

## **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 will 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.

### **Disclosures for Volunteers**

Prior to volunteering, the District will require the applicant to disclose whether he/she has been:

1. Convicted of any crime against persons, as defined in RCW 43.43.830;
2. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relation proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

### **Background Check for Volunteers**

All volunteers will undergo a name and birth date background check with the Washington State Patrol. A Washington State driver's license is required to run the background check. A fingerprint background check will be required for those who do not have a Washington State Driver's license.

### **Volunteer Denial – Appeal Process**

If a volunteer request has been denied, the requestor can appeal the decision. The decision should be complete in writing and provide to the Superintendent's office at 1601 Ave. D, Snohomish, WA 98290. The appeal must be received within ten (10) workdays of the principal's or designee's decision. The Superintendent or designee will review the findings from the

criminal background check and any extenuating circumstances provided in writing by the requestor. The Superintendent or designee may request an in-person meeting to discuss the situation with the requestor. After review of the facts in the situation, the Superintendent or designee will issue a decision within (20) workdays that will be considered final. The Superintendent will be responsible for developing and implementing procedures for the utilization of volunteers.

Legal References:     RCW 43.43.830-840   Washington State Patrol background checks  
                              WAC 446-20-285        Employment—Conviction Records

Classification:        Discretionary

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