

WASHINGTON STATE PATROL

Identification and Criminal History Section

Olympia, WA 98504-2633

(360) 705-5100

<http://www.wa.gov/wsp/wsphome.htm>

SHERWOOD FOREST ELEMENTARY
34600 12th AVE S.W.
FEDERAL WAY, WA 98023-7060

SCHOOL LOCATION: _____

CHILD(REN) NAME: _____

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT (RCW 43.43.830 THROUGH 43.43.845) FOR VOLUNTEERING WITH FEDERAL WAY PUBLIC SCHOOLS – PLEASE DO NOT MAIL TO WSP, RETURN COMPLETE FORM TO THE SCHOOL

INSTRUCTIONS: PLEASE COMPLETE THIS FORM WHEN REQUESTING CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION AND CRIMINAL HISTORY SECTION. PLEASE LIST ANY OTHER LOCATIONS YOU MAY VOLUNTEER AT IN SCHOOL LOCATIONS ABOVE.

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

A VOLUNTEER – APPLICANT INFORMATION: (Please print clearly)

Applicant's Name _____

Alias/Maiden Name: _____ Last _____ First _____ Middle _____ Date of Birth: _____

Social Security Number: _____ Race: _____ Month/Day/Year _____ Sex: _____

Address _____

City, State, Zip _____

Phone Number _____

The information I have provided is correct and I have received FWPS harassment policies 5030 and 3207.

Applicant Signature: _____

As of this date, the applicant named above shows no evidence pursuant to RCW 43.43.830-43.43-845.
Valid for 2 years from date of stamp

WSP/FWPS USE ONLY

B REQUESTER INFORMATION:

Lori Simmons, Director of Employment Services
Name/Title of Requestor

Lori Simmons
I certify this request is made pursuant for the purpose indicated

REQUESTERS ADDRESS:
Federal Way Public Schools
Attn: Human Resources
31405 18th Avenue South
Federal Way, WA 98003

Right Thumb Print (if requested by Human Resources)

SHIMWOOD FOREST ELEMENTARY
3400 13th Ave S.W.
Federal Way WA 98003-7000

FEDERAL WAY PUBLIC SCHOOLS DISCLOSURE STATEMENT

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of your application or this questionnaire can be grounds for denial of volunteer status, employment or continued employment with Federal Way Public Schools.

All required documentation requested must accompany this form. If additional space is needed, attach a sheet of paper.

SECTION I - PERSONAL INFORMATION (please print or type)

1. NAME: _____
Last First Middle
2. Please list all former names (a) you have used when working for another employers or (b) by which you are known to reference.

SECTION II - PROFESSIONAL FITNESS

If you answer "yes" to questions 1 through 4, on a separate sheet of paper, give a complete explanation, including duties, circumstances, and any supporting documentation.

Yes No

1. Have you ever been dismissed, discharged or fired from any employment?
2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
3. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found to be guilty of misconduct or harassment by an employer?

SECTION III - CRIMINAL HISTORY

If you answer "yes" to questions 1 through 9, you must provide a detailed statement.

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred).
- | | | |
|---|--|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First Degree Arson |
| <input type="checkbox"/> First or Second Degree Manslaughter | <input type="checkbox"/> Indecent Liberties | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> First, Second, or Third Degree Rape | <input type="checkbox"/> Felony Indecent Exposure | <input type="checkbox"/> First Degree Burglary |
| <input type="checkbox"/> Prostitution | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> First Degree Promoting Prostitution | <input type="checkbox"/> Vehicular Homicide | <input type="checkbox"/> Aggravated Murder |
| <input type="checkbox"/> First or Second Degree Robbery | <input type="checkbox"/> Incest | <input type="checkbox"/> First or Second Degree Murder |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> Unlawful Imprisonment | <input type="checkbox"/> Promoting Pornography |
| <input type="checkbox"/> First, Second or Third Degree Extortion | <input type="checkbox"/> Simple Assault | <input type="checkbox"/> First or Second Degree Kidnapping |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Criminal Mistreatment | <input type="checkbox"/> First, Second, or Third Degree Child Molestation |
| <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Communication with a Minor for Immoral Purposes |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> First, Second, Third Degree Rape of Child |
| | <input type="checkbox"/> Violation of Child Abuse Restraining Order | |



Check here if you have not been convicted of any of the above, including any of these crimes as they may have been renamed.

OVER

Yes No

2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended, and listed as follows: first, second, or third degree extortion; first or second degree robbery; first, second, or third degree theft; forgery or any of these crimes as they may be renamed in the future?
3. Have you ever been 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?
4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor, or to have physically abused any minor?
5. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?
6. Have you ever been found in any disciplinary board final decision, or by the director of the department of licensing in the following businesses or professions, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons?
7. (a) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in Washington?
(b) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in any other state, province, territory, and/or country?
8. Are you presently under investigation in any jurisdiction for possible criminal charges? If "yes", identify agency and location (street address, city, state).
9. **Have you ever been convicted of any crime?** (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed). **Examples:** Driving while license suspended / revoked, reckless driving, DUI, assault, domestic violence etc...

You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed

If you answered "yes" to questions 1 through 9 of (Section III), provide the following: *A detailed statement including what occurred, the nature of the offense, charge or warrant: * The name and address of the arresting agency: * The date of the arrest: * The final disposition, if any: * If a court was involved, the name and address of the court: * The complete arrest report and sentence and judgment: and * A complete driving abstract for five years if the arrest was driving related. A "yes" answer to questions 7 through 9 above will not necessarily bar you from employment or volunteering.

SECTION IV - FITNESS

Yes No

1. Do you currently use illegal drugs?
2. Have you used illegal drugs in the last year? If your answer is "yes," explain on a separate sheet of paper.
3. Have you ever been convicted of crimes related to drugs or controlled substances?
4. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?

If you answered "yes" to questions 3 or 4, attach copies of any court orders entered in the above proceeding.

DECLARATION

An inquiry to the Washington State Patrol and the Federal Bureau of Investigation will be made on the selected candidate. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Federal Way Public Schools.

Pursuant to RCW 9A.72.08a5, I certify under penalty of perjury under laws of the state of Washington that the foregoing is true and correct. I authorize Federal Way Public Schools to inquire with former employers or references and obtain any employer and all information regarding my job related background. I release and waive Federal Way Public Schools, my former employer and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception. For volunteer applicants, Federal Way Public Schools reserves the right to terminate or revoke a volunteer's status at any time.

Signature

Date City/State

FOR FURTHER INFORMATION, CONTACT THE WASHINGTON STATE PATROL
AT (360)705-5100

EMAIL ADDRESS: CRIMHIS@WSP.WA.GOV

Washington State Patrol WEBSITE: <http://www.wa.gov/wsp/>

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES

Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses, organizations, or individuals. Other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

1. *Searches can be conducted only on prospective employees, volunteers, or adoptive parents.*
Background checks can be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment or engagement decisions only.
Background checks on current employees/volunteers should be done through Criminal Records Privacy Act, RCW 10.97
2. *Applicants must be notified an inquiry may be made.*
A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer that an inquiry may be made.
3. *A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.*
A business or organization shall require each applicant to disclose whether the applicant has been:
 - a. convicted of any crime against children or other persons;
 - b. convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
 - c. convicted of crimes related to drugs as defined in RCW 43.43.830;
 - d. 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;
 - 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 or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult;
 - g. found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

The disclosure shall be made in writing and signed by the applicant and sworn under penalty of perjury. The disclosure sheet shall specify all crimes against children or other persons, all crimes relating to drugs, and all crimes relating to financial exploitation as defined in RCW 43.43.830 in which the victim was a vulnerable adult.

4. *Applicants must be notified of the response.*
The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

WASHINGTON STATE PATROL RESPONSE

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.

These District policies have been provided for your information. Please keep them and do not turn them back into your school with the Volunteer Request Form.

Prohibition of Harassment, Intimidation and Bullying – 3207

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

Harassment, intimidation or bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation including gender identity, mental or physical disability [RCW 9A.36.080(3)], or other distinguishing characteristic, when the intentional written, verbal, or physical act:

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

"Other distinguishing characteristics" may include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying may take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other District policies or building, classroom, or program rules.

In addition to the provisions stated above, this policy shall also include the prohibition of all types of sexual harassment. Sexual harassment may include, but is not limited to, unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes, or other verbal or physical conduct of a sexual or sexually intimidating nature.

Sexual harassment occurs when:

- Such behavior or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive educational or work environment; and/or
- Submission to the harasser's sexual demands is stated or implied as a term or condition of obtaining an education or work opportunity or other benefit; and/or
- Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual.

Sexual harassment can occur student to student, adult to student, student to adult, adult to adult, male to female, female to male, male to male, or female to female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging harassment, intimidation or bullying that come to the attention of the District, either formally or informally.

Depending upon the frequency and severity of the conduct, appropriate responses to violations of this policy may include intervention, counseling, correction, discipline and/or referral to law enforcement to remediate the impact on the victim and the climate, and to change the behavior of the perpetrator. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or Child Protective Services, as required by law. The goals of this policy include appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation.

Students, staff, or District contractors who engage in harassment, intimidation or bullying will receive appropriate discipline, sanctions, or other appropriate interventions. Other school visitors who engage in this conduct will have their access to school property and activities restricted, and their actions will be reported to the proper authorities, as appropriate.

False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Harassment – 5030

It is the policy of the Board of Directors to provide a positive and productive educational and working environment that is free from malicious harassment and sexual harassment. The District prohibits harassment by students, employees, and others involved in school District activities. Federal and/or state law, and/or District policy, prohibit harassment that is based on race, ethnic or national origin, religion, gender, sexual orientation including gender identity, or disability. Harassment based upon any other characteristics is also unacceptable.

Age-appropriate information and education will be provided to District staff, students, parents, and volunteers regarding this policy. Information on recognition and prevention of harassment will be included in staff, student, and regular volunteer orientations and training sessions, and will be published in handbooks and other appropriate publications. Copies of this policy and procedure, and appropriate materials on the recognition and prevention of harassment shall be made available to parents.

I. MALICIOUS HARASSMENT: A staff person is considered to have committed malicious harassment when, because of another staff person or student's race, creed, religion, color, ancestry, or national origin, he/she purposely or knowingly, with intent to terrify, intimidate, threaten, annoy or offend:

1. cause bodily injury to another,
2. causes reasonable apprehension of bodily injury, or
3. damages or destroys another person's personal property.

Words alone do not constitute malicious harassment unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute malicious harassment if it is apparent that the person does not have the ability to carry out the threat.

II. SEXUAL HARASSMENT: Sexual harassment may include, but is not limited to, unwelcome or uninvited: sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes, or other verbal or physical conduct of a sexual nature.

Sexual harassment occurs when:

1. Such behavior or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive educational or work environment; and/or
2. Submission to the harasser's sexual demands is stated or implied as a term or condition of obtaining an education or work opportunity or other benefit; and/or
3. Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female.

The District will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging harassment that come to the attention of the District, either formally or informally.

Appropriate discipline or sanctions according to District policy or other agreements will be imposed for:

1. Engaging in harassment on or adjacent to school property, or at school functions.
2. Coercion, discrimination or reprisals taken against persons filing complaints for persons acting as witnesses to complaints of harassment.
3. Knowingly filing false allegations, or reporting or corroborating false allegations of harassment.

III. COMPLAINT PROCEDURES

The Superintendent or designee shall develop and implement procedures for receiving, investigating, and resolving complaints or reports of harassment. The procedures dealing with harassment complaints will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any person who believes he/she has been subjected to harassment on or adjacent to school property, or at school related functions, may file a complaint in the manner prescribed in District Procedure 5030P. Employees or volunteers receiving a complaint from a student shall immediately notify the appropriate District staff supervisor of the complaint.

The Board reserves the right to request a report regarding the use and efficacy of this policy and related procedures.

Cross reference:

Policy 3207 Prohibition of Harassment, Intimidation and Bullying - Students
Policy 3240 Student Conduct
Policy 5010 Nondiscrimination and Affirmative Action

Policy 3210 Nondiscrimination
Policy 3421 Child Abuse and Neglect
Policy 5255 Disciplinary Action and Discharge

Legal References:

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination—Scope WAC 392-190-056 Sexual harassment through 058

Adopted: 5/22/07

Coercion, discrimination, or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to District policy or other applicable laws or regulations. Persons who knowingly file false allegations, or report or corroborate false allegations, shall also be subject to appropriate disciplinary action or sanctions according to District policy or other applicable laws or regulations.

In accordance with applicable laws and regulations, students, parents, staff, volunteers, and other interested parties shall be informed of this policy and the accompanying procedures pertaining to the filing of complaints. The policy shall be posted in each District building and reproduced in each student, staff, volunteer, and parent handbook. District employees will be provided with appropriate information on the recognition and prevention of harassment and their rights and responsibilities under this policy. The Superintendent or designee shall develop procedures to implement this policy which shall include the provision of age-appropriate information and education regarding this policy and the recognition and prevention of sexual harassment and other types of harassment, intimidation, and bullying.

The Superintendent or designee shall make an annual report to the Board of Education reviewing the use and efficacy of this policy and related procedures. This report will include recommendations for changes to the policy and procedures, if applicable. The Superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross Reference:

Policy 3200 Student Rights and Responsibilities
Policy 3210 Nondiscrimination
Policy 3240 Student Conduct
Policy 3300 Corrective Action for Student Misconduct
Policy 5030 Harassment – Employees

Legal Reference:

Chapter 207 Laws of 2002

Management Resources:

Policy News, April 2002,

Legislature Passes an Anti-Bullying Bill

Related Forms:

3207-1 Harassment, Intimidation, or Bullying Complaint Form (17K PDF)

3207-2 Harassment, Intimidation, or Bullying Complaint Formal Notice of Appeal to Superintendent's Designee (13K PDF)

3207-3 Harassment, Intimidation, or Bullying Complaint Formal Appeal to the Board of Education (13K PDF)

Adoption Date: 5/22/07