VOLUNTEERS

VOLUNTEER POSITIONS AND BACKGROUND CHECKS

Olympia School District (OSD) is committed to providing a safe and secure environment for its students, employees, volunteers and visitors. OSD will follow all applicable state, federal and local laws governing background screening in all respects.

For the purpose of this procedure, a volunteer is considered any non-student, non-school staff who may have regular, unsupervised access to students and who has an **assigned activity** at the school or school event. These individuals require a background check before they can interact with students in the classroom or at a school event, such as a field trip. Examples of volunteers who require a background check include: A field trip driver or chaperone; a parent or community member assisting in the classroom; a parent or community member assisting with a special project while students are present; and a community member who volunteers to assist a teacher with a special program such as music.

Visitors differ from volunteers. Visitors are visiting the school for a specific purpose for a limited amount of time and **do not have an assigned activity** at the school or school event. Visitors generally do not require background checks *unless they will have unsupervised access to students*. Examples of school visitors include: A parent/guardian attending a school assembly or concert; a parent/ guardian attending a parent-teacher conference; a parent attending a classroom birthday party with the teacher present; and a parent dropping something off to their child at school. ***Visitors are still required to sign in when visiting schools.***

Volunteer Duties and Requirements
- Volunteers shall serve in the capacity of helpers and not be assigned roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- Volunteers shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- Volunteers shall refer to a school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.

Volunteer Orientation
Volunteers shall receive information to assist them in understanding their role and helping students, such as:
- General responsibilities and limitations;
- Information from school staff about school facilities, routines and procedures;
- Schedule and place of work;
- Expected relationship to regular staff;
- Pertinent District policies, such as sexual harassment; harassment, intimidation and bullying; and drug free workplace.

Volunteer Application and Screening
Prospective volunteers who will volunteer in our schools or at school-sponsored activities will:
- Complete the District's volunteer application form each year. Volunteer Documents
- Complete and sign the District's "Code of Conduct for Volunteers" form each year.
- Complete and sign the District's "Confidentiality Statement for Volunteers" form each year.
- Be subject to a background check with the Washington State Patrol criminal identification system a minimum of every two years.

Release of Information
All candidates will be required to sign a release for the completion of a background check when being considered as a potential volunteer, including:
- Washington State Patrol background check

The background check may also include:
- Multi-state, multi-county background check through approved vendor (Including National Sex Offenders Registry)
- Motor Vehicle Report (if position requires driving students)

Notification to Applicants
Pursuant to RCW43.43.834(2)(a)-(c), OSD will inform each prospective volunteer that a background check is required. OSD will also ask each prospective volunteer if he or she has ever been convicted of a crime. Volunteer background checks will occur a minimum of every two years.

All volunteer announcements and website postings for volunteer positions should include notification that OSD will be conducting a background check.

Self-Disclosure at the Time of Application
OSD volunteers are required to self-disclose any history of criminal convictions or pending criminal charges at the time of application when the consent form is completed. Failure to disclose crimes on an application automatically disqualifies a candidate from volunteer opportunity. Any volunteer who wishes to challenge such a decision may appeal to the district's Human Resources Director.

Timing and Ordering of Background Check
A background check request is required for any individual who has an interest in a volunteer position. Volunteers are not permitted to be alone with students until the results of the WSP background check has been received, reviewed and they have been given clearance. The following time frame is anticipated for each type of check:

- WSP check: An official WSP "WATCH" verification report will be initiated. Upon successful completion with no findings of identified Barrier Crimes, Executive Director's designee will initiate the following process:
  - Volunteer will be notified of successful completion of application process. Results are generally available within 5-10 days

- Multi-state, multi-county background check including National Sex Offenders Registry through approved vendor: Upon successful completion with no findings of identified Barrier Crimes, Executive Director's designee will initiate the following process:
  - Volunteer will be notified of tentative completion of application process. Results are generally available within 72 hours.

Background Check Results
Once the criminal background check is completed, the Human Resources Director's designee will review the results collected by the vendor and proceed as follows:
- If no criminal records are found, they will inform the volunteer that the check has been successfully completed.
- If the check discloses a pending charge or conviction for a felony or misdemeanor, they will submit the report to the Human Resources Director for review. If any finding is categorized as a Barrier

Crime for OSD, the volunteer will be informed and the volunteer offer will be revoked. Any volunteer who wishes to challenge such a decision may appeal to the district's Human Resources Director or his/her designee. All other findings will be reviewed at the discretion of the Human Resources Director or their designee. See the Barrier Crimes section of this policy for a complete list.

Barrier Crimes
Barrier crimes as defined as:

A. Crimes against People
1. Murder and manslaughter
2. Malicious wounding
3. Abduction
4. Felony assault and bodily wounding
5. Robbery
6. Carjacking
7. Extortion
8. Sexual assault
9. Felony stalking
10. Any attempts or conspiracies to commit any of the aforesaid crimes.

B. Crimes against Property
1. Felony arson
2. Burglary
3. Any attempts or conspiracies to commit any of the aforesaid crimes.

C. Crimes Involving Health and Safety
1. Drive-by shooting
2. Use of a firearm in a crime of violence
3. Felonious discharge of firearms within or at occupied dwellings
4. Any attempts or conspiracies to commit any of the aforesaid crimes.

D. Crimes Involving Morals and Decency
1. Failing to secure medical attention for injured child
2. Pandering or soliciting prostitution
3. Crimes against nature involving children
4. Taking indecent liberties with children
5. Abuse or neglect of children
6. Obscenity offenses
7. Possession of child pornography or electronic facilitation of pornography
8. Incest
9. Abuse or neglect of incapacitated adults
10. Employing or permitting a minor to assist in an act constituting an obscenity offense
11. Abuse or neglect of animals
12. Any attempts or conspiracies to commit any of the aforesaid crimes.

E. Crimes against Minors
1. Any conviction for a crime involving sexual or physical misconduct with a child even if said crime is not listed above.

Other Crimes
Some convictions will be evaluated on a case-by-case basis by the Human Resources Director or his/her designee, including, but not limited to:
- Drug-Related Crimes: Convictions for drug-related crimes such as felony drug distribution or possession.
- Vehicular crimes: Convictions for vehicular-related crimes such as negligence, reckless endangerment or DUI.
- Financial or Business-Related Crimes: Convictions for business or financial-related crimes such as fraud or embezzlement.

Pending Charges
All pending charges for barrier crimes (except crimes against minors) and convictions for other crimes revealed through a background check shall be reviewed on a case-by-case basis to determine whether the individual poses a safety risk. An individual may ultimately be found ineligible if the previously pending charge results in a conviction. Any pending charges for crimes involving morals or decency in Section D (above) shall render the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.

Document Retention and Security
All background check records will be kept in a secure environment maintained by a designated staff member at OSD.

Confidentiality of Background Checks
Results of all background checks are confidential and will be treated as such, and discussed with restricted parties on a need-to-know basis only. OSD will maintain criminal background check records as confidential to the extent allowed by the law. All breaches of confidentiality will be met with the appropriate legal and/or disciplinary action.

Termination of Services
There may be circumstance when, in the judgment of the building and/or District administration, a volunteer's services no longer benefit the school or the volunteer, or the volunteer's services are no longer desired. In such cases, the volunteer will be informed of the need to terminate services and the reasons for termination.

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