



DIERINGER SCHOOL DISTRICT #343

1320 178th Ave E, Lake Tapps, WA 98391

(253)862-2537 • FAX (253)862-8472

Volunteer Application

THIS MUST BE RECEIVED 48 HOURS PRIOR TO SHOWING UP TO VOLUNTEER.

Please **PRINT** clearly and fill out the form completely.

Volunteer Personal Information

Name (Last, First, Middle Initial): _____ Date of Birth: _____

Alias/Maiden Name/Other Names Used: _____

Address: _____ City: _____ State & Zip: _____

Best Contact Phone: _____ Email: _____

ID Verified (Driver License or other ID with name and birth date): Initials of school representative: _____

Your emergency contact: _____ Relationship to you: _____ Phone: _____

Volunteer Category (Check One): Parent Relative Guardian Community Member

Do you have children in the Dieringer School District? Yes No

If YES, please list ALL children who are enrolled in the Dieringer School District:

Student Name(s) and School(s): _____

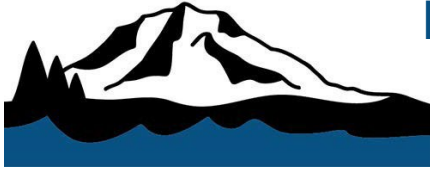
The undersigned desires to participate as a volunteer for Dieringer School District #343.

I ACKNOWLEDGE the District will make every attempt to ensure my safety while participating in this volunteer event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself or others.

As a volunteer, I agree to indemnify and hold harmless the District, its administrators, and employees from and against any and all liabilities from claims, suits (including attorney fees and costs of litigation), actions, loss, damage, expenses or costs of any nature arising from any act, omission, neglect or misconduct on the part of the District or its employees in the performance of the work specified herein. If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto.

Signature: _____
Volunteer

Date: _____



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Washington State Patrol Check and Declaration

In accordance with [RCW 43.43.830](#), applicants and prospective volunteers are required to complete this disclosure form. Dieringer School District conducts routine Washington State Patrol background checks on all volunteers. For the safety of our children, all volunteers must complete this form and be cleared through the Washington State Patrol Criminal History (WATCH) program. By signing this application, you are granting the district permission to conduct the background check. If you do not sign below, we cannot process your request, and you will not be able to volunteer. WSP results are available upon request.

1. Have you ever been convicted of ANY crime? (Convicted includes ALL instances in which a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, or stipulation to the facts is the basis of conviction and/or all proceedings in which prosecution has been deferred or a sentence has been suspended or deferred.) Yes No
2. Have you ever been convicted of a crime relating to DUI or drugs? Yes No
3. Have you ever been convicted of a crime relating to abuse, neglect, sexual abuse, exploitation, or physical abuse? Yes No
4. Have you ever been convicted of a crime relating to financial exploitation, including extortion, theft, robbery, or forgery? Yes No
5. Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country? Yes No
6. Have you ever been convicted of domestic violence or assault? Yes No
7. 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? (A civil adjudicative proceeding includes a judicial or administrative proceeding as well as findings by the Department of Social and Health Services or the Department of Health that you have not administratively challenged or appealed.) Yes No

Print Full Name (first, middle & last)

Signature

Date

I have received a *Volunteer Handbook*. My signature below shows I understand and agree to follow the volunteer guidelines.

Print Full Name (first, middle & last)

Signature

Date

Schools: Please keep the first two signature pages.
Volunteers: Please keep the *Volunteer Handbook* for reference.



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VOLUNTEER HANDBOOK Orientation & Guidelines

Welcome, and thank you for volunteering! The following is designed to provide an overview of important safety and compliance information provided for your safety, as well as for the safety and protection of the children with whom you will be working. It will summarize key district policies, procedures as well as state and federal laws with which you need to be familiar. Review it carefully and if you have any questions please don't hesitate to ask! We want the time you spend volunteering to be a positive experience for all.

CHECK IN/OUT

All visitors and volunteers are required to sign in and out at the main office in the schools. The school office will provide you with a badge to be worn while on campus.

VOLUNTEER BEHAVIOR

You are a role model. Volunteers are expected to observe all the same professional boundaries as staff. Volunteers must be drug and alcohol-free while volunteering and must be professional in their words and behaviors. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of sex, race, religion, disability, age, creed, color, national origin, sexual orientation, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments, or invitations to their place of worship.

More information can be found in district [Policy 3210 – Nondiscrimination](#).

RELATIONSHIPS

For the protection of all, the relationship between you and all students with whom volunteer must be always kept appropriate. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, invitations to your home, social events, office, vehicle, social media connections, or activities is not permitted. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

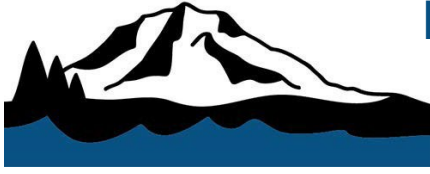
More information can be found in district [Policy 5253 - Maintaining Professional Staff and Student Boundaries](#).

STUDENT DISCIPLINE

Please refer any unexpected student behavior to the teacher or office staff. Any discipline of a student should be left up to a staff member.

CONFIDENTIALITY AGREEMENT

Student information is confidential per federal law. The United States Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act ("FERPA"). By spending time in schools as a volunteer/visitor, you may have access to student names, addresses, phone numbers, pictures, academic information, behavior, discipline records



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or medical information. As a volunteer you are expected to maintain strict confidentiality, even within the building.

INTERNET USAGE & DIGITAL POLICY

The District supports the use of technology to communicate for educational purposes. However, when communication is unrelated to schoolwork or other legitimate school business, volunteers are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. Volunteers are also prohibited from engaging in any conduct on social networking websites that violate the law, district policies and procedures, or other generally recognized professional standards. Volunteers should never take pictures of staff or students without specific directions from staff. All communication with students should be as a group, not individually, and should be related to school activity only. More information can be found in district [Policy 5253 – Maintaining Professional Staff and Student Boundaries](#).

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in [RCW 28A.600.477\(5\)\(b\)\(i\)](#) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in [RCW 28A.640.010](#) and [28A.642.010](#) (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school”

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting [form](#) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also



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has a HIB Compliance Officer, Dr. Paula Dawson, Superintendent, P:253-862-2537, civilrightscoordinator@dieringer.wednet.edu, that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, see the Report a Concern [page](#) on the district's website, or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.



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What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a **hostile environment**. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy [3210](#) and Procedure [3210P](#), visit dieringer.wednet.edu.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit dieringer.wednet.edu.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dr. Paula Dawson, Superintendent

Dieringer School District Office

1320 178th Ave E, Lake Tapps, WA 98391

Civilrightscoordinator@dieringer.wednet.edu

P: 253-862-2537



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Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tyler Borden, Assistant Principal

North Tapps Middle School

20029 12th St E, Lake Tapps, WA 98391

TitleIXcoordinator@dieringer.wednet.edu

P: 253-862-2776

Concerns about disability discrimination:

Section 504 Coordinator: David Uberti, Principal

North Tapps Middle School

20029 12th St E, Lake Tapps, WA 98391

Section504coordinator@dieringer.wednet.edu

P: 253-862-2776

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Paula Dawson, Superintendent

Dieringer School District Office

1320 178th Ave E, Lake Tapps, WA 98391

Civilrightscoordinator@dieringer.wednet.edu

P: 253-862-2537

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

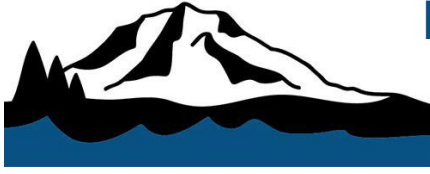
The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Superintendent Dr. Paula Dawson and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).



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I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481



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Gender-Inclusive School Policy

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will: Address students by their requested name and pronouns, with or without a legal name change; Change a student's gender designation and have their gender accurately reflected in school records; Allow students to use restrooms and locker rooms that align with their gender identity; Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity; Keep health and education information confidential and private; Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender; Protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit dieringer.wednet.edu. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Paula Dawson, Superintendent, P: 253-862-2537.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

More information can also be found in district policies:

- [4120](#) – School-Support Organizations
- [4300](#) – Limiting Immigration Enforcement in Schools
- [5005](#) – Employment and Volunteers: Disclosures, Certification Requirements, Assurances, and Approval
- [5010](#) – Nondiscrimination and Affirmative Action
- [5011](#) – Sexual Harassment of District Staff Prohibited
- [5630](#) – Volunteers
- [3421](#) – Child Abuse and Neglect

As a district, we are appreciative and grateful for the service our volunteers provide. We know as a community and district the goal is to provide a safe and productive learning environment where; "All students are capable of success, no exceptions".

Please remember if you have any questions about safety, school policies or your responsibilities, just ask! You can ask your supervisor, school office, or any district office staff member.

Thanks for helping to maintain a safe and secure learning environment for the staff and students of our district!