

## COMMUNITY RELATIONS

### Contacts With Students: Volunteers

Kennewick School District recognizes and appreciates the essential work that volunteers perform for the school district. In order to complete an adequate background check on all volunteers, each volunteer will be required to provide their name, any aliases, social security number, driver's license number or Washington State Identification number, and complete a volunteer request sheet.

Volunteers must be able to satisfy the following basic requirements. Individuals will not be allowed to volunteer with the school district if they have been found to be in violation of one or more of the following offences:

1. Crimes Against Children as defined by RCW 9A.32, 9A.36, 9A.42, 9A.44, 9A.64.300, 9A.69, 9A.88, 43.43.830(5), Title 26 or to be found guilty under any of the aforementioned section of sexual abuse, exploitation, physical abuse, neglect, or sale of a child;
2. Any crime involving the use, sale, possession, or transportation of any controlled substance or prescription within the last seven years. *Provided*, That in the case of felony convictions, the applicable time limit shall be ten years; and
3. Criminal and/or immoral behavior may be grounds for ineligibility as a volunteer.

Individuals who volunteer as drivers must not have committed the following offenses, as verified through driver's abstracts:

1. Any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years;
2. Reckless Driving or other criminal traffic offenses within the last five (5) years; and
3. No more than (3) three moving violations within the last (3) three years.

Offenses will include findings of guilt, Order of continuance, deferment, guilty pleas, a stipulation of guilt, and a plea of nolo contendere.

Expectations for Volunteers:

1. All volunteers should check-in at the office upon their arrival at school.
2. Volunteers must follow the reasonable directions of the certificated staff in order that the educational purpose(s) are achieved in an efficient manner.
3. Confidentiality regarding all interactions observed or participated in must be maintained at all times.
4. Wear identification so other school staff recognize their purpose for being in the

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school.

5. Treat students, staff and parents with respect and courtesy at all times.
6. Report promptly to their duty station and not loiter about the school.
7. Bring concerns they cannot resolve with the certificated staff to the attention of the principal.
8. Follow all school board policies, rules and regulations and state laws pertaining to public schools.

Expectations for Volunteers who Drive Students:

1. The driver must possess a valid Washington State Driver's License
2. The driver must have on file with the Kennewick School District a current abstract from the Washington State Department of Motor Vehicles.
3. The driver must abide by all State of Washington laws; including following the authorized speed limit and requiring each passenger to be seat belted when the vehicle is moving.
4. "Student Travel Permission" forms must be obtained from parent(s)/guardian(s) of all students riding in the vehicle and driven by an adult supervisor. (F-1 2320)
5. The driver must accept responsibility for passengers to and from the activity. The driver is also responsible for the passengers at the activity, except when under the supervision of the advisor, teacher, or coach.
6. Upon returning from any trip, the driver is responsible to ensure that the passengers are taken home or released to a parent(s), guardian(s) or school supervisor.

Appeal Process:

The principal or school authority shall meet with the volunteer as soon as reasonably possible following the prospective volunteer's denial of participation. This meeting shall be informal. If after this meeting the principal concludes that the prospective volunteer is not eligible to volunteer, the prospective volunteer may appeal this to the next level.

The superintendent or his designee shall review the matter. If there is good and sufficient reason to believe that the volunteer's criminal history does not meet the district's standards, then the superintendent or designee may continue the ineligibility of the prospective volunteer.

The final step in this process is to be before the Kennewick School District School Board. The School Board will decide, based on the evidence before it, whether or not the prospective volunteer meets the minimum qualifications for a volunteer. The decision of the school board shall be final.

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Legal References:            [RCW §9A.36](#)  
   [43.43.830](#)  
   [13.34.040](#)  
   [10.97.030](#)  
   [9A.32](#)  
   [9A.42](#)  
   [9A.44](#)  
   [9A.64.300](#)  
   [9A.68](#)  
   [9A.88](#)  
   [26.44.020](#)

Adopted:            October 13, 1999