

# ANACORTES SCHOOL DISTRICT #103

Policy No. 5630  
Personnel

## VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The responsibilities of the volunteer should be clearly identified with emphasis on their duty to assist students and staff.

All volunteer applicants are required to complete a volunteer application form, a disclosure of crime statement, and participate in a national background check.

**Disclosure of Crime:** Prior to working with students, the district shall require all volunteers to disclose whether he/she has been:

1. Convicted of any crime against children or other persons;
2. Convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult;
3. Convicted of any crimes related to drugs as defined in RCW 43.43.830;
4. Found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor;
5. 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;
6. Found in any disciplinary board final decision to have sexually or physically abused exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; or
7. Found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

The disclosure statement shall be made in writing and signed by the applicant and sworn to be true under penalty of perjury.

To help assure student safety, it is the district's goal to assure volunteers are in supervised situations with students. For purposes of this policy, supervised means in the presence of a district staff employee or another approved volunteer.

## BACKGROUND CHECK

All volunteers with access to children will be required to submit their name, birth date and social security number for a national background check. If the background check reveals evidence of convictions as identified above, the applicant will be subject to a Superintendent review and/or meeting. When such a background check is received, the Superintendent is directed to consult with legal counsel. The Superintendent will make the final recommendation regarding if and how the applicant will be allowed to volunteer in the schools.

## BACKGROUND CHECK FOR VOLUNTEER COACHES

Volunteer coach applicants who have access to children shall require a record check through the Washington State Patrol criminal identification system under RCW [43.43.830](#) through [43.43.834](#), and through the federal bureau of investigation before approval. The record checks shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. The requesting entity



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