

**Volunteers will be notified only if the application is denied;
No notification = CLEARED TO VOLUNTEER!**



GRAND COULEE DAM SCHOOL DISTRICT
110 Stevens Ave
Coulee Dam, WA 99116
www.gcdsd.org

VOLUNTEER APPLICATION

The information on this form will be used to match as closely as possible your skills and interests with the volunteer opportunities available in the Grand Coulee Dam School District.

NAME _____ DATE _____

ADDRESS _____

E-MAIL ADDRESS _____

PHONE (H) _____ (W) _____ (Cell) _____

EDUCATION COMPLETED: High School _____ College _____ Other (explain) _____

Briefly explain why you wish to volunteer in the School District:

List your interests, special skills, and hobbies that you could bring to the School District:

Please check the school(s) in which you would like to volunteer (if you have a preference):

- Lake Roosevelt Elementary
 Lake Roosevelt Jr/Sr High School

Are you a legal parent or guardian of a child in the school where you seek to volunteer? Yes _____ No _____

Please list students: _____

Most opportunities for volunteers in the schools are between 8:00 a.m. and 3:30 p.m., Monday – Thursday.

Please indicate the best times for you:

Monday	Tuesday	Wednesday	Thursday	Friday

Please list brief employment/volunteer history:

Job/Volunteer Title Place of Work # of years

1. _____

2. _____

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Please list two references (excluding family):

Name	Address (include e-mail, if available)	Phone (work and home)	Relationship
1.	_____	_____	_____
2.	_____	_____	_____

This checklist identifies the items that you must acknowledge you have received and reviewed. Please acknowledge receipt of each item by initialing each line as you review the materials. Online copies of District Policies are available at: <https://www.gcdsd.org/administration/forms-and-policies/administration/forms-and-policies/disclaimers>

District Policies

- _____ Sexual Harassment Policy No. 3205
- _____ Sexual Harassment Procedure No. 3205P
- _____ Volunteers Policy No. 5630
- _____ Volunteers Procedure No. 5630P
- _____ Drug Free Schools, Community and Workplace Policy No. 5201

I, the undersigned, do hereby certify that I have been informed of and reviewed the above Grand Coulee Dam School District Board Policies, procedures and information.

Signature of Volunteer

Signature

Date

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An Equal Opportunity Employer-Educator

Volunteer Disclosure Statement

It is the policy of the Grand Coulee Dam School District to make every reasonable effort to provide a safe learning environment for students working with volunteers. Therefore, the District requires the following confidential information from volunteers who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure. This statement must be completed and returned prior to beginning any volunteer experience.

1. *Have you ever plead guilty or 'no contest,' receive a withheld judgment, or been convicted of a felony or misdemeanor under Washington law or any other state/country law?*

_____ Yes _____ No

If yes, please explain: _____

2. *Have you ever been convicted of ANY sex, alcohol or drug related offense?*

_____ Yes _____ No

If yes, please explain: _____

3. *Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?*

_____ Yes _____ No

If yes, please explain: _____

4. *Have you ever been the subject of or listed as the perpetrator in a founded child abuse report?*

_____ Yes _____ No

If yes, please explain: _____

5. *Are you required to register as a sex offender with the Sex Offender Registry?*

_____ Yes _____ No

If yes, please explain: _____

6. *Do you currently have charges pending, or are there any ongoing investigations relating to any of the aforementioned?*

_____ Yes _____ No

If yes, please explain: _____

7. *Has your driver's license ever been suspended or revoked for any reason? (answer to be used in determining volunteer drivers)*

_____ Yes _____ No

If yes, please explain: _____

'Yes' answers may require the applicant to provide court documentation and/or a letter of explanation. Please know that the District may review the Department of Law Enforcement Sex Offender Registry of Washington and/or ask for a background check at any time.

I understand that any misrepresentation or material omission made by me on the application will be sufficient cause for cancellation of this application or immediate termination of my volunteer assignment, whenever it may be discovered.

Signature: _____ Date: _____

[Rev: 11/19/2025]

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Grand Coulee Dam School District

**REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT
RCW 43.43.830 THROUGH 43.43.845**

Criminal Background Check for the Purpose of Educational School District Employee/Volunteer

Please return completed and signed form to:

<p>_____</p> <p>Authorized Signature Carrie Derr Exec Director of Support Services/HR</p>	<p>MAIL: Grand Coulee Dam School District 110 Stevens Ave Coulee Dam, WA 99116</p>
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Applicant of Inquiry

Name: _____
Alias/Maiden: _____
Date of Birth: _____
Sex: _____
Race: _____
Social Security Number: _____
Driver's License Number: _____

Please Provide as much information as possible; **Full Name and DOB are required!**
Please include a copy of a valid Driver's License/Identification Card.

Please disclose any convictions or findings as pursuant to RCW 43.43.834 and sign below

Signature: _____ Date: _____

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

The district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

The term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References: 3207 - Prohibition of Harassment, Intimidation, and Bullying
3210 - Nondiscrimination
3211 - Gender-Inclusive Schools
3241 - Student Discipline
5010 - Nondiscrimination and Affirmative Action
5011 - Sexual Harassment of District Staff Prohibited

Legal References: 20 U.S.C. 1681-1688
34 C.F.R. § 106
WAC 392-190-058 Sexual harassment

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination
— Scope — Sexual harassment policies

Management Resources:
2020 - August Issue
2015 - July Policy Alert
2014 - December Issue
2010 - October Issue

Grand Coulee Dam School District
Adoption Date: **September 2010**
Revised Dates: **3.17; 1.18; 5.19; 12.20**

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 shall clearly explain the volunteer's responsibility for supervising students in school, on the play-ground 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.

The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified for unsupervised volunteers as specified in Policy 5005.

Cross References: Board Policy 5005

Employment: Disclosures, Certification
Requirements, Assurances and
Approval

Legal References: RCW 43.43.830-840

Washington State Criminal Code
Records

WAC 446-20-285

Employment — Conviction Records

Grand Coulee Dam School District
Adoption Date: **September, 2010**
Revised: **4.18**

DRUG-FREE SCHOOLS COMMUNITY AND WORKPLACE

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high-quality performance for the students that the staff serves.

For the purposes of this policy; "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or chemical substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or chemical substances, including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace.
- C. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances including marijuana (cannabis) or anabolic steroids will be subject to disciplinary action, including immediate termination.
- D. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and opiates in a manner which is detrimental to the interest of the district.

Notification Requirements

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform

the federal government within ten days of such conviction, regardless of the source of the information.

Disciplinary Action

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

	3423-	Parental Administration of Marijuana for Medical Purposes
Cross References:	4215-	Use of Tobacco on School Property
	5203-	Staff Assistance Program
	5280-	Termination of Employment
Legal References:	41 USC §§ 701-707	Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989
	20 USC §§ 7101-7118	Safe and Drug-Free Schools and Communities Act
	21 U.S.C. 812	Controlled Substance Act
	21 CFR 1300.11-1300.15	
	RCW 69.50.435	Violations committed on school bus or in or near school grounds or school bus route stop

Management Resources:

Policy News, February 1999	Bus drivers still tested for marijuana
Policy News, December 2011	
Policy News, February 2013	
Policy News, December 2015	
Policy News, July 2019	

Grand Coulee Dam School District

Adoption Date: **September, 2010**

Revised: **4.18; 2.22**