



# FINLEY SCHOOL DISTRICT #53

## ALL KIDS ACHIEVING

224606 E Game Farm Rd, Kennewick WA 99337 509-586-3217 FAX 509-586-4408

Thank you for volunteering to assist in our schools.

Finley School District has a practice of screening all volunteers who will be working with students. This is done through the Washington Access of Criminal History (WATCH) background check system through the Washington State Patrol.

Screening volunteers through WATCH is a standard practice with agencies and organizations that serve children, youth and vulnerable adult populations in Washington State. This background check is a minimal, online screening procedure that looks at crimes against persons within the State of Washington. For more information about WATCH, please visit the WATCH website at <http://watch.wsp.wa.gov>

Screening takes place before the volunteer begins work with students. Current volunteers are screened a minimum of every two years.

In order to perform the WATCH check, prospective volunteers must fill out and sign the Finley School District Screening Form, authorizing the District to do the check. The full name and date of birth of the prospective volunteer is required to do the check.

If the WATCH system indicates no criminal history, a copy is made and placed in the confidential files with the volunteer Application. The school will provide the prospective volunteer a copy of the results at the volunteer's request. These records are considered by the state to be public employee records and therefore are cared for with the same procedures as paid employee records.

If the WATCH system returns information on a prospective volunteer that indicates criminal history, the school will make its decision on whether the person can volunteer based on prior disclosure, type of offense, and context of offense. Some types of offenses will automatically disqualify a person from volunteering in our schools. A list of these offenses is on the back of this letter. In addition, other offenses may disqualify a person depending upon the judgment of the principal and the information school staff is able to gather from the prospective volunteer and the WATCH System. The school principal has final responsibility regarding the involvement of a prospective volunteer who has a criminal history.

Our mission at the Finley School District is to provide a safe, positive, learning environment that empowers the whole student to use his or her natural and learned talents to become a productive, responsible member of both the community and world. We seek to involve those adults who can contribute positively to our schools.

**The WATCH system checks for the following offenses:**

Crime against children or other persons:

- **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, second or third 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**
- **Endangerment with a controlled substance**
- **Child abuse or neglect as defined in RCW 23.44.020**
- **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
- Manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance
- First, second or third degree theft
- Forgery
- Or any of these crimes as they may be renamed in the future.

Based on practice, not policy, highlighted offenses suggest automatic disqualification of individuals from volunteering in our schools.

This list has been established as a guideline for school personnel. All final decisions are the responsibility of the building principal.



**Finley School District #53 Screening Form  
Request for Criminal History  
Child/Adult Abuse Information Act  
RCW 43.43.830 through 43.43.845**

Please indicate the school or program you are volunteering for \_\_\_\_\_

**Volunteers: Please complete both sides of this form and return to the school,  
program director or district office.**

The Washington State Legislature has helped us assure security for children by allowing background checks on all people who work with children in schools. The Finley School District supports this requirement. We care about our students; all volunteers must complete this form and undergo a background check prior to beginning as a volunteer and no less frequently than every two years as an active volunteer.

**APPLICANT'S INFORMATION**

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Aliases/Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of child(ren) in school, if any \_\_\_\_\_

\_\_\_\_\_

***See Reverse for Disclosure Statement***

**School Verification (School District Use Only)**

Qualified to Volunteer - WATCH (WA Access of Criminal History) Date \_\_\_\_\_ Initials \_\_\_\_\_

Applicant did not qualify to Volunteer: Date \_\_\_\_\_ Initials \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Finley School District is committed to providing equal opportunities for all persons without regard to sex, race, creed, religion, or ethnic background in its educational programs, activities, policies, and employment practices. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504/ADA Coordinator, 224606 E Game Farm Rd. Kennewick WA 99337.

## Volunteer Applicant Disclosure Form

In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form in its entirety. All questions must be answered.

Answer YES or NO to each of the listed items. If the answer is yes to any of the items, please explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

1. Have you been convicted of any crimes against persons?  
*Answer \_\_\_\_\_ If yes, please explain:*
  
2. Have you been found by a court or any disciplinary board in any dependency proceeding under Title 13 RCW, in any domestic relations proceeding under Title 26 RCW, or any disciplinary board final decision to have sexually assaulted or exploited any minor or to have physically abused any minor or to have abused or financially exploited any vulnerable adult?  
*Answer \_\_\_\_\_ If yes, please explain:*
  
3. Have you ever been convicted of a felony?  
*Answer \_\_\_\_\_ If yes, please explain:*
  
4. Other than any matter above, is there any fact or circumstance involving you and your background that would call into question you being entrusted with the supervision, guidance and care of children, youth and vulnerable adults or developmentally disabled persons?  
*Answer \_\_\_\_\_ If yes, please explain:*

I have read the information contained in 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. I authorize Finley School District #53 to conduct a background check and to obtain any and all information needed to process my volunteer application. I further authorize any person contacted by the Finley School District to provide information to the Finley School District about my volunteer application. I understand that information from others will not be made available to me. I hereby release and hold harmless Finley School District #53 and all references from any and all liability in obtaining or disclosing such information about my background. I understand that the District may, at its discretion, exclude me from volunteering for any reason, including any misleading or incomplete statements on this application.

Volunteer Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_