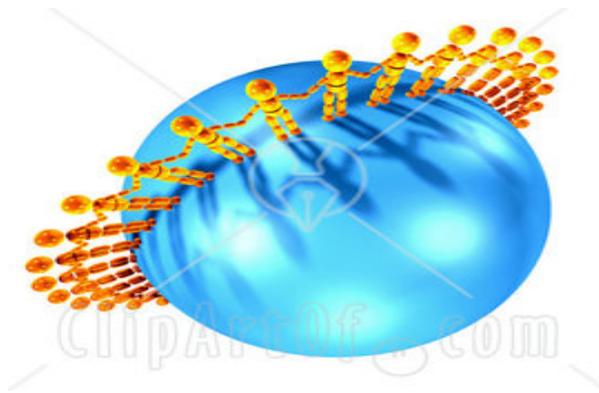


# School Volunteers

## Make a Difference

- What are the benefits of being involved at school?
- How can you become a volunteer?
- Volunteer application

*Volunteers are not  
paid:  
Not because they are  
worthless but  
because they are  
priceless!*



Updated: 11-1-14

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# Lakewood School District #306

*Mailing Address*

P.O. Box 220  
N. Lakewood, WA 98259

*Administration Office*

Phone: 360-652-4500  
Fax: 360-652-4502

*Business Office/HR*

Phone: 360-654-2033  
Fax: 360-652-4509

*Operations Office*

Phone: 360-652-4503  
Fax: 360-652-4528

*"In Partnership for Quality Education"*

Welcome to the Lakewood School District. It takes an exceptional person to give their time and energy to help make our schools stronger. As a volunteer you have the opportunity to touch the lives of children which can be challenging and rewarding at the same time.

The Lakewood School District is a small district with approximately 2300 students. It consists of three elementary schools, Lakewood Elementary, English Crossing Elementary, and Cougar Creek Elementary. We also have one middle school and one high school, Lakewood Middle and Lakewood High School.

Please take a few minutes to review the information provided in this packet. We have included some very important information including guidelines to help you as a volunteer and mandatory paperwork that is required before you start to volunteer in the Lakewood School District.

In an effort to provide secure schools for our students we require all volunteers to wear an identification badge on school property. Our students have been instructed to not approach an adult who is not wearing an identification badge. Individuals not wearing identification will be asked to return to the office.

Our mission statement for the Lakewood School District is "in partnership with students, staff, parents and the community provides a quality education in safe, positive, efficiently managed schools where students are empowered to become life-long learners and productive responsible citizens."

Thank you for your willingness to work with Lakewood students. Together we can help students achieve!

## **We appreciate all you do for our students!**

# The Benefits of Volunteering

As a volunteer, not only do you help improve student achievement you'll gain a first-hand understanding of your child's daily activities and gain some insight into the trends and fads of school life. Both will help you communicate with your child as he or she grows and changes all without intruding on your child's privacy or personal space.

Volunteering is a great way to show Your child that you take an interest in their education and it sends a positive message that you consider school a worthwhile cause. Whether your child is just starting kindergarten or in his or her final year of high school, there are many good reasons and opportunities for you to volunteer at school.

Research shows that students with involved parents are most likely to:

- \* earn higher grades and test scores.
- \* pass their classes, earn credits and be promoted to the next grade level.
- \* attend school more regularly and be more likely to complete homework.
- \* have better social skills, a more positive attitude, show good behavior and adapt well to school.
- \* graduate and enroll in education beyond high school.

# Qualities of a good Volunteer

## **APPEARANCE:**

You should dress according to the school dress code. Always remember you are setting an example for the students.

## **CONFIDENTIALITY:**

Do not discuss matters of information concerning students and staff with anyone outside of the classroom or with anyone other than designated school staff.

## **DEPENDABILITY:**

You should be responsible for your times and should notify the school staff if you are unable to meet your commitment.

## **IMPARTIALITY:**

Do not give your child special treatment or extra attention when you are volunteering at school. Follow your child's cues about how much interaction he or she feels comfortable with. If your child is not comfortable with your presence at school, consider a behind-the-scenes role.

## **RESPECT FOR AUTHORITY:**

Please show respect for the authority of school staff members and school administrators.

## **DISCIPLINE:**

Seek a staff member if you witness actions that should be addressed. Do not take it upon yourself to correct a student.

## **NEUTRALITY:**

As a volunteer you are acting on behalf of the school district. You must comply with the District's legal duties to be neutral on matters of religion and not to promote religious or political viewpoints in interacting with students in the course of your volunteer assignment. If your volunteer assignment involves conversations with students, your obligation of neutrality requires you to refrain from initiating discussions of such subjects. If students initiate discussion on such matters, you are not prohibited from responding about your own beliefs, but you may not use such interactions to promote your personal views.

## VOLUNTEER INFORMATION

The Lakewood School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Please read the information below so you will better understand what your responsibilities will and will not include.

Volunteers shall:

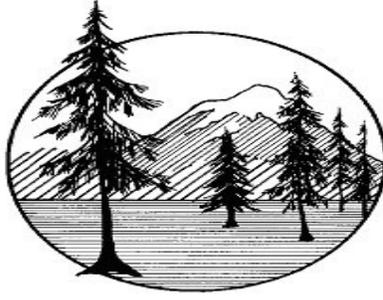
1. Set a good example of positive citizenship and affirming behaviors.
2. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Volunteers are assisting school personnel and not supplanting regular educational work of school personnel.
3. Refrain from discussing the performance or actions of a student except with appropriate school personnel such as the student's teacher, counselor, coach or administrator.
4. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
5. Receive such information as:
  - a. general job responsibilities and limitations
  - b. information about building facilities, routines and procedures
  - c. work schedule and place of work
  - d. expected relationship to the regular staff
6. Be provided appropriate volunteer training at the building level, consistent with their tasks and existing district standards.
7. Respect and not divulge confidential information to which you may come in contact within the classroom or building.

Examples of suggested duties for volunteers may include:

- a. preparation of classroom displays
- b. preparation of materials for art, science, math, etc.
- c. light clerical duties
- d. clean-up activities
- e. library related duties
- f. instructional activities appropriate to the volunteer's training and to classroom needs such as monitoring assignments, listening to oral reading, etc.
- g. vision and hearing screening
- h. school activities supervision
- i. assisting in athletics under the supervision of head coach

Volunteers may have their services denied or terminated for the following or other reasons:

- a. failure to satisfactorily pass required Washington State Patrol and/or other safety clearance procedures
- b. program and/or duties completed
- c. replacement by paid staff member
- d. circumstances, which in the judgment of the administration, may necessitate asking the volunteer to terminate services



Lakewood School District #306

# BOARD

# POLICIES

LAKWOOD SCHOOL DISTRICT #306  
BOARD POLICY #2340

## Religious-Related Activities and Practices

The board recognizes that views and opinions regarding the relationship of the schools and religion are diverse. While community opinions are important in shaping policy, the board must give primary credence to the United States and Washington State constitutions, state law and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious-related activities and practices. The board further accepts the declaration of the State Board of Education that “all students . . . possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence.” To this end, the board establishes the following guidelines to preserve the constitutional rights of all students:

- A. Instruction about religious matters and/or using religious materials will be conducted in an objective, neutral, non-devotional manner and will serve a secular educational purpose. History, sociology, literature, the arts and other disciplines taught in school may have a religious dimension. Study of these disciplines, including the religious dimension, will give neither preferential nor disparaging treatment to any single religion or to religion in general and must not be introduced or utilized for devotional purposes.

Criteria used to guide academic inquiry in the study of religion will seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. Instructional activities should meet the three-part test established and used by the U.S. Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not excessively involve the school in religion. This constitutional restriction does not preclude a student from expressing his/her views relative to belief or non-belief about a religious-related issue in compositions, reports, music, art, debate and classroom discussion, when consistent with the assignment.

All religious-related instructional materials and/or activities must relate to a secular student learning goals or standards.

Staff will avoid assigning work that emphasizes the religious aspects of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events or symbols as a vehicle for artistic expression, if consistent with the assignment. State law prohibits staff from requiring that students reveal, analyze or critique their religious beliefs, from grading academic work on its religious expression if any, from censoring or imposing consequences on students who engage in religious expression in accordance with the law, or from imposing the religious beliefs of the staff member on students.

- B. A student may decline to participate in a school activity that is contrary to his/her religious convictions.
- C. If noncurriculum-related student groups are permitted to meet on school premises immediately before or after school hours, students will be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student-initiated and student-managed in compliance with Board Policy 2153, Non-curriculum Related Student Groups.

- D. Religious groups may rent school facilities under the policy providing for facilities rental. Activities of such groups will be clearly separated from school sponsored activities so that the school district does not support or appear to support the establishment of religion.
- E. A student may distribute religious literature under the same conditions that other literature may be distributed on the campus provided that such distribution does not intrude on the operation of the school.
- F. Material and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.
- G. Religious services, programs or assemblies will not be conducted in school facilities during school hours or in connection with any school sponsored or school related activity. Speakers and/or programs that convey a religious or devotional message are prohibited. This restriction does not preclude the presentation of choral or musical assemblies which may use religious music or literature as a part of the program or assembly.
- H. Musical, artistic and dramatic presentations which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They will be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a nonreligious nature. Since a variety of activities is included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs will not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays and other dramatic activities will not be used to convey religious messages. Religious symbols such as nativity scenes, if used, will be displayed in conjunction with a variety of secular holiday symbols so that the total presentation emphasizes the cultural rather than religious significance of the holiday.
- I. A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day provided the activity is not conducted on school property. (Credit will not be granted for such instruction.)
- J. Upon receipt of a parent(s) request, a student will be excused from attending school in observance of a religious holiday.
- K. Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.
- L. As a matter of individual liberty, a student may of his/her own volition engage in private, non-disruptive prayer at any time not in conflict with learning activities School staff will neither encourage, nor discourage a student from engaging in non-disruptive oral or silent prayer or any other form of devotional activity.

Commencement exercises will be free from sectarian influence, including invocations and benedictions.

There will be no school sponsorship of baccalaureate services. Interested parents and students may plan and organize baccalaureate exercises provided that the service is not promoted through the school and staff, and student participation is voluntary.

Students, parents and staff who are aggrieved by practices or activities conducted in the school or district may register their concern with the building principal or district superintendent.

Cross References:	Board Policy 2153 Board Policy 3122 Board Policy 3220 Board Policy 3223 Board Policy 3224 Board Policy 4220 Board Policy 4235 Board Policy 4237 Board Policy 4260	Noncurriculum-related Student Groups Excused and Unexcused Absences Freedom of Expression Freedom of Assembly Student Dress Complaints Concerning Staff or Program Public Performances Contests, Advertising and Promotions Use of School Facilities
Legal References:	U.S. Constitution Wash. Constitution Wash. Constitution  RCW 28A.600.025  WAC 392-400-227	First Amendment, Fourteenth Amendment Art. I, § 11 Art. 9, Sec. 4 and Art. 26  Students' rights of religious expression — Duty of superintendent of public instruction to inform school districts School district rules defining students' religious rights

Adoption Date: 12-7-11  
Lakewood School District  
Revised:

LAKWOOD SCHOOL DISTRICT #306  
BOARD POLICY #3207

## **Prohibition of Harassment, Intimidation and Bullying**

The Lakewood School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

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

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

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

### **Training**

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

### **Prevention**

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

## Interventions

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

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

## Retaliation/False Allegations

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

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

## Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 3200	Student Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Actions or Punishment
	Policy 6590	Sexual Harassment

Legal Reference:	RCW 28A.300.285	Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee
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Management Resources:	<i>Policy News</i> , December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
	<i>Policy News</i> , April 2002	Legislature Passes and Anti-Bullying Bill

**Adoption Date: 06.04.03**  
**Lakewood School District**  
**Revised: 02.28.11; 05.04.11; 2-15-12; 12-2013**

LAKWOOD SCHOOL DISTRICT #306  
BOARD POLICY #3421

**Child Abuse, Neglect and Exploitation Prevention**

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" will mean:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function;
- B. Creating a substantial risk of physical harm to a child's bodily functioning;
- C. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes;
- D. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering;
- E. Assaulting or criminally mistreating a child as defined by the criminal code;
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety;
- G. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child; or
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district will also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.

The superintendent and/or designee will develop reporting procedures, including sample indicators of abuse and neglect, and will disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

Classified and certified staff are legally responsible for reporting all suspected cases of child abuse and neglect. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee will report such abuse or misconduct to the appropriate school administrator. The administrator will report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

School staff will not make any student available for an investigative interview, with government officials, unless the child consents. If the child is under 12 years of age and the request is from law enforcement officials, the law enforcement official must obtain parental consent, a court order, a warrant, or stipulate the existence of exigent circumstances.

Cross References:	Board Policy 4310	Relations with the Law Enforcement, Child Protective Agencies, and the County Health Department
Legal References:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school as evidence to neglect petition
	26.44.020	Child abuse — Definitions
	26.44.030	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process
	28A.320.160	Alleged sexual misconduct by school employee — Parental notification — Information on public records act
	28A.400.317	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
	28A.620.010	Community education provisions — Purposes
	28A.620.020	Community education provisions — Restrictions Classes on parenting skills and child abuse prevention encouraged
	43.43.830	Background checks — Access to children or vulnerable persons
	WAC 388-15-009	What is child abuse or neglect?
	AGO 1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

Management Resources:

*Policy News*, April 2010

*Policy News*, February 2007

*Policy News*, June 1999

Child Abuse Interviews at Schools

Physical Abuse and Sexual Misconduct Notice  
Requirements

23% of districts out-of-compliance on child  
abuse policies

LAKWOOD SCHOOL DISTRICT #306  
BOARD POLICY #4000

## Public Information Program

The district will strive to maintain effective two-way communication channels with the public. Such channels will enable the board and staff to interpret the school's performance and needs to the community and provide a means for citizens to express their needs and expectations to the board and staff.

The superintendent will establish and maintain a communication process within the school system and between it and the community. Such a public information program will provide for a district annual report, news releases at appropriate times, news media coverage of district programs and events, and regular direct communication between individual schools and the community members they serve. The public information program will also assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. At times, board meetings may be scheduled at neighborhood schools. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion.

The board is a nonpartisan public body and as such will not endorse political candidates. Neither staff nor students will be asked to disseminate campaign materials from the schools nor will any of the district's facilities or communications services be used to disseminate such material.

The superintendent will identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines will address such matters as authority for making releases and the nature and content of bulletins to parents.

### **Staff Communications with the Public**

Staff share the responsibility for communicating and interpreting the district mission, its policies, programs, goals and objectives to members of the community. Staff will perform their services and functions to the best of their ability and communicate with members of the community, parents, students and other staff in a sincere, courteous and considerate manner. Staff will strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of the district.

Confidential information about students or other staff will be released only as permitted by statute and district policies and procedures.

### **Collection Of Disciplinary Data**

The district will collect data on student disciplinary actions taken in each school, and the information will be available to the public on request. This information may not be personally identifiable, and will not include a student's name, address or social security number.

## **District Annual Report**

An annual report addressing the activities of the school district and the administration's recommendations for improvement of student learning and district operations will be prepared by the superintendent and presented to the board as soon as possible after the close of each school year. Upon board approval, the report will be made available to the public and used as one means for informing parents and community members, the Office of the Superintendent of Public Instruction, and other districts in the area, of the programs and conditions of the district's schools. The district is required to ensure awareness of and compliance with certain statutory requirements as specified in policy #2106 (Program Compliance). When the district is not in compliance, such deviations will be incorporated into the annual report.

Cross Reference: Board Policy 2106  
Board Policy 4020

Program Compliance  
Confidential Communications

Legal References: RCW 28A.150.230

Basic education act — District school  
directors' responsibilities

**Adoption Date: 11.01.00**  
**Lakewood School District**  
**Revised: 3-21-12**

# Lakewood School District



## Volunteer Application Process & Information

- ❖ Please read the Volunteer Information Packet  
(Includes general information, Board Policies, etc.)
  
- ❖ Complete the Volunteer Application
  - \* Disclosure Form
  - \* Washington State Patrol Criminal Background form  
(Complete “Section C” of the Washington State Patrol Criminal History Form. (State law mandates that all volunteers must be screened before they can work with our students.) You will need to present ID with a picture to verify the information requested on this form.)
  
- ❖ Return the completed packet to the building principal’s office
  
- ❖ All volunteers are required to sign in and out in the school office each visit and pick up your volunteer badge before going to the classroom. This will ensure campus safety while helping staff to recognize our school volunteers. Individuals not wearing identification will be asked to return to the office.
  
- ❖ If you have any questions, please call Valori Smith in the Human Resources Office at 360-654-2071.

08/23/2013

LAKEWOOD SCHOOL DISTRICT #306

P. O. Box 220  
North Lakewood, WA 98259

VOLUNTEER APPLICATION

Please complete this form and return it to the school office in which you wish to volunteer. Volunteer assignments will be made to the areas of greatest need and to make maximum use of your interests and skills.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last Name) (First Name)

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Bus. Phone \_\_\_\_\_

Students name (if applicable) \_\_\_\_\_

Volunteers are needed for the following areas: (Please check those that interest you.)

- Classroom: Assist classroom teacher
- Library: Assist librarian
- Clerical: Assist office staff
- Special Education: Assist special education teachers
- Supervisory: Assist in the supervision of students
- Screenings: Assist the nurse in doing health screenings
- Coaching
- Other: \_\_\_\_\_

Please check the times you are interested in volunteering.

- 1 day a week, 1 hour
- 2 days a week, 1 hour per day
- 3 days a week, 1 hour per day
- Other
- What time of day are you available? \_\_\_\_\_

Please choose the school(s) where you would like to volunteer.

- Lakewood Elementary School
- Cougar Creek Elementary School
- Lakewood High School
- English Crossing Elementary School
- Lakewood Middle School

Please describe the type of volunteer work in which you would like to be involved:

\_\_\_\_\_

Continue on back

Do you have previous experience working with children? \_\_\_\_\_

---

List two references other than school employees:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you had or do you presently have any injury or illness that may limit the type of work you can do? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain: \_\_\_\_\_

I have read and understand the enclosed materials including the rights and responsibilities of volunteers in the Lakewood School District.

**CONFIDENTIALITY STATEMENT:**

I, \_\_\_\_\_, do hereby declare that as a volunteer for the Lakewood School District, will hold any information imparted to me by said agency as confidential material and will not divulge that information to any other individual.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**LAKWOOD SCHOOL DISTRICT #306  
APPLICANT DISCLOSURE STATEMENT**

Pursuant to the requirements of RCW 43.43.834 and Washington Administrative Code 246-320-105, we must ask you to complete the following Disclosure Statement. This information will be kept confidential.

1. Have you ever been convicted of a crime?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If “yes”, please identify the offense(s), provide the date(s) of the conviction(s), the name of the court, (e.g. King County Superior Court) and the sentence(s) imposed.

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2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? Civil adjudicative proceeding includes judicial or administrative proceedings as well as finding by DSHS or the Department of Health that you have not administratively challenged or appealed.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If “yes” please identify the specific finding(s), which agency or court made it, the date(s) of the finding(s) and the penalty(ies) imposed.

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3. Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Are you presently under investigation for possible criminal charges?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If “yes”, please provide pertinent details to enable Lakewood School District to evaluate, including the charge(s), date(s), jurisdiction(s) and status.

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Continue on back

I hereby authorize and consent to Lakewood School District, its agents and employees, to inquire into and undertake whatever background check of me that Lakewood School District, in its sole discretion, deems appropriate to determine my fitness to serve as a volunteer. I understand that inquiry may include computer database searches, interviews with people acquainted with me, employers or references. I understand the information will be kept confidential to the extent permitted by law, but that Lakewood School District, as a public entity, is subject to the State Public Disclosure Act, RCW 42.17.250 and the exemptions provided there under, as amended. I release and hold harmless Lakewood School District, its agents and employees, and all references or other sources of information from any and all liability in obtaining or providing such information about me. I agree that if Lakewood School District determines, in its sole discretion, that I have provided false or incomplete information in response to the above questions, or the District decides, with or without cause, not to retain me as a volunteer for whatever reason, Lakewood School District may, without notice or other process, reject my application to serve as a volunteer.

Pursuant to RCW 9A.72.085. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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

Print Name: \_\_\_\_\_

Home Address \_\_\_\_\_

City/State Where Signed \_\_\_\_\_

# WASHINGTON STATE PATROL

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

ID CHECKED \_\_\_\_\_

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

**A REQUESTING AGENCY/ADDRESS**

Agency \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

**B PURPOSE**

ESD/School District Volunteer - no fee  
 Non-Profit Busn./Org. - no fee (Excluding Schools & ESD's)  
 Profit Business/Org. - \$10  
 Adoptive Parent - \$10

**Fees:**  
Make payable to **Washington State Patrol** by cashier's check, money order, or commercial business account.

**NO PERSONAL/CERTIFIED CHECKS ACCEPTED**

**C APPLICANT OF INQUIRY**

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

Alias/Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
Month/Day/Year

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

**D IDENTIFICATION DECLARING NO EVIDENCE  
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION**

(THIS PORTION MAILED BY REQUESTING AGENCY)  
As of this date, the applicant names below shows no evidence 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

Valid Two Years From Issue

Right Thumb Print (Optional)

## INSTRUCTIONS

**Please type or print clearly in ink**

**SECTION A:** Please type, stamp, or clearly print the address to which our response is to be mailed, and sign.

**SECTION B:** Check appropriate box indicating purpose of request.  
Child/Adult Abuse Information: Response limited to convictions of crimes against children or other persons, dependency proceedings, abuse of vulnerable adults, and DOL disciplinary board final decisions and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision. The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to a civil action for damages.

**SECTION C:** For our search purposes, please provide as much information as possible. **Name and date of birth are mandatory.**

**SECTION D:** Please type or clearly print Business/Organization requesting information, name and address of applicant of inquiry. A legible inked right thumb print is optional; however, if submitted, it will be used for positive verification. This portion will be returned to the applicant by the requesting agency.

**FEES:** **Make payable to Washington State Patrol by cashier's check, money order, or commercial business account. Personal/certified checks will not be accepted.**

**ADDITIONAL INFORMATION:** If submitting an applicant fingerprint card, this form is not required.

PLEASE MAIL ENTIRE 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 (360) 705-5100.**

This lower portion sent by Requesting Agency to the Applicant

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.