

Snohomish School District

1601 Avenue D, Snohomish, WA 98290
Phone: 360-563-7300 Fax: 360-563-7373

Dear Volunteer Applicant:

Thank you for your interest in the Snohomish School District and our schools. 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. Successful schools work in partnership.

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 to a child.

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 secretary at least one week prior to the activity/field trip. This will allow time for proper processing. For further information, please speak with your building secretary.

We thank you for your willingness to share your time and talents with students.

Thank you,

Snohomish School District

<p>A copy of your current driver's license is required. Without it, the application is not complete.</p>
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Volunteer Application Procedures

What is in the Volunteer Packet?

- Volunteer Application Form
- Washington State Patrol Request For Criminal History Form
- Applicant Disclosure Form (as required by law)
- Snohomish School District Confidentiality and Discrimination Statement
- Snohomish School District Harassment, Intimidation and Bullying Policy 3207
- Snohomish School District Volunteer Procedure 5430P
- Snohomish School District Sexual Harassment Policy 8700 and Procedures 8700P
- Volunteer Coach Form (Volunteer Coaches ONLY)
- OSPI Character and Fitness Supplement (Volunteer Coaches ONLY)

Who must complete a Volunteer Packet?

- **ALL VOLUNTEERS** with the exception of visitors. A “visitor” is defined as someone on-site for a specific short period of time for a specific purpose. A “volunteer” is a classroom helper, office assistant, field trip chaperone, event helper, etc.
- **Parent Club Officers and Members**
- **Volunteer Coaches** must complete the Volunteer Coach Packet AND meet Washington Interscholastic Activities Association (WIAA) standards.

Who processes the packet information?

- A school secretary will verify the volunteer’s name and birth date by taking a copy of their driver’s license.
- The secretary will complete the Washington State Patrol background check and maintain a current database of volunteers at the school.
- If the WSP background check indicates a concern about your past, the school principal will then 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, the application will be forwarded to the Assistant Superintendent.

Additional Information:

- All volunteers and visitors must:
 - Sign in and out at their school/site location.
 - Wear identification badges during their volunteer/visitor 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 Criminal History background check is valid for two years from the approval date.
- 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 services at multiple schools or sites.

**PLEASE RETURN YOUR COMPLETED VOLUNTEER APPLICATION TO THE BUILDING SECRETARY AT LEAST ONE WEEK PRIOR TO AN ACTIVITY/FIELD TRIP.
THANK YOU FOR YOUR COOPERATION.**



Snohomish School District #201
 1601 Avenue D
 Snohomish, WA 98290

New App
 Renewal

VOLUNTEER APPLICATION FORM

First Name	MI	Last Name	Previous Name(s)
Address			Home Phone
City	State	ZIP	Work/Cell Phone
email address			

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

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

Emergency Contact: _____ Phone: _____

Personal Physician: _____ Phone: _____

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

Bilingual: Yes No Languages: _____

Current Employer and Position: _____

Character Reference: _____ 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:

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

<p>(A) REQUESTING AGENCY/ADDRESS SNOHOMISH SCHOOL DISTRICT Agency _____ Attn _____ 1601 AVENUE D Address _____ SNOHOMISH, WA 98290 City/State/Zip _____</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p>_____ Authorized Signature Date _____</p> <p>_____ Title () Area Code/Phone Number _____</p>	<p>(B) PURPOSE Check appropriate box</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$17</p> <p><input type="checkbox"/> Adoptive Parent - \$17</p> <p><input type="checkbox"/> Receive results electronically</p> <p>Email address _____</p> <p>Password _____ (must be at least 8 characters)</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request. There is an additional \$5.00 processing fee per notary seal.</p> <p>_____ Notarized Letter(s)</p>
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(C) APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

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

(D) WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

Requesting Agency _____

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

WSP Use Only

Applicant Right Thumb Print (Optional)

MAIL COMPLETED FORM TO:

~~WASHINGTON STATE PATROL
IDENTIFICATION AND CRIMINAL HISTORY SECTION
PO BOX 42633
OLYMPIA WA 98504-2633~~

FOR FURTHER INFORMATION, CONTACT THE WASHINGTON STATE PATROL AT:

PHONE: (360) 534-2000

E-MAIL: watch.help@wsp.wa.gov

WSP WEB SITE: <http://www.wsp.wa.gov>

Washington State conviction criminal history record information is available on the Internet using WATCH (Washington Access to Criminal History). You may use an account established by mail or conduct a search using a credit card (Discover, American Express, Visa, or MasterCard).

An account application can be printed by accessing WATCH "HELP" files on the Internet.

A \$10 fee is charged for each name and date of birth search, regardless of the outcome.

WATCH WEB SITE: <https://watch.wsp.wa.gov>

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES

Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses, organizations, or individuals. Other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

1. *Searches can be conducted only on prospective employees, volunteers, or adoptive parents.*

Background checks can be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment or engagement decisions only.

Background checks on current employees or volunteers should be done through the Criminal Records Privacy Act, RCW 10.97

2. *Applicants must be notified an inquiry may be made.*

A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.

3. *A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.*

A business or organization shall require each applicant to disclose whether the applicant has been:

- (a) convicted of any crime;
- (b) had findings made against him or her in any civil adjudicative proceeding;
- (c) has both a conviction and findings made against him or her.

4. *Applicants must be notified of the response.*

The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

NOTE: The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. Positive identification or non-identification can only be effected upon receipt of fingerprints.

Snohomish School District #201

**VOLUNTEER CONFIDENTIALITY
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, 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.
- ✓ 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.

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 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 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 or mental or physical disability), or other distinguishing characteristics, when the intentional 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.

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, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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.

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. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 8700, Sexual Harassment.

Legal Reference: Chapter 207

Laws of 2002

Adopted: June 25, 2003

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

As a first step, if not unduly intimidated, the complainant is encouraged to directly inform any alleged harasser that the behavior is offensive, unwanted, and must stop.

A student, staff member, or volunteer who believes that he/she has been subjected to sexual harassment should report the alleged harassment to one of the following: the building principal; his/her supervisor, the human resource executive director, or the district superintendent. 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. The student, staff member, or volunteer may consult with one of the above without filing a formal complaint. As a result of this informal conference, the district will begin action to resolve the alleged harassment on an informal basis.

Informal remedies include 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; 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 a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

The principal/supervisor, director of human resource services, or superintendent shall inform the complainant of the steps taken to stop the sexual harassment. If the complaint can be resolved at the informal level, the process is concluded. If the complaint cannot be resolved informally, the grievance procedures as outlined in Section I.B. below shall be followed.

B. Level One - Formal Complaint

Anyone 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 shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. 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 during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or

her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

1. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
2. 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.
3. The human resource services executive director or Title IX officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge.
4. When the investigation is completed, the compliance officer shall 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 shall take further action on the report.
5. The superintendent shall respond in writing to the complainant and the accused within thirty (30) days stating:
 - a. that the district does not have adequate evidence to conclude that harassment occurred;
 - b. that the district denies the allegations contained in the written complaint received by the district;
 - c. that the district intends to take corrective actions;
 - d. that the district shall implement reasonable measures to eliminate any such act, conditions, or circumstance; and/or
 - e. that the investigation is incomplete to date and will be continuing.
6. Corrective measures deemed necessary shall be instituted as quickly as possible, but in no event more than thirty (30) 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.

C. Level Two - Appeal to the Board of Directors

If a complaint remains aggrieved as a result of the action or inaction of the superintendent, he/she may file a written notice of appeal with the secretary of the board by the 10th calendar day following:

1. the date upon which the complainant received the superintendent's response, or
2. expiration of the 30th calendar day response period stated in Level One, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony that they deem relevant and material. The board shall render a written decision by the 10th calendar day following termination of the hearing and shall provide a copy to all parties involved.

D. Level Three - Appeal to the Superintendent of Public Instruction

In the event a complainant charging sexual harassment remains aggrieved with the decision of the board of directors, the complainant may appeal the board's decision to the Superintendent of Public Instruction. A notice of appeal must be received by the superintendent following the date upon which the complainant received written notice of the board of directors' decision. The notice of appeal should contain:

1. a concise statement of the original complainant and the portions of the board of directors' decision which is appealed.
2. the suggested recommendations for resolution or remediation of the alleged complaint set forth in the original statement of complaint.

E. 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 office of the human resource services executive director.

F. Confidentiality

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

G. 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.

H. 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.

II. Sanctions

- A. A substantial charge against a staff member in the school district shall subject such staff member to disciplinary action, up to and including the possibility of discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

III. 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.

IV. Orientation Process

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.

V. Report to Board

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes.

The superintendent shall consider adopting changes to this procedure if recommended by the committee.

Adoption Date: April 26, 1995
Revised: December 11, 1996