7. All volunteer athletic coaches must show evidence of current First Aid and CPR certification, or be enrolled in a "hands-on" course leading to certification.
  8. Volunteers must complete the Volunteer Checklist/Agreement and all disclosure, background check, and other required forms prior to beginning any volunteer tasks. The Volunteer Checklist/Agreement must be completed and signed on a yearly basis, and kept on file at the school.
  9. A follow-up memo is sent to the Director of Employment Services indicating selection of volunteers and completion of all steps of this Procedure.

Each year the coach, athletic director, and principal/designee shall review the need for, and proposed use of, volunteers as outlined in Steps 1 and 3 above; select and recommend volunteers as outlined in Steps 4 and 5 above; ensure that all volunteers have completed and signed the Volunteer Checklist/Agreement as stated in Step 8 above; and notify the volunteers and central office administration regarding the selection of volunteers as described in Steps 6 and 9 above. If a volunteer has been performing successfully in the program and the coaching staff and the administration wish to continue his/her services, Step 4 above does not need to be repeated on an annual basis. However, the coach and/or the administrators should meet with each volunteer prior to the start of each season to review tasks and assignments as outlined in Step 6 and in the Volunteer Checklist/Agreement.



## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES: 5253

---

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 District 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.

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 in and outside of the educational setting, and consistency with the educational mission of the schools.

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 in 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.

The District 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 28A.400	Crimes against children
	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 -

---

Adopted under Policy Governance – 6/28/11

## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES: 5253

---

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 District 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.

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 in and outside of the educational setting, and consistency with the educational mission of the schools.

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 in 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.

The District 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 28A.400	Crimes against children
	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 -

Adopted under Policy Governance – 6/28/11

**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING: 3207**

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 transmission of an electronic or written message or image, or any verbal or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, ancestry, national origin or ethnicity, religion or creed, age, sex or gender, sexual orientation including gender expression or identity, marital or family status, military or veteran status, physical, sensory or mental disability, or that is based on any other class or distinguishing characteristic protected by Federal or State anti-discrimination laws, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- 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.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Nothing in this policy requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" may include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status or weight. Harassment, intimidation or bullying may take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, or acts relating to an individual or groups, whether transmitted by electronic or written messages or images, or transmitted orally or physically.

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.

**Sexual Harassment**

In addition to the provisions stated above, this policy shall also include the prohibition of all types of sexual harassment. Sexual harassment may include, but is not limited to, unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, pictures, innuendoes, or other verbal or physical conduct of a sexual or sexually intimidating nature, including those that are transmitted electronically.

---

Adopted and Revised under Policy Governance: 12/14/10; 6/28/11  
Adopted or Previously Revised: 11/10/09; 3/9/10

**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING: 3207****Dissemination**

In accordance with applicable laws and regulations, students, parents, staff, volunteers, and other interested parties shall be informed of this policy and the accompanying procedures pertaining to the filing of complaints. The policy shall be posted in each District building, on the District's website and reproduced in each student, staff, volunteer, and parent handbook.

**Training and Prevention**

District students, employees, volunteers and parents will be provided with appropriate information on the recognition and prevention of harassment and their rights and responsibilities under this policy. Materials educating students, staff, and parents about the seriousness of cyberbullying shall be disseminated and/or made available on the District's website. Guidelines regarding appropriate boundaries and boundary invasion, including appropriate communication via electronic devices, shall be disseminated to new employees and regular volunteers at the time of orientation and at least every three (3) years thereafter.

The Superintendent or designee shall develop procedures to implement this policy which shall include the provision of age-appropriate information and education regarding this policy.

**Compliance Officer and District-Level Oversight**

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 in pertinent publications and on the District website.

Complaints regarding student-to-student misconduct shall be investigated at the building level by the principal/designee, with support from the principal's immediate supervisor and the District Compliance Officer as needed.

Cross References: Administrative Policy - 3200 Student Rights and Responsibilities  
Administrative Policy - 3210 Nondiscrimination  
Administrative Policy - 3240 Student Conduct  
Administrative Policy - 3241 Corrective Action for Student  
Misconduct  
Administrative Policy - 5266 Harassment – Employees

---

Adopted and Revised under Policy Governance: 12/14/10; 6/28/11  
Adopted or Previously Revised: 11/10/09; 3/9/10

**HARASSMENT: 5266P**

---

1.0 Policy 5266 and Procedure 5266P prohibit both malicious and discriminatory harassment, and sexual harassment (see Policy 5266 for definitions). The District will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging harassment that come to the attention of the District, either formally or informally according to sections 5.0 and 6.0 of these procedures. While it is not required, complainants are encouraged to attempt informal procedures prior to filing a formal complaint. Students, or those filing complaints on behalf of students, should use the provisions of 3207P, (or 3210P, if applicable).

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and Child Protective Services, as required by law.

2.0 Those who engage in harassment on or adjacent to school property or at school functions will be subject to appropriate discipline or sanctions according to District policy or other agreements.

3.0 Coercion, discrimination, or reprisals taken against persons filing complaints of harassment or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to District policy or other agreements.

4.0 Persons who knowingly file false allegations of harassment, or report or corroborate false allegations, shall be subject to appropriate disciplinary actions or sanctions according to District policy or other agreements.

**5.0 COMPLAINT PROCEDURES:** Any person who believes he/she has been subjected to harassment on or adjacent to school property or at school related functions may file a complaint in the manner prescribed in the following procedures. Employees or volunteers receiving a complaint from a student shall immediately notify the appropriate supervisor of the complaint.

**5.1 INFORMAL COMPLAINT PROCEDURE.** Anyone may use informal procedures to report and resolve complaints of harassment. Informal reports may be made to any supervisor who shall inform the complainant of the processes and of his/her right to file a formal complaint.

5.1.1 Informal method 1. The complainant may address the alleged harasser either directly or in writing to explain that his/her conduct is unwelcome, offensive or inappropriate and should stop.

5.1.2 Informal method 2. The complainant may meet with a neutral person to help resolve the alleged harassment. This person may be an administrator, an immediate supervisor, the District's Title IX/Nondiscrimination/Affirmative Action Officer, or a colleague.

**5.2 FORMAL COMPLAINT AND INVESTIGATIVE PROCEDURE.** Anyone may initiate a formal complaint of harassment, even if the informal complaint process is being utilized. If the accused or the complainant is a student, the complaint should be filed with the school principal/designee in accordance with Policy 3207 and Procedure 3207P, (or 3210 and 3210P, if applicable). If the complainant is an employee or volunteer, the complaint should be filed with the immediate supervisor in charge (see Section 5.2.2 for exceptions) and the following procedures shall govern the complaint process.

---

Adopted or Revised under Policy Governance - 12/17/10; 10/11/11; 3/13/12; 6/12/12; 5/14/13  
Formerly Procedure – 5266P; Adopted: or Previously Revised - 3/11/03

**HARASSMENT: 5266P**

---

**5.3 APPEAL PROCEDURE.** If a complainant wishes to appeal the conclusions of the investigator, he/she may file a written Harassment Formal Notice of Appeal, Form 5266(2), with the Superintendent's designee on or before the 10th calendar day following the date upon which the complainant received the written response.

5.3.1 In the event the District has failed to provide a written response to a complaint within thirty (30) calendar days from the date of its original filing, the complainant may also file a written Harassment-Formal Notice of Appeal Form 5266(2) with the Superintendent's Designee on or before the 10th calendar day following expiration of the thirty (30) day period.

5.3.2 The notice of appeal shall set forth specific reasons why the complainant disagrees with the response and the relief sought from the District. The notice of appeal shall be filed with the Superintendent's designee.

5.3.3 Upon receipt of a timely written notice of appeal in compliance with subsections 5.0, 5.1 and 5.2, the Superintendent's designee is responsible to select a Hearing Committee and shall schedule a hearing to commence on or before the 20th calendar day following the filing of the written notice of appeal. The District and the complainant(s) shall be allowed to present such witnesses and testimony as the Hearing Committee deems relevant and material. The Hearing Committee shall render a written decision and shall provide a copy to all parties involved on or before the 10th calendar day following the termination of the hearing.

**5.4 BOARD APPEAL PROCEDURE.** If a complainant wishes to appeal the decision of the Hearing Committee, the complainant has the right to file a written appeal to the School Board, Form 5266(3), on or before the 10th calendar day following the receipt of the decision from the Hearing Committee. The School Board shall schedule a hearing to commence on or before the 20th calendar day following the filing of the written appeal to the Board. The School Board shall render a written decision and shall provide a copy to all parties involved on or before the 10th calendar day following the termination of the hearing.

5.4.1 If the complainant wishes to appeal the decision of the School Board, the complainant may appeal the Board's decision to the Superintendent of Public Instruction in the manner prescribed by WAC 392-190-075, if the complaint pertains to sexual harassment.

**6.0 OTHER REASONS FOR INVESTIGATION.** If there is no complainant, but District supervisory employees have reason to believe that inappropriate behavior of a discriminatory or harassing nature involving employees, volunteers, and/or students may have occurred, the matter shall be investigated and dealt with through the appropriate District investigative and disciplinary processes according to this policy.

**6.2 WHEN COMPLAINT HELD IN ABEYANCE.** Under WAC 392-190-081, a discrimination complaint made to a school district or an appeal to the school board or OSPI will be held in abeyance during the pendency of any proceeding in State or Federal court or before a local, state, or federal agency in which the same claims are at issue under any law.

---

Adopted or Revised under Policy Governance - 12/17/10; 10/11/11; 3/13/12; 6/12/12; 5/14/13

Formerly Procedure - 5266P; Adopted: or Previously Revised - 3/11/03