



Battle Ground Public Schools

PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149th St., Brush Prairie, Washington
District Switchboard: (360) 885-5300 • Fax (360) 885-5351

Dear Volunteer Applicant:

Thank you for offering your time to make a difference in the lives of children. Volunteers in our schools demonstrate that there are adults in the community that care about children and value education.

To be a volunteer in Battle Ground Public Schools you must complete the Volunteer Clearance Application Process prior to being assigned to a volunteer position within a building. The information disclosed on these forms will be used only in making the initial decision of whether you are eligible to volunteer and will not be used or disseminated for any other purpose. This process includes the following documentation.

1. **REQUEST FPR CRIMINAL HISTORY INFORMATION TO WASHINGTON and OREGON STATE PATROL** - We request this information to obtain Washington or Oregon State Patrol (WSP/OSP) records of any criminal convictions for felony crimes within the last ten (10) years as well as any offenses against persons, civil adjudication's of child abuse, and disciplinary board final decisions from the WSP/OSP criminal identification system. If the WSP/OSP report shows evidence of a criminal history background and we are unable to consider you for volunteering in Battle Ground Public Schools, you will be notified by certified mail.

Volunteers are welcome to request a copy of their OSP/WSP report from the Office of Human Resources.

WSP/OSP Criminal History Background records expire after (2) years from the date of issue. At that time you will need to renew your clearance.

2. **APPLICANT DISCLOSURE FORM** - This form is required by law in order to be in compliance with RCW 43.43.830, RCW 43.43.832 and RCW 9.96A.020.
3. **VOLUNTEERS AGREEMENT** - This form is for your safety as well as for the protection of the children you work with. By signing this form you verify that you understand the expectations and appropriate behaviors while working as a volunteer with BGSD students and staff
4. **COPY OF PHOTO IDENTIFICATION** – Washington State Driver's License or State ID card. Please provide a clear, readable copy. No faxed copies will be accepted.

If you have any questions regarding the clearance process please feel free to contact staff at any school or the Battle Ground Public Schools volunteer coordinator at 360-885-5306.

The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following regarding questions and complaints of alleged discrimination: Title IX Sexual Harassment Officer, 360.885.5415; Title IX Compliance Officer 360.885.5338; Section 504/ADA Coordinator 360.885.5318; or a letter may be submitted to the designated coordinator at the Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.

BATTLE GROUND PUBLIC SCHOOLS
Request for Criminal History Information
Child/Adult Abuse Information
Via Washington/Oregon State Patrol
RCW 43.43.830 through 43.43.845

Please complete, sign and date this form to be a volunteer in the Battle Ground School District. **Washington** residents must present a **valid** Washington Driver's License or State ID card. **Oregon** residents must present a **valid** Oregon Driver's License or State ID card. *Note: We collect \$10 from Oregon residents to cover the fee charged by Oregon to process OSP criminal background checks. (Fee can be paid by check or cash. Make checks payable to Battle Ground School District.*

I understand that the services I am providing are voluntary in nature and I do not expect to receive any compensation or benefits from Battle Ground School District.

Return forms to any Battle Ground School Office or District Office.

APPLICANT INFORMATION (please print clearly)

Applicant's Name _____
First Middle Last

Maiden/Alias Name _____

Date of Birth _____ Sex _____ Race _____
Month/Day/Year

Driver's License Number _____ State _____ Verified by _____
Application must be accompanied by a copy of your Driver's License. (No FAXED copies accepted)

Applicant's Address _____
Street City

_____ Phone _____
State Zip Code

Email Address _____

Name of Student(s) _____

School Student(s) Attends _____

Applicant's Signature _____ Date _____

Battle Ground Public Schools Volunteer Coordinator: Trudy Storey PO Box 200 Battle Ground, WA 98604 Entered into database:
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**BATTLE GROUND SCHOOL DISTRICT
Volunteer Disclosure Form**

Washington State Law requires applicants for prospective employment and volunteer positions to complete this form.

Answer YES or NO to each listed item.

Have you ever been convicted of any crimes against children or other persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape, first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault, sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling' prostitution; or any of these crimes as they may be renamed in the future?

YES NO

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?

YES NO

Have you ever been found by a court in a domestic relations proceeding under the Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

YES NO

Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?

YES NO

Have you ever been found in any disciplinary board final decision to have abused or financially exploited any person 60 years of age or older who has a functional, mental or physical inability to care for himself or herself or who is a patient in a state hospital?

Yes NO

Have you ever been found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a person 60 years of age or older who has a functional, mental, or physical inability to care for himself or herself or who is a patient in a state hospital?

YES NO

Have you ever been convicted of any crimes relating to drugs, including, but not limited to manufacture, delivery or possession with intent to manufacture or deliver a controlled substance.

YES NO

Have you, within the last ten (10) years been convicted of any felony other than the crimes described above?

YES NO

If your answer is "Yes" to any of the questions above, please describe and provide the date(s) of the findings of the penalty imposed.

Battle Ground School District #119 is authorized to request the Washington State Patrol to make available a prospective employee's or volunteer's record for convictions of offenses against children or other persons, adjudications of child abuse in a civil action, disciplinary board final decisions, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board's final decision. Any misrepresentation of willful omission of facts shall be sufficient cause for disqualification of this application. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State Of Washington that the foregoing is true and correct.

Volunteer Signature

Date

Volunteer Expectation Agreement

Thank you for your interest in volunteering in the Battle Ground School District. This information is provided as a guide while volunteering. Please review the following carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.

Relationships: For the protection of all, the relationship between you and any student you become acquainted with through volunteering in the Battle Ground School District must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or visitations to your home, social events, office, vehicle, or activities is not permitted without specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through community contacts.

Appropriate Touching: Handshakes, "high five", are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following regarding questions and complaints of alleged discrimination: Title IX Sexual Harassment Officer, 360.885.5415; Title IX Compliance Officer 360.885.5338; Section 504/ADA Coordinator 360.885.5318; or a letter may be submitted to the designated coordinator at the Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.

Confidentiality: As a volunteer you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School Safety Plan: In the event of an emergency while you are on site (fire, earthquake, etc.) you need to be familiar with the safety plan of the building you volunteer in.

First Aid: Occasionally emergencies happen while you are working with students. Volunteers are not expected to perform any type of first aid. If a medical emergency occurs please contact the school office. Please be aware of universal blood and body fluid precautions.

Check In/Out: All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

I have read and understand the expectations. Please read reverse side and initial.

Volunteer's Name (please print)

Signature

Phone

BGSD Representative Signature

School

Date