

VOLUNTEER

Information and Application Packet

Volunteer Applications Required Each School Year

Dear potential St. Clement Christian Academy' volunteer,

Thank you for your interest in joining our team. I once read that volunteers do not necessarily have the time but they do have the heart! All of us here in St. Clement Christian Academy appreciate your generous gift of time and attention to help children learn.

As with most things in life, there is a bit of paperwork to get started. Please note that the information following is as much for your safety and it is for the safety of our students. Volunteers are a precious resource. We want your experience to benefit the children attending our schools and have no unintended challenges to you. Most of this information is just good common sense but some wording is required specifically by law so please let us know if anything appears unclear or confusing.

Thank you again for making time for our students. I look forward to seeing you at our schools!

Sincerely,

Bishoy Saad
Principal

St. Clement Christian
Academy

Volunteer Application Procedures

- 1. All volunteers, with the exception of visitors and one-time volunteers who remain at school, must complete a volunteer application packet which includes the following:**

- Volunteer Application

- Volunteer Statements affirming understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures

- Volunteer Criminal History Disclosure/BACKGROUND Criminal History Background Check

- Volunteer Reference Check

Volunteers who accompany students off-campus must complete a packet as noted above (see No. 3 below). In addition, all volunteers, 14 years of age and older, must complete a packet (e.g., high school student mentors or other students who will be more than a one-time volunteer in a school).

2. Volunteer application packets must be renewed each year

Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works.

3. Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).

One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one-time volunteers: grandparent visiting a classroom; person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.

Any volunteers accompanying students off campus, however, must complete a volunteer packet including BACKGROUND screening prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and are responsible at a different level than at school. School staff who work at the school participating in the field trip do not need to complete a volunteer packet. However, staff accompanying students on a field trip for a site other than where they work should complete a packet, including BACKGROUND screening, so that emergency contact and other information is readily available.

4. School employees who volunteer at a site other than where they normally work should complete a volunteer application.

This assures that the school where a staff is a volunteer has current information including emergency contact information and a recent BACKGROUND screening.

5. A copy of the volunteer packet must be on file at each school.

A school receiving a volunteer's application packet should send a copy of the packet, including the results of the BACKGROUND screening to each school where an individual plans to volunteer.

6. All volunteers, including one-time volunteers and visitors must:

Sign in and out at their school/site location.

Wear identification badges during their volunteer activity or experience.

Acknowledge that "relationships developed with children at school need to remain at school" and that, for their own protection, "volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer."

7. Volunteer drivers:

Persons who drive a school vehicle as a component of their volunteer service must have a Driving Abstract on file with the Transportation Department and provide a copy of a valid TN State driver's license.

St. Clement Christian
Academy

Volunteer Application

Copy of Volunteer Application must be on file at school where volunteer is assigned.

Volunteer Name _____ Home Phone _____
 Address _____ Work Phone _____
 City _____ State _____ Zip _____ Cell Phone _____
 Email _____

Please list all students, teachers and schools where you plan to volunteer. Include student last name if different than your own. A copy of this application will be sent to each school indicated below.

<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>
<i>student name</i>	<i>teacher</i>	<i>school</i>

Name of person to contact in the event of an emergency _____

Relationship to you _____ Daytime telephone number _____

Name of regular physician _____ Phone number _____

Please describe special medical conditions (allergies, etc.) or special accommodations you have: _____

Availability: Please write in your preferred hours and days below:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Placement Information: The following information will allow us to match your expertise, interest, and skills with staff requests for volunteers. It will also assist us in recognizing your volunteer efforts.

Location Preference _____ Grade Level(s) Preferred _____

Please indicate below () which category(s) you prefer as a volunteer:

Classroom volunteer – subject(s) preferred _____
 Art docent Special events Office support
 Science Docent Mentor Library
 Technology Docent/Intern Tutor including ESL Career path consultant
 Playground Enrichment activities Special education
 Clerical, list skills below Lunch room Other _____

Clerical Skills/Experience _____

I wish to serve on a school/site committee (specify if known) _____

Bilingual: Yes _____ No _____ Language(s) _____

First Aid Card Expiration Date _____ CPR Card Expiration Date _____

Notice of Non-Discrimination

St. Clement Christian Academy does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

St. Clement Christian
Academy

Volunteer Statement Affirming Understanding

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for the St. Clement Christian Academy
I will...

respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization and keep personal information confidential at school and after I leave school.

be discreet in any verbal communication by not discussing students, staff, or families in front of others.

immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.

make reasonable efforts to assure that each student is protected from harassment or discrimination and I will not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; the St. Clement Christian Academy cannot and will not grant this permission.

I acknowledge receipt of School Board policy, Prohibition of Harassment, Intimidation and Bullying. I understand it is my responsibility to read and understand all materials provided to me. I further understand that by law I am a mandatory reporter and agree to comply with all school, state and federal laws.

If I have questions regarding any of the materials provided I understand I am to contact Bishoy Saad, Principal.

Signature _____

Print _____

Date _____

St. Clement Christian Academy
Volunteer Criminal History Disclosure
Criminal History Background Check

Copy of Criminal History Background Report to be on file at school where volunteer is assigned.

In accordance with Child/Adult Abuse Information Act, all prospective volunteers are required to complete this disclosure form.

Answer **YES** or **NO** to each item below. If the answer is YES to any item, please explain in the area provided or and/or on the reverse of this form, indicating the charge or finding, the date, and the court(s) involved:

1. Have you ever been convicted of any crime against children or other persons;
 Answer _____ If "YES," explain _____
2. Have you ever been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
 Answer _____ If "YES," explain _____
3. Have you ever been found to have sexually assaulted or exploited any minor or to have physically abused any minor;
 Answer _____ If "YES," explain _____
4. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor;
 Answer _____ If "YES," explain _____
5. 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 or to have abused or financially exploited any vulnerable adult; or
 Answer _____ If "YES," explain _____
6. Have you ever been found by a court in a protection proceeding, to have abused or financially exploited a vulnerable adult?
 Answer _____ If "YES," explain _____

A BACKGROUND criminal history background check (limited to crimes against persons) is required for all volunteers who have unsupervised access to children and/or vulnerable adults. The following information will be use to conduct the search. Please enter your legal name and birth date (mm/dd/yyyy). Secondary dissemination of criminal history record information is prohibited.

<i>Legal First Name (print)</i>	<i>Legal Middle Name (print)</i>	<i>Legal Last Name (print)</i>		
<i>Social Security Number</i>	<i>Male</i> <i>Female</i>	<i>Date of Birth</i>		
<i>(last 4 digits only)</i> ___ ___ ___ ___		<i>mm</i>	<i>dd</i>	<i>yyyy</i>

I certify under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Volunteer Signature _____ **Date** _____

St. Clement Christian Academy

Volunteer Reference Check

Volunteer Name: _____

Please provide the name, address, and phone number of three persons that can attest to your character and commitment as a volunteer in the St. Clement Christian Academy.

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____

Name _____

Address _____

City, State, Zip _____ Home Phone _____ Work Phone _____

Relationship to you _____

St. Clement Christian Academy
COMMUNITY RELATIONS
BOARD POLICY

VOLUNTEERS IN THE SCHOOLS

St. Clement Academy Board recognizes the valuable contributions volunteers of the community make to students and schools. The board welcomes volunteers and endorses a volunteer screening program to ensure the health and safety of students, staff, and volunteers.

Volunteers of St. Clement involved in volunteer assignments longer than one day in length shall be subject to the specific screening requirements listed below. Volunteers who work at or for a school or site for one day or less are exempt from such requirements.

Volunteer Screening Requirements

1. Application
2. Volunteer Statement Affirming Understanding of: Confidentiality, Discrimination and Prohibiting Harassment, Intimidation and Bullying laws and procedures
3. Criminal History Disclosure Form
4. Washington State Patrol Criminal History Background Check
5. Reference Check Form

The building principal or any other designated administrative staff member shall be involved in the recruitment of volunteers and shall make final approval of any volunteer serving in his/her building.

At the superintendent's discretion, volunteers may be asked to submit a full FBI fingerprint check based on extenuating circumstances and/or reasonable suspicion. If required, the FBI fingerprint check will be at school expense.

The superintendent shall develop guidelines and procedures to implement the provisions of this policy.

Date approved by the board: August 11, 2014

Background checks -- Access to **children or vulnerable persons – Selected Definitions.**

(b) Any prospective volunteer who will have regularly scheduled unsupervised access to **children** under sixteen years of age, developmentally disabled persons, or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer **children** under twelve years of age, (ii) three or fewer **children** between twelve and sixteen years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults.

(5) "Crime **against children** or other persons" means a conviction of any of the following offenses:

Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; 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; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; 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; felony indecent exposure; criminal abandonment; or any of these **crimes** as they may be renamed in the future.

(6) "**Crimes** relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

(7) "**Crimes** relating to financial exploitation" means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second-degree robbery; forgery; or any of these **crimes** as they may be renamed in the future.

(9) "Unsupervised" means not in the presence of:

(a) Another employee or volunteer from the same business or organization as the applicant; or

(b) Any relative or guardian of any of the **children** or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

St. Clement Christian
Academy
School/Site Volunteer Checklist

(School Use Only - Optional)

Name _____

Address _____ Home Phone _____

City, State, Zip _____ Work Phone _____

Other _____

Application Form received _____

Criminal History Disclosure Form received _____

Statement of Understanding received _____

BACKGROUND Criminal History Background Check (print and save report for file)

Date BACKGROUND WATCH _____

Approved/denied _____

Date copy mailed/sent to volunteer _____

Reference Check completed _____

Assignment and/or job description

Comments _____

Harassment Intimidation and Bullying Training

How does bullying differ from other forms of conflict?

Other Conflict/ Fighting *

Between friends/equals/peers
Spontaneous/occasional
Accidental/not planned
No serious or lasting harm
Equal emotional reaction
Not for domination/control
Often a sense of remorse
May try to solve problem

Bullying *

Not friends/imbalance of power
Repeated over time
Intentional
Physical/emotional harm
Unequal emotional reaction
Seeking control/possession
No remorse-blames target
No effort to solve problem

- ✓ Please remember that specifics will vary with each incident.
- ✓ Actions on either side of this chart may result in discipline.

School Safety Center: <http://www.k12.wa.us/SafetyCenter/default.aspx>

**Harassment, Intimidation or Bullying (HIB) Incident
Reporting Form**

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ **Today's date:** _____

Name of school adult you've already contacted (if any): _____

Name(s) of bullies (if known): _____

On what dates did the incident(s) happen (if known): _____

Where did the incident happen? Circle all that apply.

Classroom Hallway Restroom Playground Locker room Lunchroom Sport
field Parking lot School bus Internet Cell phone During a school activity
Off school property On the way to/from school

Other (Please describe.) _____

Please check the box that best describes what the bully did. Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe: _____

Why do you think the harassment, intimidation or bullying occurred? _____

Were there any witnesses? Yes No If yes, please provide their names: _____

Did a physical injury result from this incident? If yes, please describe. _____

Was the target absent from school as a result of the incident? Yes No If yes, please describe _____

Is there any additional information? _____

Thank you for reporting!

-----For Office Use-----

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved Unresolved

Referred to: _____

**ST. CLEMENT CHRISTIAN
ACADEMY STUDENTS
BOARD POLICY**

PROHIBITION OF HARASSMENT INTIMIDATION AND BULLYING

The school is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. This policy is intended to provide guidance for students, safe and civil work environments for staff members is addressed in Board Policy and Procedure. “Harassment, intimidation, or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

Physically harms a student or damages the student’s property.

Has the effect of substantially interfering with a student’s education.

Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. 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 school policies or building, classroom or program rules.

Training

This policy is a component of the school’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The school will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the school will seek partnerships with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary school contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the school.

ST. CLEMENT CHRISTIAN
ACADEMY STUDENTS
BOARD POLICY PROCEDURE

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

A. Introduction

St. Clement Christian Academy strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of school policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying– is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form – may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. A sample form is provided on the Office of Superintendent of Public Instruction’s (OSPI) School Safety Center Web site:

<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

Retaliation – when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

RCW 28A.300.285 – 12 Education--Harassment, Intimidation and Bullying

RCW 28A.640.020 – Sexual Harassment

RCW 28A.642 – Prohibition of Discrimination in Public Schools

RCW 49.60.010 – The Law Against Discrimination

The school will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or school from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

Dissemination

In each school and on the school's Web site the school will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the school compliance officer. The school's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and school offices and/or hallways, or is posted on the school's Web site.

Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web-based form.

Training

Staff will receive annual training on the school school's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the school's Incident Reporting Form.

Prevention Strategies

The school will implement a range of prevention strategies including individual, classroom, school, and school-level approaches.

Whenever possible, the school will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

E. Compliance Officer

The school compliance officer will:

1. Serve as the school's primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.

5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the school, and ensure staff receives annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between school staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI Web site: <http://www.k12.wa.us/SafetyCenter/default.aspx>.

E. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

Step 1. Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter:

- a) Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

b) Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

c) Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the school release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The school will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2. Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receives an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a school Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.

Step 3. Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a) Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or school designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the school will immediately contact law enforcement and inform the parent/guardian.
- b) During the course of the investigation, the school will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the school will implement a safety

plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

- c) Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the school's policy and procedure on harassment, intimidation, and bullying.
- d) In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the school has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the school may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow school policy for reporting suspected cases to Child Protective Services.
- e) The investigation shall include, at a minimum:
 - An interview with the complainant.
 - An interview with the alleged aggressor.
 - A review of any previous complaints involving either the complainant or the alleged aggressor.
 - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f) The principal or designee may determine that other steps must be taken before the investigation is complete.
- g) The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the school will provide the parent/guardian and/or the student with weekly updates.
- h) No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - The results of the investigation.
 - Whether the allegations were found to be factual.
 - Whether there was a violation of policy.
 - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a school chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that

a student is subject to abuse or neglect, as mandatory reporters they must follow school policy for reporting suspected cases to Child Protective Services.

If the incident is unable to be resolved at the school level, the principal or designee shall request assistance from the school.

Step 4. Corrective Measures for the Aggressor

After completion of the investigation, the school or school designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to school policy-student discipline. If the accused aggressor is appealing the imposition of discipline, the school may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

Step 5. Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written or verbal decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final school decision.

Step 6. Discipline/Corrective Action

The school will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the

student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to school policy-student discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the school should strongly consider school wide training or other activities to address the incident.

If staff has been found to be in violation of this policy and procedure, school schools may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Step 7. Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate school support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the school's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or school from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law.

K. Other School Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other school or school rules.