



## **Contractor CCA/WATCH Packet**

*To be completed by each individual working under an SVSD Contractor Service Agreement*

**Company Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Email:** \_\_\_\_\_

No outside agency will be allowed to work with SVSD students/staff prior to this information being submitted.

**Forms** Please review, complete, and sign the attached forms.

**Contractor Confidentiality Agreement**

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**W.A.T.C.H. Record Check**

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Contact SVSD Business Office at [invoices@svsd410.org](mailto:invoices@svsd410.org) with any questions.

## Contractor Confidentiality Agreement

Check one:  Independent Contractor       Worker Provided by Contractor

Name (print): \_\_\_\_\_

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

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as an employee or contractor, there may be times when this information is heard. Our staff will make every effort to prevent this from happening; however, as an employee or contractor you must agree that if you do hear information about a student, staff member or family you will not repeat this information. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, two laws govern special education confidentiality, FERPA (Family Education Rights and Privacy Act) and IDEIA (Individuals with Disabilities Education Improvement Act). Both bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of the laws. An employee or contractor should not discuss a child's disability with any individual. The employee or contractor should not use any written or verbal statements outside of the school that would divulge the child's disability or student record. In essence, only those who work directly with the student are considered as those with a "need to know".

If at any time these terms of confidentiality are violated by an employee or contractor, termination of employee or contractor services can occur.

As an employee or contractor:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private.
- I also understand that being employed/contracted in the Snoqualmie Valley School District is a privilege and not a right. The school's principal reserves the right to deny or remove any employee or contractor violating confidentiality or any district policy.

By signing this agreement, I am stating that I will not divulge information about any student, staff member or family to any person.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

## W.A.T.C.H. Record Check

Any individual working as a Contractor or individual provided by a Contractor, who will have access to children or enter district property, shall provide their full legal name and date of birth (D.O.B.). The District will process the individual's name and D.O.B. through the Washington Access to Criminal History (W.A.T.C.H.) before any services are rendered under this agreement.

**CRIMES AGAINST CHILDREN:** The Contractor shall prohibit any employee of the contractor, including subcontractors, from working at a public school who has contact with children at said school during the course of his or her employment and who has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under [RCW 9A.42](#), the physical injury or death of a child under [RCW 9A.32](#) or [9A.367](#) (except motor vehicle violations under [RCW 46.61](#)), sexual exploitation of a minor under [RCW 9.68](#), several offenses under [RCW 9A.44](#) where a minor is the victim, promoting prostitution of a minor under [RCW 9A.88](#), the sale or purchase of a minor child under [RCW 9A.64.030](#), or violation of similar laws of another jurisdiction. Any failure to comply with this section shall be grounds for the School District to immediately terminate the contract.

Will the Contractor have access to student(s) or enter district property?  YES  NO

If yes, will the Contractor have unsupervised access to student(s) at any point?

- NO, SVSD will process through W.A.T.C.H. using the provided D.O.B. and legal name.
- YES, The Contractor shall perform a record check through the Washington State Patrol criminal identification system under [RCW 43.43.830-43.43.834](#), [10.97.030](#) and [10.97.050](#) and through the Federal Bureau of Investigation before any services are rendered. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Contractor shall provide a copy of the record before any services are rendered under this agreement. The Contractor shall pay for the requirements set forth in this paragraph.

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

Business/Contractor Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

### SVSD DISTRICT OFFICE USE ONLY

If the individual above, answered YES, they will have unsupervised access to student(s); Snoqualmie Valley School District, using the information above, will verify that the contracted employee has completed the fingerprint record check. This will be sufficient evidence to begin work with our SVSD student(s).

Fingerprints Cleared

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

OSPI Verified by:

\_\_\_\_\_  
Business Office (invoices@svsd410.org)