

**Volunteer and Substitute Information Form**

**Entiat School District #127  
2650 Entiat Way Entiat, WA 98822  
(509) 784-1800**

Thank you for your interest in volunteering and/or working as a substitute in the Entiat School District. Our volunteers and substitutes are vital contributors to our students' educations. All volunteers and substitutes must complete a Disclosure Form (see reverse) and receive clearance through the Washington Access to Criminal History (WATCH). This clearance is necessary to protect the safety of our students and staff, and is done in accordance with school board policy.

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Preferred Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Please check all that apply:

I would like to substitute for the following classified positions (check all that apply):

Paraeducator    Secretary    Custodial    Food Service    Library

I am volunteering for a specific event/teacher (please specify): \_\_\_\_\_

I am interested in volunteering in the following areas/age groups: (check all that apply):

Pre-K/Kinder    1<sup>st</sup>-3<sup>rd</sup> Grade    4<sup>th</sup>-5<sup>th</sup> Grade    MS    HS

Reading    Music Programs    Special Events    Office    Other: \_\_\_\_\_

Do you have children/grandchildren attending Entiat School District?  Yes     No

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

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

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

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

Please complete the Volunteer/Substitute Disclosure Form on the back of this page. The questions are pursuant to RCW 43.43.830 – Child and Adult Information Act. All questions must be answered and the form must contain your signature. You will be notified if the criminal history search results in a record of criminal activity. If the search produces “NO RECORD,” you will not be notified.

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
By \_\_\_\_\_  
Date \_\_\_\_\_

**Entiat School District #127**  
**Volunteer and Substitute Disclosure Form**

**Section I – Personal Information**

Name: \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ How long have you lived in Washington State? \_\_\_\_\_

Please list all former names by which you are known \_\_\_\_\_

Please list one personal reference (non-relative) \_\_\_\_\_  
Name Phone

**Section II – Criminal History**

- \_\_\_ Yes \_\_\_ No 1. Have you ever been convicted of any crime against children or other persons?
- \_\_\_ Yes \_\_\_ No 2. Have you ever been convicted of any crime? (For the purpose of this question, “convicted” includes (1) all instances in which a plea of guilty or no contest is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred.
- \_\_\_ Yes \_\_\_ No 3. Have you ever been convicted of a crime relating to sexual abuse, exploitation, or physical abuse?

**Section III – Crimes Relating to Drugs and Financial Exploitation**

- \_\_\_ Yes \_\_\_ No 1. Have you ever been convicted of a crime involving the manufacture of, delivery of, or possession with an intent to manufacture or deliver, a controlled substance?
- \_\_\_ Yes \_\_\_ No 2. Have you ever been convicted of a crime relating to financial exploitation including a conviction for first, second, or third degree extortion; first, second, or third degree theft; robbery; forgery?

**If you answered “yes” to any questions in sections II or III please attach a supplemental sheet with a short explanation.**

**Harassment Policy**

I have read and understand Policy 3205: Sexual Harassment of Students Prohibited. Policy can be found on Entiat School website under *Information / School Board Info. Policies & Procedures / Policy Series 3000-Students.*

\_\_\_\_\_  
Signature Date

**Declaration**

I \_\_\_\_\_ certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this form is true and correct.

**I understand I must answer the questions on this form truthfully and completely. Any falsification or deliberate misrepresentation, including omission of the material fact and/or incompleteness of this form can be grounds for denial of a volunteer or classified substitute assignment.**

\_\_\_\_\_  
Signature Date

## **Sexual Harassment of Students Prohibited**

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students 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 or school training held elsewhere.

### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, 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 students by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in academic or other school-related decisions affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

### **Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and 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 the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects. 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. The district will take these steps every time a complaint alleging sexual harassment comes 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. 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 ongoing 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 students, staff or other 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 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 timelines 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 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 or Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents, will not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

### **Notice and Training**

The superintendent will 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 and procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, 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 reproduced in each student, 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, students, volunteers and parents in the review process.

Cross References: Policy 3207 Prohibition of Harassment, Intimidation and Bullying  
3210 Nondiscrimination  
3211 Transgender Students  
3240 Student Conduct, Expectations, and Reasonable Sanctions  
3241 Child Abuse, Neglect and Exploitation Prevention  
5010 Nondiscrimination and Affirmative Action  
5011 Sexual Harassment of District Employees Prohibited  
5281 Disciplinary Action and Discharge

Legal References: RCW 28A.640.020 Regulations, guidelines to eliminate discrimination —  
Scope—Sexual Harassment of District Employees  
Prohibited  
WAC 392-190-058 Sexual harassment  
20 U.S.C. §§ 1681-1688  
20 U.S.C. § 7926

Management Resources: 2019 – March Issue  
2015 – July Policy Alert  
2014 – December Issue  
2010 – October Issue

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**Entiat School District 127**