

Volunteer Registration Form

Name: _____
Last First Middle

Home Address: _____

Work Address: _____

Telephone: _____

Emergency Contact: _____

School at which you are volunteering: _____

Area in which you will be volunteering: _____

If your children attend this school, please list full names: _____

Request for Criminal History Information
Child/Adult Abuse Information Act, RCW 43.43.830 – 43.43.845

This section must be completely filled out prior to volunteering in Shelton School District. There is no cost to the volunteer for the request for criminal history.

Applicant's Name: _____
First Last Middle

Alias/Maiden Name: _____

Date of Birth: _____ **Sex:** _____ **Race:** _____

Driver's License Number/State: _____

Signature: _____ **Date:** _____

-- Office Use Only --

Date Rec'd _____ **Date Checked:** _____ **Initials:** _____

Status of Check: _____

Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Linda Arnold, Executive Director of Human Resources; 700 S.1st Street; Shelton, WA 98584; 360- 426-1687; larnold@sheltonschools.org. Complaint procedures can be found on the District's website by clicking on the left hand side of the page. www.sheltonschools.org

VOLUNTEER DISCLOSURE STATEMENT

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CRIMINAL HISTORY DISCLOSURE

1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.) No Yes **If yes, attach an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from volunteering in the District.**
2. Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) No Yes **If yes, attach an explanation of the nature of the crime, place, date, and court. A conviction record will not necessarily bar you from volunteering in the District.**
3. **(A) CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (See above for definition of "convicted".)**

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

(B) CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

VOLUNTEER DISCLOSURE STATEMENT

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

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

ANSWER: NO YES IF YES, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER.

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

ANSWER: NO YES IF YES, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER.

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

ANSWER: NO YES IF YES, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER.

7. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?

ANSWER: NO YES IF YES, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER.

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

ANSWER: NO YES IF YES, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER.

9. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 8 above? ANSWER: NO YES

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

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

Applicant Print Name: _____

Applicant Signature: _____

Date _____



Bullying

Bullying is the:

Threat or act of physical, verbal or emotional abuse so severe, persistent or pervasive that it interferes with a student's education, creates an intimidating or threatening environment or materially disrupts the orderly operation of the school.

Bullying is a growing phenomena that is destructive to students and to the learning environment.

All school district staff are required to intervene orally or with reasonable physical force if they see bullying.

Know your District policy.

The policy is located on the website at:
www.sheltonschoools.org/Board
Click on policies and go to No. 3207

The District's Compliance Officer is:
Karen DeWitt
700 S. 1st Street, Shelton, WA
360-426-1687
kdewitt@sheltonschoools.org

Key Points for Staff Members:

- All staff shall intervene when witnessing or receiving reports of Harassment, Intimidation, or Bullying (HIB).
- Any student who believes he/she has been the target of HIB, or anyone who observes or receives information about HIB, may report incidents verbally or in writing to any staff member.
- All staff are responsible for receiving oral and written reports.
- If the staff member can resolve the issue immediately, the incident may require no further action.

Reports:

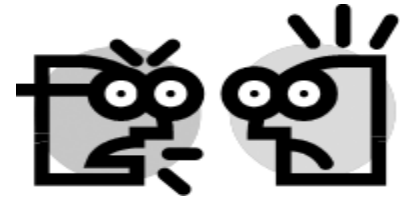
- If unresolved, all reports of HIB (made verbally or in writing) will be recorded on a district Incident Reporting Form and submitted to the principal or designee.
- All reports of unresolved HIB will be investigated with reasonable promptness.

Forms are located at each building or department offices.

What to look for:

Harassment, Intimidation and Bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical or electronically transmitted gestures or images.

Adult to Adult Bullying



Bullying Examples:

- Repeated use of insults
- Verbal threats & humiliation
- Undermining work performance
- Assigning impossible tasks
- Assigning trivial tasks
- Taking credit for another's work
- Constant undervaluing
- Non-productive criticism

Adult-to-adult bullying is repeated hurtful or hostile actions intended to mistreat or control another and decrease a person's self-worth.

Bullying takes an emotional toll on the employee and impacts the employee's ability to work effectively. Notify a supervisor when you observe behaviors that could be bullying.

Know your District policy. Some policies on bullying apply to staff-student relations as well as student-student and adult to adult. A civility policy may also address adult bullying.