



Washington State Sexual Misconduct Disclosure

Release

Requesting District: South Whidbey School District, 5476 Maxwellton Road, Langley, WA 98260

• Section 1 - Please print:

Applicant's Name (First, Middle, Last)

Have you, at any time, been employed by a School District?

Yes ☐ (Please complete back page)

No ☐ (Sign and date section 2)

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears above has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW28A.400). Sexual misconduct definitions are found in WAC 181-87 and WAC 181-88. Your assistance is appreciated.

• Section 2 - Employee/Applicant Information:

Full Name When Last Employed with District

Social Security Number

Certificate Number (If applicable)

Previous School District Employer Information:

Please complete the reverse side and list all prior School District employers. 

I authorize you to release to the District listed above, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files in accordance with RCW 28A.400. I release the prior employer and employees acting on behalf of the prior employer from any liability for providing information described in this document.

Applicant Signature

Date

• Section 3 - For Use by Previous District Employer

- ☐ No sexual misconduct materials were found
☐ Yes, sexual misconduct materials are available.
Please contact for more information.
☐ No record of employment.

Was a complaint of sexual misconduct filed with OSPI?

☐ Yes ☐ No

Former Employer Representative Signature

Title

School District

Date

Return to:
South Whidbey School District, Attn: Human Resources
5476 Maxwellton Road, Langley, WA 98260
Phone 360-221-6100, Fax 360-221-3835, email humanresources@sw.wednet.edu

Washington State Sexual Misconduct Disclosure Release(SMDR)

Name (print):	Signature:	Date:
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Please send this SMDR to the following school district employers:

1. School District Name:		
Address:	City, State, Zip	
Position:	From (date):	To (date):

2. School District Name:		
Address:	City, State, Zip	
Position:	From (date):	To (date):

3. School District Name:		
Address:	City, State, Zip	
Position:	From (date):	To (date):

4. School District Name:		
Address:	City, State, Zip	
Position:	From (date):	To (date):

5. School District Name:		
Address:	City, State, Zip	
Position:	From (date):	To (date):

SOUTH WHIDBEY SCHOOL DISTRICT

Fingerprint Requirement Instructions

Prior to beginning work, return to South Whidbey School District Human Resources the completed fingerprint card and \$50.00 personal check, cashier's check or money order payable to Office of Superintendent of Public Instruction (OSPI). (No cash)

Fingerprinting is required of all individuals who have regular, unsupervised access to children, including those seeking certificates and those employed in a certified or classified position. This process must be initiated prior to beginning work. Washington State Patrol (WSP) and the FBI require only one fingerprint card be submitted to be used for both checks. The WSP will electronically scan the fingerprints to the FBI's Integrated Automated Fingerprint Identification System (IAFIS) for the FBI's background check.

For **school district employees, substitutes, volunteer coaches**, or other specific volunteers, the fee is **\$50.00** and is paid by the individual being printed. The fee and the completed fingerprint card must be returned to South Whidbey School District Human Resources (unless using Fingerprinting Option #2 or 3 on the reverse). Payment, by personal check, cashier's check or money order, is payable to Office of Superintendent of Public Instruction (OSPI).

If you have any questions, please feel free to call the Fingerprint Records Office at 360-725-6135.

IN ORDER TO MEET THE FINGERPRINT REQUIREMENT, THE EMPLOYEE MUST **FILL OUT THE FINGERPRINT CARD AT THE FINGERPRINT OFFICE** (not prior to arriving).

1. The agency may charge an additional separate fee to take your fingerprints (usually \$10 to \$25). Separate payment must be given to the agency processing your card.
2. You will be instructed to enter your name (including aliases), complete mailing address, social security number* (see below), citizenship, date of birth and personal information (sex, race, etc.). The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers. **A card with otherwise missing or incomplete information will be rejected.** *(*Entering your social security number is optional. However, it is very useful for verifying we have the correct individual's file when checking for results. Your social security number will only be used for this purpose and will not be disseminated.)*
3. Present at least one form of picture identification to the agency taking your fingerprints.
4. **DO NOT BEND OR FOLD CARDS.** Cards that have been bent or folded will be returned to you.

**Make sure your hands are clean and dry prior to being printed.
No Lotion.**

SOUTH WHIDBEY SCHOOL DISTRICT

Return the completed card **and** the \$50.00 personal check, cashier's check or money order (payable to Office of Superintendent of Public Instruction (OSPI)) to **Human Resources, South Whidbey School District office** **as soon as possible. (No Cash)**

Dependent upon the quality the results WSP or FBI may require reprinting. No additional charges will apply.

Fingerprinting Options:

1. Fee: \$10

- **Island County Sheriff, Freeland: Call 331-4535 to make appointment.**
- Island County Sheriff, Coupeville: 321-5113, x 7310. Call to make an appointment. Tue-Friday 9:00am- 3:00pm

2. Fee: \$10.00. \$3.00 for each additional card. Digital prints. LiveScan

Oak Harbor Police Department, 860 SE Barrington Drive, Oak Harbor, WA 98277
Phone: (360) 279-4600. **Tuesday & Thursday only, 10:00am – 1:30pm, walk in.**
Must bring the \$45.25 check payable to OSPI and stamped envelope addressed to OSPI (provided by HR) for mailing from OHPD.

3. Fee: \$29. Digital prints. LiveScan

NW ESD 189, phone 360 299-4043. Call for an appointment.
1601 R. Ave, Anacortes, WA 98221 For driving directions, please go to www.nwesd.org
*The Educational Service District (ESD) office submits fingerprints digitally using the Livescan machine therefore no card is required. The total is **\$84.75** (includes the \$50.00 to OSPI). The ESD will accept cash (please have the correct change), cashier's check or money order payable to NWESD (NO personal checks) or Visa or Master Card as payment. Return your receipt to Human Resources.*

Make sure your hands are clean and dry prior to being printed.
No Lotion.

REMEMBER...

Do NOT fill out any information on the fingerprint card before getting your fingerprints.

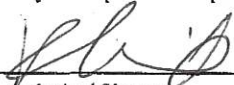
Do NOT bend or fold the card.

WASHINGTON STATE PATROL

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



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 SOUTH WHIDBEY SCHOOL DISTRICT Agency SUPERINTENDENT'S OFFICE Attn 5476 MAXWELTON ROAD Address LANGLEY, WA 98260 City/State/Zip I certify this request is made pursuant to and for the purpose indicated.  Authorized Signature SUPERINTENDENT Title Date (360) 221-6100 Area Code/Phone Number	B PURPOSE Check appropriate box ☒ Educational School District (ESD)/School District Volunteer - no fee ☐ Non-Profit Business/Organization - no fee (Excluding Schools & ESD's) ☐ Profit Business/Organization - \$35 ☐ Adoptive Parent - \$35 Fees: Make payable to Washington State Patrol by check, money order, or business account. Notary letters certifying the results are available upon request. There is an additional \$5.00 processing fee per notary seal. ____ Notarized Letter(s)
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C APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)
Applicant's Name: _____ Last First Middle
Alias/Maiden Name(s): _____
Date of Birth: _____ Sex: _____ Race: _____ Month/Day/Year
Social Security Number: _____ Driver's Lic. Number/State: _____ / _____ (optional)
Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

D WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION	
WSP Use Only	
As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845. South Whidbey School District Requesting Agency Applicant's Signature Applicant's Name Address City/State/Zip	Applicant Right Thumb Print (Optional)

In order to protect our students and staff, South Whidbey School District requires all volunteers to complete the following disclosure.

Disclosure. Please answer yes or no to each of the following questions. If the answer to any question is "yes", please explain the situation in detail in the area provided, indicating the offense(s), the date(s) of the conviction(s), the name of the court(s), (e.g., Island, King, Etc. County Superior Court), and the sentence(s) imposed.

☐ Yes ☐ No Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, or a stipulation to the facts. Exclude civil infractions, such as minor traffic citations.)

☐ Yes ☐ No 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? (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves. Civil adjudicative proceeding includes judicial or administrative proceedings as well as findings by DSHS or the Department of Health that you have not administratively challenged or appealed.)

If you answered "yes" to any of these questions, please explain here or use another sheet of paper:

Please fill out the attached Washington State Patrol Form.

I hereby certify that:

- ☐ The information I have provided is true and correct and I give my permission for South Whidbey School District to perform a background check.
- ☐ I understand that as a volunteer, all information regarding students, families, staff and the organization is strictly confidential.
- ☐ I agree to work within the policies and procedures of the South Whidbey School District.

Signature of Volunteer _____ Date _____

Note to Volunteers regarding Immunization. We encourage all volunteers to be up to date on immunizations for measles, rubella, mumps and/or tetanus-diphtheria. Please be advised that, should an outbreak of one of a vaccine-preventable disease occur, you may be excluded by the Island County Health Officer from volunteering in the schools during the period of the outbreak.

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance, Title IX, Gender-Inclusive Schools Coordinator - Principal John Patton, 360-221-4300, jpatton@sw.wednet.edu. Section 504/ADA Coordinator - Superintendent Becky Clifford, 360-221-6100, bclifford@sw.wednet.edu, 5675 Maxwellton Road, Langley, WA 98260. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html> Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: <https://www.sw.wednet.edu/resources/title-ix> SWSD Title IX training is available to all employees and is linked on our website here: <https://www.sw.wednet.edu/resources/title-ix>

For District Use:	
_____ Date Application Was Received	Date Background Check Cleared

South Whidbey School District
Volunteer Confidentiality Statement

Thank you so much for volunteering to help in the South Whidbey School District. We appreciate you giving of your time and talent. Our students' safety is a priority to us and for that reason we require that volunteers sign a confidentiality and discrimination statement. Please sign and return this form prior to starting your volunteer position(s). Thank you.

I understand that information regarding students, families, staff and the organization may be confidential in nature and that as a volunteer for the South Whidbey School District I will adhere to the following:

1. Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.
2. Keep personal information confidential at school and after I leave school.
3. Be discreet in any verbal communications by not discussing students, staff, or families in front of others.
4. Immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
5. Make reasonable efforts to assure that each student is protected from harassment or discrimination.
6. Not harass nor discriminate against any student, staff member, parent or volunteer on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.
7. Not use any of the student/family/school/educational information for personal gain, monetary or otherwise.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

I understand that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; the South Whidbey School District cannot and will not grant this permission.

Volunteer's Name (Please Print) _____

Volunteer's Signature _____

Date: _____

Volunteer Positions: _____



South Whidbey School District
Education to Navigate a Wider World

Application to Volunteer

Please use ink

Last Name _____ First _____ Middle _____

Mailing Address: _____

Home Phone # _____ Work Phone # _____ e-mail _____

I want to volunteer in the ☐ Elementary ☐ Middle ☐ High ☐ Alternative K-12

☐ classroom ☐ sports/activities ☐ Tutor/Mentor Program

☐ office/clerical ☐ health screens ☐ special projects ☐ field trip

☐ Other _____

Please describe any special talents you have, or use this space to identify the kinds of activities you would enjoy doing as a volunteer in our schools.

Other languages I speak: _____

Emergency Information:

Contact person _____

Relationship to you _____ Telephone _____

Please describe any special medical conditions: _____

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance, Title IX, Gender-Inclusive Schools Coordinator - Principal John Patton, 360-221-4300, jpatton@sw.wednet.edu. Section 504/ADA Coordinator - Superintendent Becky Clifford, 360-221-6100, bclifford@sw.wednet.edu, 5675 Maxwellton Road, Langley, WA 98260. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html> Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: <https://www.sw.wednet.edu/resources/title-ix> SWSD Title IX training is available to all employees and is linked on our website here: <https://www.sw.wednet.edu/resources/title-ix>

Please return forms and present your photo identification to your school secretary. A copy of your photo ID will be kept with your application at the District Office at 5476 Maxwellton Road, Langley WA.

SOUTH WHIDBEY SCHOOL DISTRICT**GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES****Thank You for Your Support**

The South Whidbey School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that district sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following information about our procedures for volunteering as a field trip chaperone and the general guidelines for chaperone conduct.

In addition to these guidelines, you will receive an orientation on your role as a chaperone from the district staff member responsible for supervising your field trip. If you have any question regarding these procedures or guidelines, please contact this staff member or the building principal/program manager.

Procedure for Becoming a Volunteer Field Trip Chaperone

Because student safety is a paramount concern, Washington State law requires the district to conduct a criminal record background check on all school volunteers. To accomplish this, all volunteers must complete the following forms:

- District/Volunteer Disclosure Form
- Washington State Patrol Request for Criminal History Information
- In addition, if you will be transporting students in your personal vehicle:
 - District Volunteer Driver Checklist
 - Request for Drivers' Abstract from the Department of Motor Vehicles

The district also requires that volunteer chaperones must be at least 21 years old. If you have questions regarding the procedure for becoming a volunteer, you may also contact the district's Human Resources Department.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, emergency procedures, and any district policies relating to the field trip. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. Students must be supervised at all times while at district-sponsored events. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

2. Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol during a district sponsored event.
3. Chaperones are not permitted to possess any weapon during a district sponsored event.
4. Chaperones are not permitted to use tobacco in the presence of, or within the sight of students.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Chaperones are not permitted to administer prescription or non-prescription medications to students.
7. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the building principal/program manager. Any field trip or event participant age 18 or older who is not a student in the district must complete all district forms required of adult volunteers.
8. While participating in a district-sponsored event, chaperones are expected to follow the directions given by the district's supervising staff member, comply with district policies, and work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
9. Chaperones that transport students in their personal vehicle are expected to comply with all district and state student transportation rules and regulations. In particular, district policy requires that your personal insurance provides primary coverage in the event of an accident or injury.

We hope these guidelines help you understand the importance of role as a volunteer chaperone. If you have any questions about these procedures and guidelines, we urge you to discuss them with the supervising staff member for your field trip or the building principal/program manager. Again, thank you for your support of school activities. You are a necessary part of a successful and enjoyable school event!

I acknowledge that I have received a copy of the South Whidbey School District Guidelines for Volunteer Field Trip Chaperones, have read the guidelines, and agree to comply with the guidelines as a volunteer and with the South Whidbey School District.

Name: _____
(signature)

Date: _____

Name: _____
(printed name)