



CHIMACUM SCHOOL DISTRICT

TO: Substitutes and Volunteers in the Chimacum School District

FROM: Stephanie McCleary, HR Department

The Chimacum School District is required to:

- Review and update board policies every two years to remain compliant with current state and federal laws.
- Ensure that all staff including substitutes and volunteers receive a copy of the board policies every two years.
- Ensure the employee signs receipt of policies and protocols and returns to Human Resources to be kept on file.

Please review the attached documents, sign below that you have reviewed the documents and return it to:
Chimacum School District, PO Box 278~91 West Valley Rd, Chimacum WA 98325, Attn: Stephanie McCleary

Chimacum School District **does not** encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities. This means:

- Do not provide your phone number to any students and do not ask for the phone number of any student.
- Do not provide your address to any student and do not ask for the address of any student.
- Do not offer or agree to transport any student at any time.
- Do not engage in private tutoring sessions outside of the school building or days and hours of operation.
- Do not give any gifts to students or receive gifts from students.
- If working one-to-one with a student, always do so in a public area, i.e. a hallway, classroom or library.

If you suspect that a child may be the victim of abuse, report it immediately to the principal, school counselor or another school district employee.

I have received and reviewed the following Chimacum School District policies: Protocol For All Personnel in Dealing with Inappropriate Behavior by Adults with Students, SBP 6590: Sexual Harassment and SBP 3421: Child Abuse, Neglect and Exploitation Prevention.

I will adhere to these guidelines and acknowledge my role in protecting children from sexual abuse and inappropriate conduct by adults.

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|---------------|--|------------|--|-----------|--|-------|-------|
| Printed Name: | | | | Date | | | |
| Signed: | | | | | | | |
| Employee | | Substitute | | Volunteer | | Coach | Other |

If you have any questions, please contact me. Thank you for your help in expediting this legal requirement. For additional information, forms, legal citations, etc., a link on our webpage has been created titled: **Inappropriate Conduct**.