Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

Federal Immigration Law Compliance for Staff

The Board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the Superintendent/designee. Prior to final action by the Board, a prospective staff member shall present necessary documents, which establish eligibility to work and attest to his/her eligibility as required by P.L. 99-603, Immigration Reform and Control Act of 1986. As required by federal immigration law, the Superintendent/designee shall certify that he/she has: “examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work.” This certification shall be made on the I-9 form issued by the federal Immigration and Naturalization Service.

Child Support Reporting for Staff

The District shall report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Sexual Misconduct Release Form for Staff

Pursuant to state law, the District shall require that every prospective staff member sign a release form allowing the District to contact school employers regarding prior acts of sexual misconduct.

Disclosures for Staff and Volunteers

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

A. Convicted of any crime against persons;
B. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
C. 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;
D. Found in any disciplinary Board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.
Background Check for Staff and Volunteers

Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.

All Other Staff and Volunteers:

Staff and volunteers without unsupervised access to children will undergo a name, birth date, and annual background check with the Washington State Patrol.

Conditional Employment:

New hires shall be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions, the candidate may not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the Superintendent/designee is directed to consult with legal counsel.

Record Check Data Base Access Designee

The Superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction’s (SPI) record check database. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Certification Requirements

The District will require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the District has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.
Personnel

Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the Superintendent/designee will give “reasonable assurance” by written notice that the staff member will be employed during the next school year.

Board Approval

All staff members selected for employment shall be recommended by the Superintendent. Staff members must receive an affirmative vote from a majority of all members of the Board. In the event an authorized position must be filled before the Board can take action, the Superintendent has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent staff member. The Board will act on the Superintendent’s recommendation to fill the vacancy at its next regular meeting.

Cross References:
Policy 1610 Conflicts of Interest 1st Class Districts
Policy 5006 Certification Revocation
Policy 5252 Staff Participation in Political Activities
Policy 5281 Disciplinary Action and Discharge
Policy 5520 Staff Development
Policy 5610 Substitute Employment
Policy 6530 Insurance

Legal References:
RCW 28A.320.155 Criminal history record information—School Volunteers
RCW 28A.400.300 Hiring and discharging employees—Written leave
RCW 28A.400.301 policies—Seniority and leave benefits of employees
RCW 28A.400.303 transferring between school districts and other
RCW 28A.405.060 educational employers
RCW 28A.405.210 Information on past sexual misconduct—Requirement
RCW 28A.410.010 for applicants-Limitation on contracts and agreements -
RCW 28A.660.020 Employee right to review personnel file
RCW 28A.660.035 Proposals - Funding
RCW 48.43.830-..840 Partnership grant programs - Priority assistance in
Paraeducators
ESHB 1115 advancing cultural competency skills
RCW 48.43.830-.840 Background checks - Access to children or vulnerable
persons - Definitions
<table>
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<td>RCW 50.44.050</td>
<td>Benefits payable, terms and conditions - “Academic year” defined</td>
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<td>RCW 50.44.053</td>
<td>“Reasonable assurance” defined - Presumption, employees of educational institutions</td>
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<td>P.L. 99-603</td>
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<td>WAC 162-12</td>
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<td>Prohibition of re-dissemination of fingerprint record information by education service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools</td>
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<td>WAC 392-300-060</td>
<td>Protection of fingerprint record information by education service district, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools</td>
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<td>WAC 446-20-280</td>
<td>Employment--Conviction Records</td>
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**Management Resources:**
- Policy News, July 2017 Issue
- Policy News, October 2010 Employment Disclosures
- Policy News, October 2005 Sex Offender Reporting Requirements
- Policy News, April 2004 School Employee Sexual Misconduct
- Policy News, October 2001 Updates from the State Board of Education
- Policy News, June 1999 School Safety Bills Impact Policy
- Policy News, February 1999 Local Boards Decide Endorsement Waivers

**Adopted Date:** 12.00

**Revised Dates:** 12.01; 04.04; 10.05; 06.07; 10.10; 03.18