

# ANACORTES SCHOOL DISTRICT #103

Policy No. 5005  
Personnel

## EMPLOYMENT: DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent. Prior to final action by the board, a prospective staff member shall present necessary documents which establish eligibility to work and attest to his/her eligibility as required by P.L. 99-603, Immigration Reform and Control Act of 1986. As required by federal immigration law, the superintendent shall certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification shall be made on the I-9 form issued by the United States Immigration and Naturalization Service.

The district shall report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The district shall require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct.

Disclosure of Crime: Prior to employment of any unsupervised staff member, the district shall require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against children or other persons;
- B. Convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult.
- C. Convicted of any crimes related to drugs as defined in RCW 43.43.830;
- D. Found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor;
- E. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- F. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor.
- G. Found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against children or other persons.

Background Check: Prospective unsupervised staff members shall be subject to a records check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card.



# ANACORTES SCHOOL DISTRICT #103

Policy No. 5005  
Personnel

Supervised employees with access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington State Patrol.

Applicants may be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions as identified above, the candidate will not be recommended for employment, or if temporarily employed, will be terminated. When such a background check is received, the superintendent is directed to consult with legal counsel.

Record Check Data Base Access Designee: The superintendent is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's record check data base. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Certification Requirements: The district shall require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

In addition, any teacher who meets standard or continuing certification after August 30, 1987, must complete 150 hours of continuing education study every five years. Failure to satisfy this requirement will cause the certificate to lapse. If a certificated staff member with a lapsed certificate is issued a transitional certificate pursuant to WAC 180-79A.231 (7), he or she may be conditionally employed for up to two years while he or she meets the certificate reinstatement requirements.

Classified Staff: Classified staff, who are engaged to serve less than twelve (12) months, shall be advised of their employment status for the ensuing school year prior to the close of the school year. The superintendent shall give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval: All staff members selected for employment shall be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.



# ANACORTES SCHOOL DISTRICT #103

Policy No. 5005  
Personnel

---

Cross References:	Board Policy	1610	Conflicts of Interest
		5251	Conflicts of Interest
		5006	Certification Revocation
		5281	Disciplinary Action and Discharge
		5520	Staff Development
		5610	Substitute Employment
		6530	Insurance
Legal References:	RCW	28A.320.155	Criminal history record information--School Volunteers
		28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
		28A.400.303	Record checks for employees
		28A.350.050	Teacher must qualify before warrant drawn and issued or registered--All districts
		28A.405.060	Course of study and regulations --Enforcement-- Withholding salary warrant for failure
		28A.405.210	Conditions and contracts of employment--Determination of probable cause for non-renewal of contracts--Notice-- Opportunity for hearing
		28A.410.010	Certification--Background check
		9.96A.020	Employment, occupational licensing by public entity--Prior felony conviction no disqualification--Exceptions
		43.43.830-40	Washington State Criminal Code Records
		50.44.050	Benefits Payable, Terms and Conditions
		50.44.053	Definition of "reasonable assurance"
		P.L. 99-603	Immigration Reform and Control Act of 1986 (IRCA)
		WAC 162-12	Pre-employment Inquiry Guide (Human Rights Commission)
		WAC 180-16-220	Supplemental Program Requirements
		WAC 180-79A	Standards for Teacher, Administrator and Educational Staff Associate Certification
		WAC 180-82-105	Assignment of classroom teachers within districts
		WAC 180-82-110	Exceptions to classroom teacher assignment policy
		WAC 180-85	Continuing Education
		WAC 392-300-050	Access to record check data base
		WAC 392-300-055	Prohibition of re-dissemination of fingerprint record information by education service districts or school districts
		WAC 392-300-060	Protection of fingerprint record information by education service district and school districts
		WAC 446-20-280	Employment--Conviction Records
Management Resources:			
		<i>Policy News, August 1998</i>	District Must Report New Hires
		<i>Policy News, February 1999</i>	Local Boards Decide Endorsement Waivers
		<i>Policy News, June 1999</i>	School Safety Bills Impact Policy
		<i>Policy News, October 2001</i>	Updates from the State Board of Education
		<i>Policy News, April 2004</i>	School Employee Sexual Misconduct

