

August 18, 2014

Seattle School District Administration and Board of Directors:

On February 10, 2014 we submitted a staff complaint to Assistant Superintendent Michael Tolley. We did so because to our knowledge the Seattle School District administration and Board of Directors had held no one accountable for the atrocious chaperoning on the field trip during which our daughter was sexually assaulted, and the subsequent dereliction of responsibility to not only comply with state and federal regulations, but to treat our family with decency and respect.

Five months later, Richard Kaiser, the District's hired investigator, produced his Investigative Reports dated July 15 ("Reports"). Despite inaccuracies and omissions, the Reports substantiate our assertions regarding staff noncompliance with District policies and procedures and dissemination of inaccurate information. We find it completely unacceptable, however, that the District has intentionally narrowed and redefined the scope of our complaint, once again ignoring the key focus of our grievance: negligent chaperoning that created an uncontrolled and unsafe environment that permitted a rape to occur, and noncompliance with Title IX regulations that govern a school's response to a reported sexual assault.

### **Reports substantiate claims of staff noncompliance with District policies and procedures**

In our February staff complaint, we asserted the following claims, which the Reports corroborate:

- Garfield Principal Ted Howard disseminated false information regarding the number of chaperones assigned to each cabin.

"Mr. Howard indicated that two chaperones were assigned to each cabin. This statement was false." (Page 4)

- Garfield Assistant Principal Brad Westering failed to comply with District timelines for completing required pre-trip documents.

"Mr. Westering did not comply with the timelines in the Principal's checklist and Site Approval Checklist." (Page 20)

- Mr. Westering signed off that he had verified that all students had submitted their permission forms, when in fact they had not.

"Mr. Westering verified that all of the participating students had turned in their Consent/Permission to Participate Forms. As indicated above, this wasn't true." (Page 21)

"Mr. Westering also did not ensure that the students had timely turned in their Consent/Permission to Participate forms." (Page 21)

- Mr. Westering signed off that he approved the chaperone list, even though the chaperone list did not contain the names of Nick Ward and Shelley Stromholt, who went on the field trip as chaperones, nor any adult male to supervise the boys' cabin.

"Mr. Westering did not know Mr. Ward and Ms. Stromholt were serving as chaperones on the field trip." (Page 21)

- The teacher in charge, Heather Snookal, did not ensure that the students' permission forms were submitted in a timely manner.

“Did Ms. Snookal fail to timely secure the students' Informed Consent/Permission to Participate Forms? Yes.” (Page 55)

- Ms. Snookal did not verify the names of all people who were to go on the field trip.

“The Site Approval Checklist also requires the certified staff member in charge of the trip to verify the names of all persons who actually go on the trip one week prior to the field trip. Nobody verified this list.” (Page 21)

- The teachers brought their small children on the trip without the principal's approval, as required by the “Guidelines for Volunteer Field Trip Chaperones,” which the teachers had signed and attested that they had read and had agreed to comply with.

“Did Ms. Finley fail to obtain an administrator's approval prior to taking her daughter on the field trip? Yes.” (Page 39)

“Did Ms. Snookal fail to obtain an administrator's approval prior to taking her son on the field trip? Yes.” (Page 54)

The Reports also disclose the following:

- Mr. Westering was “not trained or familiar with field trip procedures.” (Page 19)
- “It also appears that Ms. Snookal was not familiar with the District's procedures.” (Page 19)
- “Ms. Snookal also indicated that nobody ever trained her on the District's expectations for complying with any of the procedures governing multi-day field trips.” (Page 51)
- “Ms. Snookal indicated that she did not remember reading the guidelines before she signed them.” (Page 54)

### **Reports contain errors and omissions**

Mr. Kaiser's Reports contains the following disturbing errors and omissions.

First, the District arbitrarily narrowed our staff complaint. It summarily ignored our complaint against the District's Title IX compliance officer, Paul Apostle. We understand Mr. Apostle retired at the end of the school year in June 2014. But since our complaint was submitted in February, the District had ample time to honor our complaint; instead it chose to disregard it without explanation.

Similarly our staff complaint included Superintendent José Banda, counselor Kenneth Courtney, legal assistant Carol Rusimovic, and many other District personnel. The complaints against these staff persons were also disregarded without reason.

Second, the District arbitrarily filtered out those elements of our complaint regarding negligent chaperoning and denial of nondiscrimination rights under Title IX. These items, among others, were included in our February 2014 staff complaint but were ignored in the investigation of these staff members:

- Mr. Howard failed to address our daughter's fear of retaliation and a hostile environment after reporting the rape.
- Mr. Howard failed to respond to our request for an extension that would grant our daughter sufficient time to make up lost credit. He granted her an extension two days before the extension period expired. By then, such an extension was useless.
- The District's Fieldtrip Guidelines require that teachers "warn and inform" parents of the risks associated with the fieldtrip. Nevertheless, the teachers failed to organize an informational meeting for parents or provide details of the trip to explain that students would be sleeping in adjacent unlocked cabins, that only one authorized female chaperone would be watching the students, that no wake-watch would be implemented, and that Ms. Snookal and Ms. Finley would be sleeping in an area away from the students.
- Teachers and chaperones failed to enforce the NatureBridge student code of conduct that forbade students from entering the cabins of the opposite sex. Although the teachers required students to sign this code of conduct, they did not enforce it.
- When the teachers lost control of the students the first night, they failed to mete out any consequences that could have stopped dangerous behavior from recurring the second night.

Third, in Mr. Howard's account of his conversation with one of us on November 8, the day after the rape, he claims that we told him that "a student had come forward with information about the alleged rape" and that "the student had previously done this sort of thing with another student." On November 8, only Mr. Howard would have known that a student had come forward with information about the rape. We learned that a student had revealed this information because Mr. Howard told us. Additionally, only Mr. Howard would have known the identity of the student who admitted having had "consensual" sex with our daughter. It was impossible for us to know this student's history of having sex at school. We only learned this student's history of sexual misconduct after reading Mr. Kaiser's report almost eight months later in June 2013, as Mr. Kaiser should have been able to determine. Were we aware of this student's disciplinary history on November 8, as Mr. Howard claims, we certainly would have mentioned it in our correspondence to Mr. Howard the next day, instead of asking him to name the student for a restraining order, as documented. Mr. Kaiser considers Mr. Howard's version of our telephone conversation "equally plausible" to our written account of November 9. It is entirely implausible.

Finally, we note a few errors. The Reports state that the sexual assault occurred on November 6. It likely occurred in the early morning of November 7. Our second phone conversation with Mr. Howard could not have occurred on November 2 (before the November 8 conversation), as stated in the Reports. The Footnote 1 on Page 19 is cut off and incomplete. And curiously, Mr. Kaiser states that he could not verify the completed student permissions slips because the District could not locate the forms. The District supplied us with those permission slips last year and we included them with the supporting materials we provided with our October 18, 2013 response.

## **Conclusion**

Seattle Schools demonstrates again that it is unwilling to take any initiative in investigating the events of November 7, 2012 and its aftermath, nor to hold anyone accountable for them. The victim's family had to insist on a staff investigation just as we had to insist on the mandatory Title IX investigation of the assault itself before the District took any action.

As before, the District deliberately redefines our staff complaint to suit its own purposes, just as it narrowed our original complaint of March 2013 to a single question of whether sexual harassment occurred. The rationale is the same: avoid accountability at all costs to limit liability.

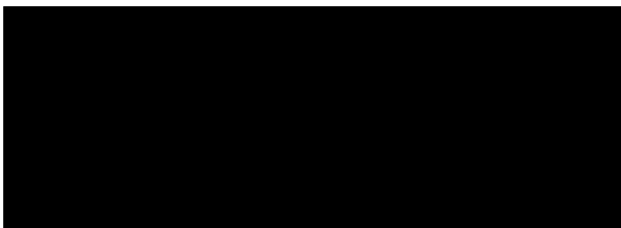
Besides ignoring critical personnel and components of our staff complaint (including the District's own documents that demonstrate culpability), the Reports emphasize mitigating circumstances and excuses: unfamiliarity with procedures, lack of training, miscommunications, lapses, and assumptions. The Reports want us to conclude that although established procedures were ignored, there was no intentional misconduct, therefore all are exonerated and none need be held accountable.

But these procedures were established to ensure student safety on field trips. Perhaps staff can take shortcuts, play loose with the timelines and permissions, ignore a few requirements, and nothing disastrous will occur. But suppose something tragic does happen. Suppose a child's life is devastated by a sexual attack while under the care and supervision of adults who were supposed to abide by procedures and rules that they did not bother to read, follow, or enforce. Suppose that child's high school education is ruined and her family life thrown into chaos as a result. What happens then? Suddenly, no one wants to shoulder responsibility or even launch an investigation into what went wrong unless exhorted to by the victim's family.

The Reports give license to staff to ignore established procedures because they will not be held accountable. The District administration and Board of Directors, who represent the District families, give lip service to prioritizing student safety but won't hold staff accountable who, by ignoring established procedures, jeopardize the safety they claim to care about. And the District's legal team will continue to do its utmost to thwart any effort to truly hold staff accountable lest the District's liability be threatened. Yet even a moment's reflection would reveal that strong accountability is one way to reduce the District's liability risk in the future.

In sum, we insist that the District sponsor a full investigation that addresses all issues we raised in our February staff complaint, which includes the chaperoning issues we raised in March 2013 onwards and detailed in our October 2013 response to Mr. Kaiser's report of June 2013. This investigation must be immediately carried out by an independent entity and not the District's hired investigator.

Sincerely,



# SEATTLE PUBLIC SCHOOLS

**school** High School

## Investigative Reports

Employee1  
Employee2  
Employee3  
Employee4

July 15, 2014

July 9, 2014

**PRIVATE AND CONFIDENTIAL**

Ms. Sue Means  
Labor/Employee Relations Manager  
Human Resources  
Seattle Public Schools  
MS 33-180 - PO Box 34165  
Seattle, WA 98124-1165

Re: Mr. **Employee4** Principal, **school** High School

Dear Ms. Means:

You retained me to investigate a complaint against Mr. **Employee4** who is the Principal of **school** High School. In the complaint, the parents of a former student named **Student1** alleged that Mr. **Employee4** engaged in misconduct shortly after **school** students returned from a field trip to Olympic National Park on November 5-7, 2012. You directed me to investigate whether Mr. **Employee4** engaged in the following acts of misconduct:

- ✓ Lying to District administrators when he told them what he knew about the level of supervision on the field trip; and
- ✓ Lying to the parents during their discussions about the investigation of the alleged rape of **Student1**

This is my investigative report.

**I. Investigative Procedure—Persons Interviewed.**

I formally interviewed the following people on the specified dates.

1. Ms. **Employee1** Ecology Teacher, **school** High School, Seattle Public Schools (5/2/14 and 6/13/14);
2. Ms. **Employee2** Science Teacher, **school** High School, Seattle Public Schools (5/2/14);
3. Mr. **Employee3** Assistant Principal, **school** High School, Seattle Public Schools (5/2/14 and 6/11/14); and
4. Mr. **Employee4** Principal, **school** High School, Seattle Public Schools (5/2/14).

I attempted to interview **Student1**'s parents. They placed conditions on this interview. First, they wanted to record it. Because I had not recorded the other interviews in this matter, I declined their request.<sup>1</sup> The parents then asked me to provide them with my questions in a written format akin to interrogatories. For the same reason, I also declined this request. As a result, I relied on the correspondence with the District to obtain their account of the alleged events.

## **II. Investigative Procedure—Documents Reviewed.**

I reviewed the following documents:

1. Seattle Public Schools' Guidelines for Volunteer Field Trip Chaperones;
2. Seattle Public Schools' Field Trip Procedures;
3. Seattle Public Schools' Field Trip Packet and Checklists;
4. Nature Bridge Field Trip Itinerary and Roster; and
5. The **parents** Complaint (2/10/14);
6. The **parents** Correspondence with the District, including Mr. **Employee4**

## **III. Findings of Fact.**

The following facts are not in material dispute, unless noted otherwise.

### **A. The Alleged Events at Olympic National Park.**

On the night of November 6, 2012, a male allegedly raped a **school** student named **Student1** while she was on the multi-day field trip at Olympic National Park. On the morning of November 7, 2012, **Student1** disclosed the alleged rape to students and to chaperones, who reported the disclosure to the National Park Service. The National Park Service began a criminal investigation of **Student1** disclosure. A chaperone named Ms. **Employee1** eventually took **Student1** to Olympic Medical Center, which is in Port Angeles, WA.

Ms. **Employee1** also called Mr. **Employee4** and reported the incident to him. In turn, Mr. **Employee4** relayed the information to District administrators.

### **B. Ensuing Events: Did Mr. **Employee4** Lie to District Administrators?**

Ms. **Employee1** and Mr. **Employee4** provided substantially similar accounts of this conversation.

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<sup>1</sup> I did record an interview with one student when no **school** administrator was available to observe it.

According to Ms. [Employee1] she and Mr. [Employee4] did not specifically discuss the level of supervision in the two cabins occupied by the students. Ms. [Employee1] told me that she was more focused on the emergent crisis. She stated, "I was dealing with an emergency. I was just trying to get [Student1] to the hospital and get the students back to school." Ms. [Employee1] also indicated that she did not tell Mr. [Employee4] there were two chaperones in each of the students' cabins. Ms. [Employee1] added that Mr. [Employee4] did not even ask about this issue.

According to Mr. [Employee4] he did not ask Ms. [Employee1] about the level of supervision. Mr. [Employee4] told me that he did not know there was only one chaperone in the boys' cabin. Mr. [Employee4] stated, "I did not even ask. It was not like 'Name all the chaperones.'"

At 11:02 AM on November 7, 2012, Mr. [Employee4] emailed District administrators about the preceding events. In the email, Mr. [Employee4] correctly identified Ms. [Employee1] Ms. [Employee2] and Ms. [Employee5] as the three teachers who chaperoned the field trip. See Exhibit A ([Employee4] 11/7/12 Email).<sup>2</sup>

In the same email, Mr. [Employee4] indicated that two chaperones were assigned to each cabin. This statement was false. I asked Mr. [Employee4] why he represented this information to District administrators. Mr. [Employee4] could not specifically explain why he made this representation. Mr. [Employee4] related that he thought he gathered his information from his conversation with Ms. [Employee1]. Mr. [Employee4] added that it was difficult to remember this conversation, which occurred approximately one year and eight months ago.

**C. Ensuing Events: Mr. [Employee4] Briefly Interviews Student 2.**

Later in the day, the students returned to school. Student 4's mother picked her and student 2 up at school.<sup>3</sup> They decided to go out for dinner at Tutta Bella, which is a pizzeria in Columbia City. At Tutta Bella, student 2 appeared nervous and indicated that he and [Student1] had "messed around." Student 2 added that he was worried his DNA might be on [Student1]. Based on those statements, student 4 and her mother decided to call Mr. [Employee4] who came to Tutta Bella to interview student 2.

Mr. [Employee4] agreed to come to Tutta Bella to interview student 2. During that interview, student 2 told Mr. [Employee4] that he and [Student1] had "messed around." Mr. [Employee4] told student 2 that he needed more details. Student 2 indicated that he kissed and "touched" [Student1]. Student 2 then added that he and [Student1] began to have consensual sexual intercourse, but stopped. Student 2 did not clarify that he and [Student1] had penile-anal intercourse. Mr. [Employee4] subsequently provided that information to the federal investigators.

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<sup>2</sup> Mr. [Employee4] did not also indicate that two University of Washington graduate students named Mr. [volunteer2] and Ms. [volunteer1] also were chaperones on the field trip. Although this omission would have helped the District's assessment of the matter, it does not necessarily constitute a lie, which requires someone to intentionally make a false statement.

<sup>3</sup> Student 2 allegedly raped [Student1].



**D. Ensuing Events: Did Mr. Employee4 Lie to the parent parent**

Mr. Employee4 and the parents subsequently had several communications about this matter. The witnesses provided contradictory accounts of these communications.

**1. Mr. Employee4 Account.**

Mr. Employee4 and Ms. parent have had two to three conversations about this matter.

The first conversation occurred shortly after Mr. Employee4 learned about Student1 disclosure. Mr. Employee4 reached out to Ms. parent and told her to let the process (investigation) work. Mr. Employee4 added that he had sent a letter to the students about the matter.

The second conversation occurred a day or two after Mr. Employee4 spoke with student 2. This was a much different conversation. This time, Ms. parent called Mr. Employee4. During that conversation, Ms. parent told Mr. Employee4 she understood a rumor that a student had come forward with information about the alleged rape. Mr. Employee4 answered that he could not confirm or deny this information.

Ms. parent also indicated that she wanted to pursue a restraining order against this student. Ms. parent related that she knew the student had previously done this sort of thing with another student. Ms. parent added that she wanted Mr. Employee4 to check into this additional information.

Mr. Employee4 replied that he could not talk about her statements. Mr. Employee4 stated, "I'm uncomfortable discussing this information or sharing it with you." Mr. Employee4 then terminated the conversation, which lasted approximately 10 seconds.

Mr. Employee4 told me he was not going to repeat the information that he learned at Tutta Bella. Mr. Employee4 also told me that Ms. parent statements made him uncomfortable. Mr. Employee4 wondered how she knew about student 2's history, which he did not know about at the time.<sup>4</sup>

**2. Ms. parent Account.**

Mr. Employee4 and the parents have had at least two conversations about this matter.

On November 8, 2012, the first conversation occurred. Ms. parent and Mr. parent discussed the situation with Mr. Employee4. During that discussion, Mr. Employee4 indicated that he had sent a letter to the students. Mr. Employee4 added that some students had come forward with information about the situation. According to Mr. Employee4 one of these students admitted that

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<sup>4</sup> Mr. Employee4 subsequently reviewed student 2's discipline history and learned about a prior incident in 2010. That incident involved student 2 and another student having consensual sexual contact on District property.

he and **Student1** had sex on the field trip. Mr. **Employee4** also indicated that his role was to take down information and not ask questions about it. Mr. **Employee4** added that he was trying not to influence the investigation.

Ms. **parent** then asked Mr. **Employee4** why he was permitting this student to continue attending school. Mr. **Employee4** answered that he (or the District) would not make any decision until the investigation was complete. Ms. **parent** and Mr. **Employee4** then discussed whether it was feasible to obtain a restraining order against the student who admitted he had sex with **Student1**

On November 2, 2012, the second conversation occurred. This time, it was between Mr. **Employee4** and Mr. **parent**<sup>5</sup> During that conversation, Mr. **Employee4** indicated that the student who admitted he had sex with **Student1** had merely provided information about the matter and had not disclosed having sex with her.

### 3. Ensuing Events.

Mr. **Employee4** alleged attempt to change the narrative troubled Ms. **parent** On November 9, 2012, she emailed Mr. **Employee4** and confronted him about his alleged statements, which she thought were contradictory. *See Exhibit B (11/09/12 Email String).*

Later in the day, Mr. **Employee4** replied to Ms. **parent** email. In his reply, Mr. **Employee4** indicated that Ms. **parent** email confused him and contained a lot of incorrect statements.<sup>6</sup> Mr. **Employee4** added that Ms. **parent** needed to support the criminal investigation process. Mr. **Employee4** concluded the email by noting that he could not share information or act as any kind of criminal investigator.

### IV. Conclusion.

Based on the evidence I reviewed, I am making the following findings of fact.

1. Did Mr. **Employee4** lie in his November 7, 2012 email to District administrators? No. Although Mr. **Employee4** email contained false information about how many chaperones were in each cabin, Mr. **Employee4** had no reason to deliberately make a false statement about this issue. Instead, it appears that Mr. **Employee4** wrongly made an assumption as he was trying to gather information about **Student1** disclosure and also coordinating the students' return to Seattle.
2. Did Mr. **Employee4** lie to **Student1** parents when they discussed the emerging investigation of **Student1** disclosure? I am unable to substantiate that he did. The accounts given by **Student1** parents and Mr. **Employee4** are contradictory but equally

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<sup>5</sup> Mr. **Employee4** told me that he did not remember speaking to Mr. **parent**

<sup>6</sup> Mr. **Employee4** told me that Ms. **parent** statements in the second and fourth paragraphs were inaccurate. Mr. **Employee4** related that he never provided Ms. **parent** with details about the investigation or student 2's statement to him.

plausible. Without more evidence, I cannot find that Mr. **Employee4** deliberately made false statements about what he knew of the investigation.

This concludes my investigation. Please let me know if you need me to make any additional findings of fact.

Sincerely,

LAW OFFICES OF RICHARD H. KAISER



Richard H. Kaiser

RHK/td

Enclosures



From: Coogan, Nancy E Sent: Wednesday, November 07, 2012 11:07 AM To: Employee4  
McEvoy, Pegi; Dorsey, Larry Subject: RE: Alleged Rape of a School student!

Thank you Employee4 I also request that the student needs to be examined at the hospital as discussed.

From: Employee4 Sent: Wednesday, November 07, 2012 11:02 AM To: McEvoy, Pegi; Dorsey, Larry; Coogan, Nancy E Cc: Employee4 Subject: Alleged Rape of a School student!

Place: Olympic National Park Address: Nature Bride at Olympic National Park 111 Barnes Point Road Port Angeles, WA 98363 Phone 360-9283720

Chaperones 3 Chaperones Teachers attended from School Employee5  
Employee2 Employee1

Total students attended 27 Students slept in a cabins specific to gender Boys together and Girls together. Two chaperones were assigned to each cabin.

No specific time on when the alleged incident occurred.

Ms. Employee1 was notified by another student by the name of

What is being reported by the teacher (Employee1 Student was sleep, someone put their hands over her mouth, and proceeded to have sexual intercourse with the student in the bed.

Questions: Can the student recognize who did this? Was it an adult or a student? Time it occurred?

There are bunk beds, it's not clear if she was on the top bunk or bottom at this time.

Ms. Employee2 is the teacher who is assigned to stay with the students since the incident was reported.

Steps **school** has taken

1. Phone call by the teacher (**Employee1**) reported the information to me (**Employee4**)  
**Employee4** at approximately 10:AM
2. I Contacted our community police officer (**Officer**)
3. I contacted the Executive Director Nancy Coogan

Next Steps

1. Teacher is going to contact the police and the Park ranger
2. Parents are going to be contacted
3. Prepare for students to leave the area and come back to the school.

I am sending in part two of this email the students information and the student who reported the incident.

Please advise me if I need to take additional steps in this incident.

**Employee4** Principal

**Employee4**

[REDACTED]

FENPA RCW 42.56.230(1)

cid:image001.jpg@01CA71F8.602A8D70



From: Employee4 [REDACTED]  
Employee4@seattleschools.org)

Subject: RE: RE: discussion recap

Date: 2012-11-09 16:55:58

To: parent [REDACTED] parent [REDACTED] cneeley@kcsarc.org;

12.7 KB . 1 Attachments Save

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Ms. parent [REDACTED] again I suggest that you differ all questions to the FBI agent and the Ranger

There contact information I have attached to this email. As far as school asked E6 [REDACTED] to send you an email, we want to follow the recommendations of the counselors and therapists.

SA Colleen Sanders

FBI Seattle, Poulsbo RA

19500 10th Ave., Suite 250

Poulsbo, WA 98370

Desk: (360)394-8155

Fax: (360)394-8151

Kristin Kirschner  
PARK RANGER - SOL DUC BACKCOUNTRY

360 928 3380 / HYPERLINK  
"mailto:Kristin\_Kirschner@nps.gov"Kristin\_Kirschner@nps.gov

OLYMPIC NP



Employee4

Principal

Employee4

[REDACTED]

cid:image001.jpg@01CA71F8.602A8D70

From: parent [mailto:parent.com]  
Sent: Friday, November 09, 2012 4:47 PM  
To: Employee4 parent cneeley@kcsarc.org  
Subject: Fwd: RE: discussion recap

Mr Employee4

To answer your concern about "where we are going" please note the following from the penultimate paragraph of our previous email.

"When we receive conflicting information, it causes us to question the reliability of the information you give us. This leads us to feel that we are not working together in the most transparent and constructive manner possible."

We are not asking you for further information about the suspects. The conversation about a restraining order Thursday AM stemmed from the statement that a youth had confessed "having sex" with Student1. There would be no reason to restrain a non-entity. I hope this clarifies any confusion.

parent and parent

----- Original Message -----

Subject:

RE: discussion recap

Date:

Sat, 10 Nov 2012 00:17:05 +0000

From:

Employee4  
Employee4@seattleschools.org>

To:

parent HYPERLINK  
parent >

CC:

parent HYPERLINK "mailto:parent@parent.comcast.net",  
HYPERLINK "mailto:cneeley@kcsarc.org" "cneeley@kcsarc.org" HYPERLINK  
"mailto:cneeley@kcsarc.org" <cneeley@kcsarc.org>

Hi Ms. parent I am not sure where you are going with your statements. I am very confused with your statements and what you are alleging. You have some statements correct but a lot of what you are stating is incorrect. Again an investigation is ongoing and you need to allow this process to work. I know you want information but you need to allow the criminal investigation to work. I can't and I repeat share any information or give you student information. I highly suggest if you have questions to continue to talk with the Ranger or the FBI agent who is leading this investigation. My job is the principal here at school and I don't conduct

criminal investigations in any matter.

Employee4

Principal

Employee4

[REDACTED]

cid:image001.jpg@01CA71F8.602A8D70

From: parent [mailto:parent@om]  
Sent: Friday, November 09, 2012 4:02 PM  
To: Employee4  
Cc: parent HYPERLINK "mailto:cneeley@kcsarc.org" cneeley@kcsarc.org  
Subject: discussion recap

Dear Mr. Employee4

I wanted to offer some feedback on how we can increase our trust working through this situation. Wednesday morning we had an open conversation about your findings to date. You explained that a letter was handed out to trip participants and noted that some students came forward to offer information. In particular you mentioned that a boy came in with a parent and admitted to "having sex" with Student1. I noted that his definition was rather skewed and you seemed to concur. You also indicated that your role was to take down information but not ask any questions that might influence the investigation, that you would leave questions to

the investigators.

When you indicated that a boy had admitted "having sex" with Student 1 on the field trip, I asked why he was still allowed to be in school. You let me know that until the investigators were able to do their work, no disciplinary action would be taken. Subsequently, knowing that there was actually a responsible party among the students (as opposed to a random person in the Olympics), I asked if a restraining order could be put in place insofar as we are concerned about our safety (stalking, shooting, etc. owing to his aberrant behavior). In subsequent calls, I asked for a list of suspects to contemplate enacting a restraining order.

Today, parent told me that in his conversation with you, the school had changed its earlier statement and that the fellow who admitted to "having sex" with Student 1 simply provided information. In fact, parent states that you were emphatic in your denial. However there is no doubt that our conversation on Wednesday was accurately stated above. Let me add that I worked as a professional interviewer for many years understand how to process information. I have notes from our conversation. In addition, the entire discussion about obtaining a restraining order stemmed from your statement that a student had confessed.

When we receive conflicting information, it causes us to question the reliability of the information you give us. This leads us to feel that we are not working together in the most transparent and constructive manner possible.

parent and I have composed this letter while waiting for Student 1 therapy to conclude.

parent and parent

PS Student 1 advocate has requested that she is copied on all correspondence.

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parent

parent

[REDACTED]

July 9, 2014

**PRIVATE AND CONFIDENTIAL**

Ms. Sue Means  
Labor/Employee Relations Manager  
Human Resources  
Seattle Public Schools  
MS 33-180 - PO Box 34165  
Seattle, WA 98124-1165

Re: Mr. **Employee3** Assistant Principal, **school** High School

Dear Ms. Means:

You retained me to investigate a complaint against Mr. **Employee3** who is an Assistant Principal at **school** High School. In the complaint, the parents of a former student named **Student1** alleged that Mr. **Employee3** engaged in misconduct before **school** students went on a field trip to Olympic National Park on November 5-7, 2012. You directed me to investigate whether Mr. **Employee3** engaged in the following acts of misconduct:

- ✓ Wrongfully authorizing the children of Ms. **Employee1** and Ms. **Employee2** to join them on the field trip;
- ✓ Deceptively signing off on field trip paperwork without receiving the necessary documentation before the field trip occurred; and
- ✓ Wrongfully failing to comply with the timelines in the District's procedures for field trips.

This is my investigative report.

**I. Investigative Procedure—Persons Interviewed.**

I formally interviewed the following people on the specified dates.

1. Ms. **Employee1** Ecology Teacher, **school** High School, Seattle Public Schools (5/2/14 and 6/13/14);
2. Ms. **Employee2** Science Teacher, **school** High School, Seattle Public Schools (5/2/14);
3. Mr. **Employee3** Assistant Principal, **school** High School, Seattle Public Schools (5/2/14 and 6/11/14);

4. Mr. **Employee4** Principal, **school** High School, Seattle Public Schools (5/2/14); and
5. Mr. Richard Staudt, Risk Manager, Risk Management Department, Seattle Public Schools (6/30/14).

## **II. Investigative Procedure—Documents Reviewed.**

I reviewed the following documents:

1. District Policy No. 4220 (Complaints Concerning Staff or Programs);
2. Seattle Public Schools' Guidelines for Volunteer Field Trip Chaperones;
3. Seattle Public Schools' Field Trip Procedures;
4. Seattle Public Schools' Field Trip Packet and Checklists;
5. Nature Bridge Field Trip Itinerary and Roster;
6. The **parents** Complaint (2/10/14); and
7. The **parents** Correspondence with the District.

I attempted to review the students' Informed Consent/Permission to Participate Forms. The District is unable to locate them.

## **III. Findings of Fact.**

The following facts are not in material dispute, unless noted otherwise.

### **A. Relevant Background Information.**

This information provides context for the facts documented in this report.

#### **1. The District's Guidelines for Volunteer Field Trip Chaperones.**

The District's Guidelines for Volunteer Field Trip Chaperones govern this investigation. They provide, in relevant part:

7. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children may distract you from your duties as a chaperone.

2. Mr. **Employee 3** Knowledge about the Field Trip Procedures.

On September 6, 2012, Mr. **Employee3** began working as an Assistant Principal at **school**. Mr. **Employee3** had no prior experience working as a District administrator and he was thus not trained or familiar with the field trip procedures.<sup>1</sup>

Despite this lack of training and familiarity with the District's procedures, Mr. **Employee3** told me that he was responsible for three other field trips during the same period of time. Mr. **Employee3** related that the District was aware he had not previously handled these matters. Mr. **Employee3** added that he and the District compensated for this situation by creating a check and balance system between District administrators and himself.<sup>2</sup>

B. Did Mr. **Employee3** Wrongfully Allow the Children to Go on the Field Trip?

Mr. **Employee3** told me that he did not remember if Ms. **Employee1** told him that she and Ms. **Employee2** were bringing their children on the field trip. Mr. **Employee3** added that he would have called Mr. Staudt to inquire about this practice if he knew about it.

Sometime between October 16 and October 30, 2012, Ms. **Employee1** provided Mr. **Employee3** with the field trip roster.<sup>3</sup> Although the roster indicated that Ms. **Employee1** was bringing her son, it did not indicate that Ms. **Employee2** daughter was also going on the field trip. Due to Mr. **Employee3** position that he did not know about this development, I showed him the roster and asked him about Ms. **Employee1** son, who is identified as a six-year-old named **child**. Mr. **Employee3** answered, "For the lack of a better response, I trusted Ms. **Employee1**

C. Did Mr. **Employee3** Wrongfully Sign the Field Trip Paperwork?

Mr. **Employee3** completed two relevant sections of the Principal Checklist without verifying that the requisite paperwork was complete and accurate.

1. The Chaperone Checklist.

On September 28, 2012, Mr. **Employee3** signed a Principal's Checklist that verified he reviewed and approved the accompanying Chaperone List for the field trip. See Exhibit B (Principal's Checklist). However, the Chaperone List was not accurate: it did not indicate that two student interns named Mr. **vol1** and Ms. **volunteer2** also were chaperones. See Exhibit C (Chaperone List).

<sup>1</sup> It also appears that Ms. **Employee1** was not familiar with the District's procedures. On September 21,

<sup>2</sup> Mr. **Employee3** told me that he regularly communicated with the office of Dr. Nancy Coogan, who was the Executive Director of the Central Region of Seattle Public Schools. Mr. **Employee3** added that he also communicated with Mr. Richard Staudt, who is the Risk Manager in the District's Risk Management Department.

<sup>3</sup> Ms. **Employee1** and Mr. **Employee3** contradicted each other about when this occurred. According to Mr. **Employee3** he received it on or about October 16, 2012, which is the date he entered on the Principal's Checklist. According to Ms. **Employee1** she provided it to Mr. **Employee3** on October 30, 2012.

Mr. **Employee3** told me that he signed the Principal's Checklist because he thought the Chaperone List was accurate. Mr. **Employee3** added that he saw the Screening Forms for the chaperones identified on the list and thus concluded everything was accurate.<sup>4</sup>

## **2. The Informed Consent/Permission to Participate Forms.**

On October 10, 2012, Mr. **Employee3** faxed the field trip packet to Dr. Nancy Coogan's office. See Exhibit D (**Employee3** Gonzales-Millsap 10/30/12 Email String). As relevant here, the packet contained the Principal's Checklist. However, Mr. **Employee3** had not signed section 3, which required him to verify that every student going on the field trip had submitted a signed Informed Consent/Permission to Participate Form. Mr. **Employee3** told me that he did not sign section 3 because the students were still turning in their Consent/Permission to Participate Forms.

On October 10, 2012, Dr. Coogan approved the field trip even though the Principal's Checklist was incomplete. *Id.* Dr. Coogan's office did not immediately notify Mr. **Employee3** that she approved the field trip.

On October 16, 2012, Dr. Coogan's assistant emailed Mr. **Employee3**. In the email, she asked Mr. **Employee3** to sign section 3 of the Principal's Checklist. See Exhibit E (**Employee3** **██████████** Millsap 10/16/12 Email String). Mr. **Employee3** agreed and faxed a signed copy the same day. *Id.* Mr. **Employee3** told me that he signed section 3 because Dr. Coogan's assistant directed him to do it even though he did not verify all of the students had turned in their Consent/Permission to Participate Forms.

### **D. Did Mr. **Employee3** Wrongfully Fail to Comply with Field Trip Timelines?**

Mr. **Employee3** did not comply with the timelines in the Principal's Checklist and the Site Approval Checklist.

#### **1. The Principal's Checklist.**

Section 3 of the Principal's Checklist required Mr. **Employee3** to verify all of the students had turned in their Consent/Permission to Participate Forms *one week* before the field trip occurred. Exhibit B. Although Mr. **Employee3** had two more weeks to secure these forms, he signed section 3 on October 16, 2012. Mr. **Employee3** related that planning for the field trip was a laborious process. Mr. **Employee3** added that he also was worried Dr. Coogan's office would not have time to officially approve the trip once all of the students turned in their Consent/Permission to Participate Forms.

#### **2. The Site Approval Checklist.**

The Site Approval Checklist requires the certificated staff member in charge of the trip to verify all of the students have turned in their Consent/Permission to Participate Forms *one to two*

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<sup>4</sup> There is not any evidence that Mr. **vol1** or Ms. **volunteer2** completed the Screening Forms.



weeks before the field trip occurs. See Exhibit F (Site Approval Checklist). Ms. **Employee1** did not complete this verification because she had given the checklist to Mr. **Employee3**.

On October 17, 2012, Mr. **Employee3** verified that all of the participating students had turned in their Consent/Permission to Participate Forms. As indicated above, this was not true.

The Site Approval Checklist also requires the certificated staff member in charge of the trip to verify the names of all persons who actually go on the trip one week prior to the field trip. Nobody verified this list. *Id.*

I asked Mr. **Employee3** about these discrepancies. Mr. **Employee3** told me that he did not remember if he faxed the District the Site Approval Checklist. Mr. **Employee3** added that Mr. Staudt and Dr. Coogan's office gave the impression that the timelines were secondary and it was more important to ensure all of the forms were complete by the time the field trip actually occurred. Mr. **Employee3** stated, "I had no intent to deceive anyone. I was just trying to understand the process. It was a loose mentality and I consulted with risk management and Dr. Coogan's office throughout the entire process."

Mr. Staudt told me that he and Mr. **Employee3** did periodically discuss these procedures. However, Mr. Staudt did not specifically remember if he told Mr. **Employee3** that the timelines were secondary.

#### **IV. Conclusion.**

Based on the evidence I reviewed, I am making the following findings of fact.

1. Did Mr. **Employee3** wrongfully authorize the children of Ms. **Employee1** and Ms. **Employee2** to join them on the field trip? No. There is not any evidence that Mr. **Employee3** knew the children were accompanying their parents even though Ms. **Employee1** identified her son as a participant on the roster.
2. Did Mr. **Employee3** deceptively sign off on field trip paperwork without receiving the necessary documentation before the field trip occurred? No. Mr. **Employee3** consulted with District administrators about the procedures. Moreover, Mr. **Employee3** did not know Mr. **vol1** and Ms. **volunteer2** were serving as chaperones on the field trip. It also was not necessary for Mr. **vol1** and Ms. **volunteer2** to complete the Screening Forms because the District had already cleared them to work as student interns at **school**.
3. Did Mr. **Employee3** wrongfully fail to comply with the timelines in the District's procedures for field trips? No. Although Mr. **Employee3** did not comply with the timelines, he consulted with District administrators about the procedures. Mr. **Employee3** also did not ensure the students had timely turned in their Consent/Permission to Participate Forms. This failure is mitigated by Mr. **Employee3** lack of experience, the ongoing practice at **school** and Mr. **Employee3** consultations with District administrators.

**PRIVATE AND CONFIDENTIAL**

July 9, 2014

Page 6

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This concludes my investigation. Please let me know if you need me to make any additional findings of fact.

Sincerely,

LAW OFFICES OF RICHARD H. KAISER



Richard H. Kaiser

RHK/td

Enclosures



Employee3

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From: Employee3  
Sent: Friday, September 21, 2012 10:48 AM  
To: Employee1  
Subject: RE: Field trip

Greetings Employee1

I am the appropriate person. Monday would be fine and if you do it during your plan, you can sit at my conference table and look through sample completed packets.

Blessings,

Employee3

From: Employee1  
Sent: Friday, September 21, 2012 10:39 AM  
To: Employee3  
Subject: Field trip

Hi Employee3

Are you accountable for the field trip paperwork while e7 is out? I am running a large field trip in November and am struggling through the newly designed paperwork. I'd like to meet with you Monday to go over what I have, if you are the appropriate person.

Thanks,

Employee1  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Employee3

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**From:** Employee3  
**Sent:** Friday, September 21, 2012 11:20 AM  
**To:** Employee1  
**Subject:** RE: could I come in today

Sure, although I may be eating☺

**From:** [Redacted] Emp  
**Sent:** Friday, September 21, 2012 11:11 AM  
**To:** [Redacted] Employee3  
**Subject:** could i come in today

Hi Employee3

Any chance I can talk field trip with you during 5<sup>th</sup> today?

Employee1  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]



SEATTLE PUBLIC SCHOOLS

PRINCIPAL'S CHECKLIST

Multi-Day and/or Out-of-State/Country Field Trips

<b>Section 1 – Three Months Prior to Field Trip</b>	
<p><input type="checkbox"/> <b>Approval for Field Trip:</b> I have reviewed the plan for the field trip to <u>Nature Bridge (OPI)</u> on <u>11/5-11/3</u>, and I give tentative approval for the students to participate. The proposed activities have an educational value aligned with the curriculum and instructional goals of our school. The dates do not fall during student testing periods.</p> <p><input type="checkbox"/> <b>Lack of Funds:</b> I understand that no qualified students who are members of the group traveling may be excluded from a school-sponsored field trip due solely to their inability to pay in full. To help students in need of funds, the following actions are being taken:</p> <p><input type="checkbox"/> <b>Approval for Field Trip Fund-Raising:</b> I have reviewed the plan for fund-raising for this field trip and give my approval for fund-raising activities to begin.</p> <p><input type="checkbox"/> <b>Return of Funds:</b> Any funds not used for this trip will be returned in the following way:</p>	
Principal's Signature: <b>Employee3</b>	Date: <u>9-24-12</u>
<b>Section 2 – Four Weeks Prior to Field Trip</b>	
<p><input type="checkbox"/> <b>Chaperones:</b> I have reviewed and approved the list of chaperones, after verifying that an acceptable background check is on file for each of them in the main office of the school.</p> <p><input type="checkbox"/> <b>Insurance:</b> I certify that each and every student participating in the field trip has personal health or accident insurance coverage and trip cancellation insurance where required by Superintendent's Procedure 2320SP.</p> <p><input type="checkbox"/> <b>Travel and Living Expenses:</b> Provision has been made for coverage of all expenses while outside of Seattle. This includes plane fares, ground transportation, hotels, tours and meals. Written evidence of this coverage is on file in the main office of the school.</p>	
Principal's Signature: <b>Employee3</b>	Date: <u>9-28-12</u>
<b>Section 3 – One Week Prior to Field Trip</b>	
<p><input type="checkbox"/> <b>Release/Permission:</b> I certify that for each and every student participating in the field trip there is a signed <i>Informed Consent/Permission to Participate</i> form on file in the main office of the school.</p> <p><input type="checkbox"/> <b>Disclosure Statement:</b> Principal, vice principal, ASB advisor, and teachers participating in tours for field trips paid by students have completed a <i>Field Trip Conflict of Interest Disclosure</i> form.</p>	
Principal's Signature: <b>Employee3</b>	Date: <u>9-16-12</u>
Forward this form with all necessary papers to your Executive Director of Schools, at the John Stanford Center.	









Employee3

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**From:** Employee3  
**Sent:** Friday, November 02, 2012 11:11 AM  
**To:** Gonzales-Millsap, Maria  
**Subject:** RE: Field Trip Authorizations

Thank You 😊

**From:** Gonzales-Millsap, Maria  
**Sent:** Friday, November 02, 2012 10:55 AM  
**To:** Employee3  
**Subject:** FW: Field Trip Authorizations

Sorry, Employee3 Please see below.

**From:** Employee3  
**Sent:** Friday, November 02, 2012 10:37 AM  
**To:** Gonzales-Millsap, Maria  
**Subject:** FW: Field Trip Authorizations

Happy Friday Maria!

Any confirmation on the trips listed below? I sent this to you on Tuesday. Thank you as always!

Employee3

**From:** Employee3  
**Sent:** Tuesday, October 30, 2012 2:18 PM  
**To:** Gonzales-Millsap, Maria  
**Subject:** Field Trip Authorizations

Happy Tuesday Maria!

I am just checking in with you regarding the following field trip submissions which we have not had approved by Nancy as of yet:

- 1) Nov. 2 - Nov. 3 - WIAA State X Country Track Meet / Tri Cities Faxed to 2-0209 on 10/24 - approved on 10/23
- 2) Nov. 4 - Nov. 6 - WA State Prevention Summit / Yakima, Wa. Faxed to 2-0209 on 10/26 - approved on 9/27
- 3) Nov. 5 - Nov. 7 - Ecology Science Field Trip / Olympic National Park Faxed to 2-0209 on 10/10 - approved on 10/10
- 4) Nov. 8 - Nov. 11 - Post 84 Outdoor Education Field Trip / Cleveland Memorial Forest Faxed to 2-0209 on 10/19 - approved on 10/15

Peace,

Employee3  
Assistant Principal  
school High School



Employee3

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**From:** Employee3  
**Sent:** Tuesday, October 16, 2012 11:16 AM  
**To:** Gonzales-Millsap, Maria  
**Subject:** RE: Field Trip to Olympic National Park

Maria,

Sending the single sheet (Olympic National Park) in the next five minutes. Also faxed you earlier today a field trip request for a Choir Field Trip to Camp Burton on Vashon Island, October 26<sup>th</sup> – 28<sup>th</sup>.

Thank you as always!

Employee3

**From:** Gonzales-Millsap, Maria  
**Sent:** Tuesday, October 16, 2012 10:36 AM  
**To:** Employee3  
**Subject:** Field Trip to Olympic National Park

Hi Employee3

Nancy noticed that on the Principal's Checklist, Section 3 was not signed. Could you please re-fax just that portion?

Thanks,

Maria  
20103



**SEATTLE PUBLIC SCHOOLS**  
**SITE APPROVAL CHECKLIST FOR MULTI-DAY**  
**AND/OR OUT-OF-STATE/COUNTRY FIELD TRIPS**

School **school** High School Dates of Trip 11/5 - 11/7 2012

Trip Destination Nature Bridge @ Olympic National Park (ONP)

To be completed by certificated staff member in charge of the field trip.

Date Completed Initials

**AT LEAST THREE MONTHS PRIOR TO TRIP**  
*(SIX MONTHS or more if fundraising is involved)*

9/21 Employee1

Secure principal's tentative approval to conduct field trip. Send form "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" to your Executive Director of Schools at the John Stanford Center requesting permission to conduct field trip.

9/21 Employee1

Develop fundraising plan to include: a) plans to alert students who are unable to pay their share expenses; b) a written statement that no student will be excluded from a required trip due to lack of funds; and c) description of fundraising activities; and that d) funds will be returned or utilized for the trip. Attach list of fund-raising activities as Attachment 1.

9/21 Employee1

Obtain and submit copy of itinerary. This itinerary shall include: a) date(s) to be scheduled (during testing); b) locations (city, state, county); and c) accommodations. Attach itinerary as Attachment 2.

Obtain principal's signature in section 1 of Principal's Checklist.

**FOUR TO SIX WEEKS PRIOR TO TRIP**

9/21 Employee1

Arrange for certificated supervisors. If substitute is required, complete "Request for Professional Leave" and submit to principal for approval and submission to building office for approval.

9/21 Employee1

Arrange for parent chaperones, if appropriate. Have chaperones/volunteers complete volunteer application. Complete background checks. Provide list of screened volunteers to principal and secure further approval.

9/27 Employee1

Obtain principal's signature in section 2 of Principal's Checklist.

**TWO TO FOUR WEEKS PRIOR TO TRIP**

9/27 Employee1

Send home informed Consent/Permission to Participate for parental approval. If parent does not sign, student cannot go. Attach sample copy of form as Attachment 3.

9/27 Employee1

Verify insurance coverage to provide health or personal accident insurance for participating students where required. Attach evidence of coverage as Attachment 4.

9/27 Employee1

Secure trip cancellation insurance from travel agency where required. Attach evidence of coverage as Attachment 5.

9/27 Employee1

Develop orientation plan for students, parents, and chaperones.

ONE TO TWO WEEKS PRIOR TO FIELD TRIP

10-17 Employee3

Verify that Informed Consent/Permission to Participate forms are returned for all students participating in field trip. Verify alternate arrangements at school for those students not participating.

10-17 Employee3

Arrange for participating students to be excused from other classes.

10-17 Employee3

Arrange for first-aid kit and other emergency supplies, and ensure they are taken on trip.

10-17 Employee3

Spot check reservations to verify that arrangements are in order.

10-17 Employee3

Principal, vice principal, ASB advisor, and teachers sponsoring or participating in tours or trips paid by students complete the "Field Trip Conflict of Interest Disclosure Form" enclosed in packet.

10-17 Employee3

10-16 Employee3

Obtain principal's signature in section 3 of Principal's Checklist.

ONE WEEK PRIOR TO FIELD TRIP

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Report to secretary or principal designate the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.

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File this form with other required papers in school office. (Records must be kept for three years.)

WITHIN TWO WEEKS AFTER TRIP COMPLETION

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Conduct evaluation of field trip and share results with principal.

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Forward all backup paperwork (all remaining documents not required at time of Superintendent Approval) to your Executive Director or secretary at the John Stanford Center.



July 9, 2014

**PRIVATE AND CONFIDENTIAL**

Ms. Sue Means  
Labor/Employee Relations Manager  
Human Resources  
Seattle Public Schools  
MS 33-180 - PO Box 34165  
Seattle, WA 98124-1165

Re: Ms. **Employee2** *Certificated Employee, Garfield High School*

Dear Ms. Means:

You retained me to investigate a complaint against Ms. **Employee2** who is a Science Teacher at **school** High School. In the complaint, the parents of a former student named **Student1** alleged that Ms. **Employee2** engaged in misconduct prior to taking students on a field trip to Olympic National Park on November 5-7, 2012. You directed me to investigate whether Ms. **Employee2** engaged in the following acts of misconduct:

- ✓ Deceptively submitting misleading and suspect documents for the field trip; and
- ✓ Failing to obtain an administrator's approval prior to taking her daughter on the field trip.

This is my investigative report.

**I. Investigative Procedure—Persons Interviewed.**

I formally interviewed the following people on the specified dates.

1. Ms. **Employee1** Ecology Teacher, **school** High School, Seattle Public Schools (5/2/14 and 6/13/14);
2. Ms. **Employee2** Science Teacher, **school** High School, Seattle Public Schools (5/2/14);
3. Mr. **Employee3** Assistant Principal, **school** High School, Seattle Public Schools (5/2/14 and 6/11/14); and
4. Mr. **Employee4** Principal, **school** High School, Seattle Public Schools (5/2/14).

## **II. Investigative Procedure—Documents Reviewed.**

I reviewed the following documents:

1. District Policy No. 4220 (Complaints Concerning Staff or Programs);
2. Seattle Public Schools' Guidelines for Volunteer Field Trip Chaperones;
3. Seattle Public Schools' Field Trip Procedures;
4. Seattle Public Schools' Field Trip Packet and Checklists;
5. Nature Bridge Field Trip Itinerary and Roster;
6. The **parents** Complaint (2/10/14); and
7. The **parents** Correspondence with the District.

## **III. Findings of Fact.**

The following facts are not in material dispute, unless noted otherwise.

### **A. Did Ms. **Employee2** Deliberately Submit Any Misleading or Suspect Documents?**

Ms. **Employee2** has only submitted two documents that fall within the scope of this investigation.

On or about September 26, 2012, Ms. **Employee2** submitted the District's Screening Form, which allows the District to conduct a criminal history background check on her. *See* Exhibit A (Form). There is not any evidence Ms. **Employee2** falsified any part of this form.<sup>1</sup>

On or about September 26, 2012, Ms. **Employee2** submitted her signed acknowledgement that she reviewed the Guidelines for Volunteer Field Trip Chaperones. Ms. **Employee2** acknowledged to me that she signed these guidelines, which enumerate expectations for the chaperones. *See* Exhibit C (Guidelines for Volunteer Field Trip Chaperones).<sup>2</sup> The guidelines do not require a chaperone to identify any family member on the actual verification page.

### **B. Did Ms. **Employee2** Fail to Get Permission to Take Her Daughter on the Trip?**

The guidelines also indicate that any chaperone must obtain the principal's approval before bringing a family member on a multi-day field trip. In this case, Ms. **Employee2** was thus required to get permission from Mr. **Employee4** who is the principal of **school** High. Ms.

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<sup>1</sup> Ms. **Employee2** timely submitted this form under the District's Site Approval Checklist for Multi-Day Field Trips. *See* Exhibit B (Checklist).

<sup>2</sup> The Site Approval Checklist does not require chaperones to turn in this form.

Employee2 could not tell me that Mr. Employee4 gave her permission to bring her four-year-old daughter on the field trip.

Instead, Ms. Employee2 told me that she assumed Ms. Employee1 told Mr. Employee4 about their plan to bring their children on the field trip. Ms. Employee2 knew that Ms. Employee1 brought her children on prior field trips. Ms. Employee2 also knew that Ms. Employee1 was the lead chaperone and she thus concluded that it was acceptable.

**IV. Conclusion.**

Based on the evidence I reviewed, I am making the following findings of fact.

1. Did Ms. Employee2 deceptively submit misleading and suspect documents for the field trip? No. Ms. Employee2 only submitted two documents, and there is not any evidence any of the information is false.
2. Did Ms. Employee2 fail to obtain an administrator's approval prior to taking her daughter on the field trip? Yes. However, Ms. Employee2 assumed that Ms. Employee1 told Mr. Employee4 about this plan because she was the lead chaperone who had previously brought her children on other field trips. Therefore, Ms. Employee2 did not deliberately try to hide or conceal her plan to bring her daughter on the field trip.

This concludes my investigation. Please let me know if you need me to make any additional findings of fact.

Sincerely,

LAW OFFICES OF RICHARD H. KAISER



Richard H. Kaiser

RHK/td

Enclosures





Seattle Public Schools-Screening Form  
 Request for Criminal History Information  
 Child / Adult Abuse Information Act  
 RCW 43.43.830 through 43.43.845

**Seattle Public Schools**

School Site or Program: **school** High School

*Volunteers: Please return this form to the school or program.*

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 Seattle School District supports this requirement. Because 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 2 years as an active volunteer (recommend repeating annually)

**APPLICANT OF INQUIRY**

First Name Employee2 MI      Last Name     

Aliases / Maiden Name     

Date of Birth      Gender F

Address     

City / State / Zip     

E-mail     @seattleschools.org

Phone Number(s)     

Applicant Signature      Date 26 Sept 2012

Name of child in school, if any     

*See Reverse for Disclosure Statement*

**School Verification**

ID Verification (Driver's License or other ID with name and birth date)..... Initials     

OK WATCH (State Patrol Criminal History Check)..... Date Passed      Initials     

Comments

In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. In addition, prospective volunteers are required to complete the questions below.

**Volunteer Applicant Disclosure Form**

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 No If yes, please explain:

(2) Have you been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer No If yes, please explain:

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

Answer No If yes, please explain:

(4) Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

Answer No If yes, please explain:

(5) Other than any matter above, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?

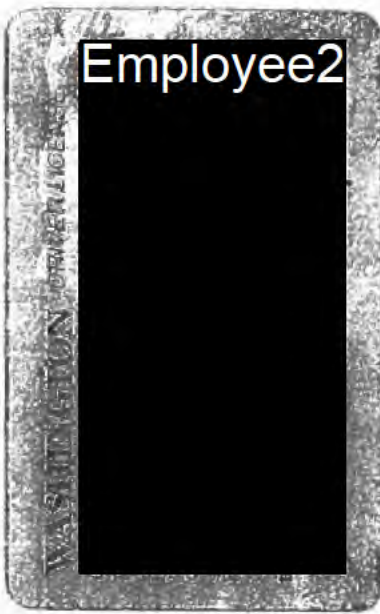
Answer No If yes, please explain:

*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 Seattle School District #1 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 Seattle School District to provide information to the Seattle 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 Seattle School District #1 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

**Employee2**

Date 26 Sept 2012







# SEATTLE PUBLIC SCHOOLS

## SITE APPROVAL CHECKLIST FOR MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIPS

School **school** High School Dates of Trip 11/5 - 11/7 2012

Trip Destination Nature Bridge @ Olympic National Park (OP1)

To be completed by certificated staff member in charge of the field trip.

Date Completed Initials

### AT LEAST THREE MONTHS PRIOR TO TRIP (SIX MONTHS or more if fundraising is involved)

9/21 **Employee1**

Secure principal's tentative approval to conduct field trip  
Send form "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" to your Executive Director of Schools at the John Stanford Center requesting permission to conduct field trip.

9/21 **Employee1**

Develop fundraising plan to include: a) plans to assist students who are unable to pay their own expenses, b) a written statement that no student will be excluded from a required trip due to lack of funds and c) description of fundraising activities and that all funds will be returned if not used for the trip. Attach list of fund raising activities as Attachment 1.

9/21 **Employee1**

Obtain and submit copy of itinerary. This itinerary shall include a) dates (not to be scheduled during testing), b) location (city, state, country) and c) accommodations. Attach itinerary as Attachment 2.

Obtain principal's signature in section 1 of Principal's Checklist.

### FOUR TO SIX WEEKS PRIOR TO TRIP

9/21 **Employee1**

Arrange for certificated supervisors. If substitute is required, complete "Request for Professional Leave" and submit to principal for approval and submission to loading office for approval.

9/21 **Employee1**

Arrange for parent chaperones. If appropriate, have chaperones/volunteers complete volunteer application. Complete background checks. Provide list of screened volunteers to principal and secure his/her approval.

9/27 **Employee1**

Obtain principal's signature in section 2 of Principal's Checklist.

### TWO TO FOUR WEEKS PRIOR TO TRIP

9/27 **Employee1**

Send home Informed Consent/Permission to Participate for parental approval. If parent does not sign, student cannot go. Attach sample copy of form as Attachment 3.

9/27 **Employee1**

Verify insurance coverage to provide health or personal accident insurance for participating students where required. Attach evidence of coverage as Attachment 4.

9/27 **Employee1**

Secure trip cancellation insurance from travel agency where required. Attach evidence of coverage as Attachment 5.

9/27 **Employee1**

Develop orientation plan for students, parents, and chaperones.

ONE TO TWO WEEKS PRIOR TO FIELD TRIP

- 10-17 Employee3 Verify that Informed Consent/Permission to Participate forms are returned for all students participating in field trip. Verify alternate arrangements at school for those students not participating.
- 10-17 Employee3 Arrange for participating students to be excused from other classes.
- 10-17 Employee3 Arrange for first-aid kit and other emergency supplies, and ensure they are taken on trip.
- 10-17 Employee3 Spot check reservations to verify that arrangements are in order.
- 10-17 Employee3 Principal, vice principal, ASB adviser, and teachers sponsoring or participating in tours or trips paid by students complete the "Field Trip Conflict of Interest Disclosure Form" enclosed in packet.
- 10-17 Employee3 Obtain principal's signature in section 3 of Principal's Checklist.

ONE WEEK PRIOR TO FIELD TRIP

Report to secretary or principals designate the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.

File the forms with other returned papers in school office. (Records must be kept for three years.)

WITHIN TWO WEEKS AFTER TRIP COMPLETION

Contact evaluator of field trip and share results with principal.

Forward all backup paperwork (all remaining documents not required at time of Superintendent Approval) to your Executive Director of Schools at the John Stanford Center.



Seattle Public Schools  
Guidelines for Volunteer Field Trip Chaperones

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Family members or friends of a chaperone may not participate in a District sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

.....  
In the event that I have a personal emergency, please contact:

**Employee2**

Printed Name

*Teacher*

Relationship

**Employee2**

Daytime Phone

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name

**Employee2**

Printed Name

Date

*26 Sept 2012*

Name

**Employee2**

July 9, 2014

**PRIVATE AND CONFIDENTIAL**

Ms. Sue Means  
Labor/Employee Relations Manager  
Human Resources  
Seattle Public Schools  
MS 33-180 - PO Box 34165  
Seattle, WA 98124-1165

Re: Ms. **Employee1**, *Certificated Employee, Garfield High School*

Dear Ms. Means:

You retained me to investigate a complaint against Ms. **Employee1** who is an Ecology Teacher at **school** High School. In the complaint, the parents of a former student named **Student1** alleged that Ms. **Employee1** engaged in misconduct prior to taking students on a field trip to Olympic National Park on November 5-7, 2012. You directed me to investigate whether Ms. **Employee1** engaged in the following acts of misconduct:

- ✓ Deceptively submitting misleading and suspect documents for the field trip;
- ✓ Failing to obtain an administrator's approval prior to taking her son on the field trip; and
- ✓ Failing to timely secure the students' Informed Consent/Permission to Participate Forms.

This is my investigative report.

**I. Investigative Procedure—Persons Interviewed.**

I formally interviewed the following people on the specified dates.

1. Ms. **Employee1**, Ecology Teacher, **school** High School, Seattle Public Schools (5/2/14 and 6/13/14);
2. Ms. **Employee2**, Science Teacher, **school** High School, Seattle Public Schools (5/2/14);
3. Mr. **Employee3**, Assistant Principal, **school** High School, Seattle Public Schools (5/2/14 and 6/11/14);

4. Mr. **Employee4** Principal, **school** High School, Seattle Public Schools (5/2/14); and
5. Mr. Richard Staudt, Risk Manager, Risk Management Department, Seattle Public Schools (6/30/14).

## **II. Investigative Procedure—Documents Reviewed.**

I reviewed the following documents:

1. District Policy No. 4220 (Complaints Concerning Staff or Programs);
2. Seattle Public Schools' Guidelines for Volunteer Field Trip Chaperones;
3. Seattle Public Schools' Field Trip Procedures;
4. Seattle Public Schools' Field Trip Packet and Checklists;
5. Nature Bridge Field Trip Itinerary and Roster;
6. The **parents** Complaint (2/10/14); and
7. The **parents** Correspondence with the District.

I attempted to review the students' Informed Consent/Permission to Participate Forms. The District is unable to locate them.

## **III. Findings of Fact.**

The following facts are not in material dispute, unless noted otherwise.

### **A. Relevant Background Information.**

This information provides context for the facts documented in this report.

#### **1. The District's Guidelines for Volunteer Field Trip Chaperones.**

The District's Guidelines for Volunteer Field Trip Chaperones govern this investigation. They provide, in relevant part:

7. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children may distract you from your duties as a chaperone.

**2. Past Practice: The District's Field Trips.**

Notwithstanding the Guidelines for Field Trip Chaperones, the past (and ongoing practice) at **school** suggests that chaperones routinely brought their children on overnight field trips. The witnesses provided contradictory accounts of whether Mr. **Employee4** specifically knew about it.

**a. Ms. **Employee1** Account.**

In previous years, Ms. **Employee1** has brought her children on this field trip.<sup>1</sup> One year, Ms. **Employee1** husband also joined her on this field trip. In at least one previous year, Ms. **Employee1** and Mr. **Employee4** had a "casual conversation" about this practice, which he did not forbid.<sup>2</sup>

Ms. **Employee1** told me that she knew other **school** chaperones brought their children on different multi-day field trips. Ms. **Employee1** added that some chaperones planned on bringing their children on a multi-day field trip which was scheduled to occur a week after I interviewed her.

**b. Mr. **Employee4** Account.**

Mr. **Employee4** did not know about this practice. Mr. **Employee4** also did not know that Ms. **Employee1** and Ms. **Employee2** had brought their children to Olympic National Park in November 2012.

Mr. **Employee4** told me that he would not have allowed this practice. He stated, "I would not allow them to bring their kids."

**3. The Timelines in the District's Site Approval Checklist.**

In their complaint, the **parents** also alleged that Ms. **Employee1** did not timely complete many of the tasks enumerated in the District's Site Approval Checklist for Multi-Day Field Trips. For example, the checklist requires the certificated staff member in charge of the field trip to complete several tasks three months prior to the field trip. Ms. **Employee1** told me that she could not timely complete these tasks because it was summer break and she did not even know which students were in her class or who would be attending the trip.

By the same measure, Ms. **Employee1** also indicated that she completed other tasks ahead of the prescribed time frames in the checklist. Ms. **Employee1** related that she was trying to complete the tasks as quickly as possible to ensure the field trip logistics were not handled at the last minute.

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<sup>1</sup> This practice did not necessarily determine where Ms. **Employee1** would sleep. Sometimes, Ms. **Employee1** and her child slept in a separate cabin. On other occasions, Ms. **Employee1** and one of her children slept in the female students' cabin.

<sup>2</sup> Ms. **Employee1** also indicated that nobody ever trained her on the District's expectation for complying with any of the procedures governing multi-day field trips.

Ms. **Employee1** denied that she deliberately tried to deceive the District when she completed any of these forms or checklists.

**B. Did Ms. **Employee1** Attempt to Deceive the District about the Chaperones?**

On September 20, 2012, Ms. **Employee1** completed the Application for Approval to Conduct a Multi-Day Field Trip. *See Exhibit A (Application)*. On the application, Ms. **Employee1** indicated that she and Ms. **Employee2** were the certificated employees in charge of the trip. Ms. **Employee1** also correctly indicated that she, Ms. **Employee2** and a teacher named Ms. **employee5** were the certificated employees responsible for supervising the students. *Id.* Ms. **Employee1** told me that she was ultimately responsible for the field trip. She related that she had previously taken students on this field trip.

On September 21, 2012, Ms. **Employee1** completed the Chaperone List, which identified the three certificated employees as the chaperones. *See Exhibit B (Chaperone List)*. This list is not accurate. Two other people named Mr. **vol1** and Ms. **volunteer2** also served as chaperones.<sup>3</sup>

I asked Ms. **Employee1** why she failed to include Mr. **vol1** and Ms. **volunteer2** on this list. Ms. **Employee1** indicated that she was not sure who would be a chaperone when she completed this list. Ms. **Employee1** related that she hoped to get a male chaperone even though it was not required in the field trip guidelines. Ms. **Employee1** added that three chaperones were sufficient under the guidelines. Ms. **Employee1** denied attempting to deceive anyone about the identity or number of chaperones going on the field trip.<sup>4</sup>

Between September 26 and 28, 2012, the three certificated staff members completed the District's Screening Form. *See Exhibit C (Screening Forms)*.<sup>5</sup> There is not any evidence that anyone made deceptive or misleading statements on any of these forms.

Unfortunately, there also is not any evidence that Mr. **vol1** and Ms. **volunteer2** completed these forms. Ms. **Employee1** told me that she thought she had eventually completed them for Mr. **vol1** and Ms. **volunteer2**. Ms. **Employee1** added that she did not necessarily think Mr. **vol1** and Ms. **volunteer2** needed to complete these forms because they completed similar forms as a condition of their internships.<sup>6</sup>

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<sup>3</sup> Mr. **vol1** and Ms. **volunteer2** are graduate students at the University of Washington. They also served as student interns at **school**.

<sup>4</sup> The **parents** also alleged that Ms. **Employee1** attempted to deceive the District when she identified a person named "Mr. **vol1** Fraize" as a chaperone in a written communication to parents of the students. (I was unable to locate this communication.) Ms. **Employee1** told me that she had misstated Mr. **vol1** as Mr. Fraize.

<sup>5</sup> This was timely under the Site Approval Checklist.

<sup>6</sup> Mr. Richard Staudt, who is the District's risk manager, corroborates Ms. **Employee1** account. According to Mr. Staudt, the Screening Form is for chaperones who have not already completed the background check necessary for working or volunteering at the District.



On or about September 21, 2012, Ms. **Employee1** provided the Screening Forms and the Chaperone Checklist to Mr. **Employee3** who was the **school** administrator responsible for overseeing the field trip.<sup>7</sup> For the reasons stated above, the Chaperone List still was not accurate.

On September 28, 2012, Mr. **Employee3** signed the Principal's Checklist verifying that he had reviewed the list of chaperones and verified they had acceptable background checks on file. *See Exhibit E (Principal's Checklist).* Mr. **Employee3** told me that he did not know about Mr. **vol1** and Ms. **volunteer2** and whether they were going to also chaperone the students.

Around the same time, it appears that Ms. **Employee1** also gave Mr. **Employee3** the Site Approval Checklist. Exhibit D.

**C. Did Ms. **Employee1** Trip Roster Attempt to Deceive the District?**

Ms. **Employee1** eventually completed the roster of people who were going on the trip. She provided it to Mr. **Employee3**.<sup>8</sup> *See Exhibit F (Roster).* This time, the roster included Mr. **vol1** and Ms. **volunteer2**. It also included Ms. **Employee1** son. However, it did not include Ms. **Employee2** daughter. The witnesses provided different accounts of this omission.

**1. Ms. **Employee1** Account.**

Ms. **Employee1** was not sure if Ms. **Employee2** was actually going to bring her daughter, who was only four years old.

**2. Ms. **Employee2** Account.**

Ms. **Employee2** did not know why Ms. **Employee1** did not include her daughter on the roster. Ms. **Employee2** related that she and Ms. **Employee1** had discussed her daughter's attendance when they were planning the field trip.

**D. Why Did Ms. **Employee1** Not Complete the Site Approval Checklist?**

Ms. **Employee1** did not complete the Site Approval Checklist before the field trip occurred. She also did not complete the sections requiring her initials after the field trip. Exhibit D. I asked her why. Ms. **Employee1** answered that she had received an email indicating the trip was approved shortly before it occurred. Ms. **Employee1** also appeared to give the checklist to Mr. **Employee3** who initialed several sections of the checklist before the trip occurred. *Id.* Mr. **Employee3** in turn, told me that he faxed it to the District's administrative office.

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<sup>7</sup> Ms. **Employee1** verified that she completed this task on September 21, 2012. *See Exhibit D (Site Approval Checklist).* However, Ms. **Employee1** Screening Form is dated September 28, 2012. Regardless of the discrepancy, Ms. **Employee1** timely completed these forms under the timeline set forth in the checklist.

<sup>8</sup> Ms. **Employee1** and Mr. **Employee3** contradicted each other about when this occurred. According to Mr. **Employee3** he received it on or about October 16, 2012, which is the date he entered on the Principal's Checklist. According to Ms. **Employee1** she provided it to Mr. **Employee3** on October 30, 2012.

**E. Did Ms. [Employee1] Deceptively Bring Her Child on the Field Trip?**

Ms. [Employee1] told me that she could not remember having a specific conversation with Mr. [Employee4] about her plan to bring her son on the 2012 field trip. Ms. [Employee1] assumed it was acceptable due to her past practice at [school]. She also thought it was acceptable because it was an established practice at [school].

Ms. [Employee1] acknowledged that she signed the District's Guidelines for Volunteer Field Trip Chaperones, which enumerate guidelines for the chaperones. *See* Exhibit G (Guidelines for Volunteer Field Trip Chaperones). Ms. [Employee1] indicated that she did not remember reading the guidelines before she signed them. However, Ms. [Employee1] reiterated her assumption that Mr. [Employee4] knew about her plan to bring her son on the field trip.

**F. Did Ms. [Employee1] Timely Secure the Students' Permission Forms?**

The Site Approval Checklist requires the certificated staff member in charge of the trip to verify all of the students have turned in their Consent/Permission to Participate Forms one to two weeks before the field trip occurs. Exhibit D. Ms. [Employee1] did not verify this was complete because she had already given the checklist to Mr. [Employee3].

I asked Ms. [Employee1] if all of the students had turned in these forms one to two weeks before the field trip occurred. Ms. [Employee1] could not verify this occurred.<sup>9</sup> Ms. [Employee1] also indicated that she did not remember discussing this issue with Mr. [Employee3].

Ms. [Employee1] also indicated the students did not always turn in their forms in a timely fashion. Ms. [Employee1] related that this was common at [school]. However, Ms. [Employee1] added that she would not have allowed a student to go on the trip if she or he had not turned in this form before the field trip actually occurred.

**IV. Conclusion.**

Based on the evidence I reviewed, I am making the following findings of fact.

1. Did Ms. [Employee1] deceptively submit misleading and suspect documents for the field trip? No. Ms. [Employee1] submitted documents that were incomplete and arguably misleading. This is especially true for the Chaperone List. However, Ms. [Employee1] persuasively indicated that she simply did not know how many chaperones were going on the trip when she submitted the list. The trip roster also was incomplete, but this is due to miscommunication between Ms. [Employee1] and Ms. [Employee2].
2. Did Ms. [Employee1] fail to obtain an administrator's approval prior to taking her son on the field trip? Yes. However, Ms. [Employee1] had previously brought her children on other field trips. So had other chaperones. Therefore, Ms. [Employee1]

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<sup>9</sup> I also could not verify if this occurred because the District cannot locate the forms.

did not deliberately try to hide or conceal her plan to bring her son on the field trip.

3. Did Ms. [Employee1] fail to timely secure the students' Informed Consent/Permission to Participate Forms? Yes. Although I was unable to locate these forms, Ms. [Employee1] could not persuasively indicate that she obtained all the forms one to two weeks before the field trip. Ms. [Employee1] related that this also was a common practice at [school]. Ms. [Employee1] added that she eventually would have obtained the forms before the field trip occurred.

This concludes my investigation. Please let me know if you need me to make any additional findings of fact.

Sincerely,

LAW OFFICES OF RICHARD H. KAISER



Richard H. Kaiser

RHK/td

Enclosures



# SEATTLE PUBLIC SCHOOLS

## APPLICATION FOR APPROVAL TO CONDUCT MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP

To: Executive Director / Superintendent

Date: 9/20/2012

The undersigned for school High School

hereby apply for approval to conduct a field trip to Nature Bridge @ Olympic National Park (ONI)

<p>1. Inclusive dates of trip: <u>Nov. 5, 6, and 7 2012</u></p> <p>( ) Itinerary attached</p>	<p>2. Purpose of trip: <u>Outdoor education to support Ecology curriculum.</u> <small>( ) Paragraph attached describing educational value and specific activities students will be required to complete</small></p>
<p>3. a. Membership of Group: <u>Ecology students from Ecology class.</u> <small>(e.g. US History class, choral group)</small></p>	<p>3. b. Number of Students Attending: <u>26-29</u></p>
<p>4. a. Cost of trip financed by: <u>Students and grants</u></p> <p>4. b. Name of travel agency contracted for trip:</p>	<p>4. c. Describe fund-raising activities, if any: <u>N/A</u></p> <p>( ) Attachment Fee:</p>
<p>5. a. Name of certificated employee(s) in charge of trip: <u>Employee1</u> <u>Employee2</u></p> <p><small>(Responsible for coordinating, financing and organization of the trip and its conduct while students are outside of SPS.)</small></p>	<p>5. b. Names of certificated staff members who will provide supervision of students: <u>Employee1</u> <u>Employee2</u> <u>Employee5</u></p>

This application, together with the necessary documents, must be sent to the Executive Director of Schools for your location, at least 45 days prior to the trip for out-of-state trips; at least 90 days prior to the trip for out-of-country trips that are approved by the Superintendent.

The undersigned applying for approval of the field trip will make every effort to ensure compliance with all requirements of the Seattle Public Schools procedure for the conduct of field trips out-of-state, to foreign countries and/or involving multiple days.

Employee1 9/20/12  
(Trip Coordinator's Signature) (Date)

Employee3 @seattleschools.org  
Employee1 @seattleschools.org  
(Send Notifications of Approval to: Name and Email Addressed on Form)

Endorsed with Approval:

Employee4 Employee3 10-3-12  
(Date)

Endorsed with Approval:

\_\_\_\_\_  
(Executive Director) (Date)

SUPERINTENDENT APPROVAL DATE: \_\_\_\_\_



Chaperone List

1. Employee1
2. Employee2
3. Employee5
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Office Use Only

Guidelines	Background	Driver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Seattle Public Schools-Screening Form  
 Request for Criminal History Information  
 Child / Adult Abuse Information Act  
 RCW 43.43.830 through 43.43.845

**Seattle Public Schools**

School Site or Program: **school** High School

**Volunteers: Please return this form to the school or program.**

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 Seattle School District supports this requirement. Because 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 2 years as an active volunteer (recommend repeating annually).

**APPLICANT OF INQUIRY**

First Name **employee2** MI **[redacted]** Last Name **[redacted]**

Aliases / Maiden Name **[redacted]**

Date of Birth **[redacted]** Gender F

Address **[redacted]**

City / State / Zip **[redacted]**

E-mail **[redacted]** @ seattle.schools.org

Phone Number(s) **[redacted]**

Applicant Signature **[redacted]** Date: 26 Sept 2012

Name of child in school, if any \_\_\_\_\_

*See Reverse for Disclosure Statement*

**School Verification**

ID Verification (Driver's License or other ID with name and birth date) ..... Initials **[redacted]**

OK WATCH (State Patrol Criminal History Check) ..... Date Passed \_\_\_\_\_ Initials \_\_\_\_\_

Comments \_\_\_\_\_

In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. In addition, prospective volunteers are required to complete the questions below.

### Volunteer Applicant Disclosure Form

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 NO If yes, please explain:

(2) Have you been found in any dependency action under RCW 13.34 030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?  
Answer NO If yes, please explain:

(3) Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?  
Answer NO If yes, please explain:

(4) Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?  
Answer NO If yes, please explain:

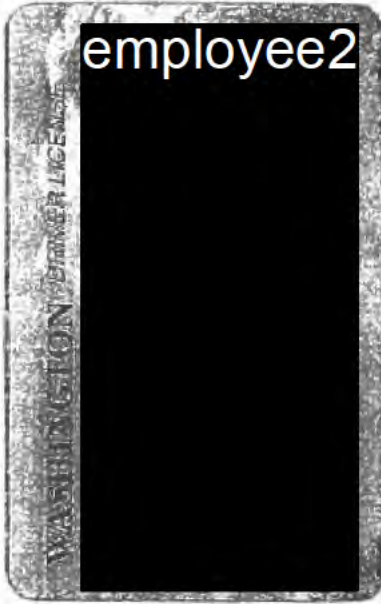
(5) Other than any matter above, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?  
Answer NO If yes, please explain:

*I have read the information contained in this application. Pursuant to RCW 9A 72.095, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Seattle School District #1 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 Seattle School District to provide information to the Seattle 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 Seattle School District #1 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

**employee2**

Date 26 Sept 2012





Seattle Public Schools-Screening Form  
 Request for Criminal History Information  
 Child / Adult Abuse Information Act  
 RCW 43.43.830 through 43.43.845

**Seattle Public Schools**

School Site or Program: school High School

*Volunteers: Please return this form to the school or program.*

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 Seattle School District supports this requirement. Because 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 2 years as an active volunteer (recommend repeating annually).

**APPLICANT OF INQUIRY**

First Name employee5 MI [redacted] Last Name [redacted]

Aliases / Maiden Name [redacted]

Date of Birth [redacted] Gender F

Address [redacted]

City / State / Zip [redacted]

E mail [redacted]@seattleschools.org

Phone Number(s) [redacted]

Applicant Signature [redacted] Date 9/26/12

Name of child in school, if any [redacted]

*See Reverse for Disclosure Statement*

**School Verification**

ID Verification (Driver's License or other ID with name and birth date) ..... Initials \_\_\_\_\_

OK WATCH (State Patrol Criminal History Check) ..... Date Passed \_\_\_\_\_ Initials \_\_\_\_\_

Comments \_\_\_\_\_

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Answer no If yes, please explain:

(2) Have you been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer no If yes, please explain:

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

Answer no If yes, please explain:

(4) Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

Answer no If yes, please explain:

(5) Other than any matter above, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?

Answer no 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 Seattle School District #1 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 Seattle School District to provide information to the Seattle 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 Seattle School District #1 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

**employee5**

Date

9/26/2012

WASHINGTON DRIVER LICENSE

employee5



**Seattle Public Schools-Screening Form  
Request for Criminal History Information  
Child / Adult Abuse Information Act  
RCW 43.43.830 through 43.43.845**

**Seattle Public Schools**

School Site or Program: \_\_\_\_\_

**Volunteers: Please return this form to the school or program.**

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 Seattle School District supports this requirement. Because 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 2 years as an active volunteer (recommend repeating annually).

**APPLICANT OF INQUIRY**

First Name employee1 MI [redacted] Last Name [redacted]

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

Date of Birth [redacted] Gender female

Address [redacted]

City / State / Zip [redacted]

E-mail [redacted]@seattle.schools.org

Phone Number(s) [redacted]

Applicant Signature [redacted] Date 9/28/12

Name of child in school, if any \_\_\_\_\_

*See Reverse for Disclosure Statement*

**School Verification**

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Comments \_\_\_\_\_

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Answer NO If yes, please explain:

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Answer NO If yes, please explain:

(5) Other than any matter above, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?

Answer NO 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 Seattle School District #1 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 Seattle School District to provide information to the Seattle 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 Seattle School District #1 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 **Employee1**

Date 9/28/12



WASHINGTON DRIVER LICENSE

employee1



# SEATTLE PUBLIC SCHOOLS

## SITE APPROVAL CHECKLIST FOR MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIPS

School **school** High School Dates of Trip 11/5 - 11/7 2012

Trip Destination Nature Bridge @ Olympic National Park (OP1)

To be completed by certificated staff member in charge of the field trip.

Date Completed initials

**AT LEAST THREE MONTHS PRIOR TO TRIP**  
(SIX MONTHS or more if fundraising is involved)

9/21 employee1

Secure principal's tentative approval to conduct field trip. Send form "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" to your Executive Director of Schools at the Job Staffed Center requesting permission to conduct field trip.

9/21 employee1

Develop fundraising plan to include: a) plans to assist students who are unable to pay their own expenses; b) a written statement that no student will be excluded from a required trip due to lack of funds; and c) description of fundraising activities and that all funds will be returned if not used for the trip. Attach list of fund raising activities as Attachment 1.

9/21 employee1

Obtain and submit copy of itinerary. This itinerary shall include: a) dates (not to be scheduled during testing); b) locations (city, state, country); and c) accommodations. Attach itinerary as Attachment 2.

Obtain principal's signature in section 1 of Principal's Checklist.

### FOUR TO SIX WEEKS PRIOR TO TRIP

9/21 employee1

Arrange for certificated supervisors. If substitute is required, complete "Request for Professional Leave" and submit to principal for approval and submission to funding office for approval.

9/21 employee1

Arrange for parent chaperones. If appropriate, have chaperones/volunteers complete volunteer application. Complete background checks. Provide list of screened volunteers to principal and secure his/her approval.

9/27 employee1

Obtain principal's signature in section 2 of Principal's Checklist.

### TWO TO FOUR WEEKS PRIOR TO TRIP

9/27 employee1

Send home Informed Consent/Permission to Participate for parental approval if parent does not sign student cannot go. Attach sample copy of form as Attachment 3.

9/27 employee1

Verify insurance coverage to provide health or personal accident insurance for participating students where required. Attach evidence of coverage as Attachment 4.

9/27 employee1

Secure trip cancellation insurance from travel agency where required. Attach evidence of coverage as Attachment 5.

9/27 employee1

Develop orientation plan for students, parents, and chaperones.

10-17 Employee3

ONE TO TWO WEEKS PRIOR TO FIELD TRIP

Verify that Informed Consent/Permission to Participate forms are returned for all students participating in field trip. Verify alternate arrangements at school for those students not participating.

10-17 Employee3

Arrange for participating students to be excused from other classes.

10-17 Employee3

Arrange for first aid kit and other emergency supplies, and ensure they are taken on trip.

10-17 Employee3

Spot check reservations to verify that arrangements are in order.

10-17 Employee3

Principal, Vice principal, ASB advisor, and teachers sponsoring or participating in tours or trips paid by students complete the "Field Trip Conflict of Interest Disclosure Form" enclosed in packet.

10-17 Employee3

Obtain principal's signature in section 4 of Principal's Checklist.

ONE WEEK PRIOR TO FIELD TRIP

Report (in secret) to principal, describe the names of all persons (adults and students) who will actually be on the trip. Provide list of students to verify they actually participate prior to departure.

File this form with other required papers in school office. (Records must be kept for three years.)

WITHIN TWO WEEKS AFTER TRIP COMPLETION

Contact executive(s) of field trip and share results with principal.

Forward all backup paperwork (all remaining documents not required at time of Superintendent Approval) to your Executive Director of Schools at the John Stanford Center.



SEATTLE PUBLIC SCHOOLS

PRINCIPAL'S CHECKLIST

Multi-Day and/or Out-of-State/Country Field Trips

Section 1 – Three Months Prior to Field Trip

- Approval for Field Trip: I have reviewed the plan for the field trip to Nature Bridges (OPI) on 11/5-11/7, and I give tentative approval for the students to participate. The proposed activities have an educational value aligned with the curriculum and instructional goals of our school. The dates do not fall during student testing periods
- Lack of Funds: I understand that no qualified students who are members of the group traveling may be excluded from a school-sponsored field trip due solely to their inability to pay in full. To help students in need of funds, the following actions are being taken
- Approval for Field Trip Fund Raising: I have reviewed the plan for fund raising for this field trip and give my approval for fund raising activities to begin
- Return of Funds: Any funds not used for this trip will be returned in the following way

Principal's Signature: **Employee3** Date: 9-24-12

Section 2 – Four Weeks Prior to Field Trip

- Chaperones: I have reviewed and approved the list of chaperones, after verifying that an acceptable background check is on file for each of them in the main office of the school
- Insurance: I certify that each and every student participating in the field trip has personal health or accident insurance coverage and trip cancellation insurance where required by Superintendent's Procedure 2320SP
- Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of Seattle. This includes plane fares, ground transportation, hotels, tours and meals. Written evidence of this coverage is on file in the main office of the school

Principal's Signature: **Employee3** Date: 9-28-12

Section 3 – One Week Prior to Field Trip

- Releases/Permission: I certify that for each and every student participating in the field trip there is a signed *Informed Consent/Permission to Participate* form on file in the main office of the school
- Disclosure Statement: Principal, vice principal, ASB advisor, and teachers participating in tours for field trips paid by students have completed a *Field Trip Conflict of Interest Disclosure* form

Principal's Signature: **Employee3** 10-16-12

Forward this form with other necessary papers to your Executive Director of Schools, at the John Stanford Center



employee1

Ecology Field trip

27 Students (front + back)

employee1



Instructions: Please use copies of this form to create group lists for all of your hiking groups.

	Participant Name (First, Last)	Age	Medical Condition	Diet Restriction
1) ✓	students			
2) ✓				
3) ✓				
4) ✓				
5) ✓				
6) ✓				
7) ✓				No Salmon
8) ✓				No Pork or gelatin
9) ✓				
10) ✓				
11) ✓				
12) ✓				R leg recently broken
13) ✓				
14) ✓				
15) ✓				
16)				
	Staff Name (First, Last)	Age	Medical Condition	Diet Restriction
1)	employee1	35		
2)	child	6		
3)	vol1			





Instructions: Please use copies of this form to create group lists for all of your hiking groups.

	Participant Name (First, Last)	Age	Medical Condition	Diet Restriction
1) ✓	<b>students</b>			
2) ✓				No dairy
3) ✓				No Coconut
4) ✓				
5) ✓				No Nuts
6) ✓	student1			
7) ✓	<b>students</b>			
8) ✓				
9) ✓				
10) ✓				
11) ✓				
12) ✓				
13) ✓				
14) ✓				
15) ✓				
16) ✓				
	Staff Name (First, Last)	Age	Medical Condition	Diet Restriction
1)	Employee2			
2)	vol2			
3)	Employee5			



**Seattle Public Schools  
Guidelines for Volunteer Field Trip Chaperones**

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

.....  
In the event that I have a personal emergency, please contact:

**husband**

*Printed Name*

*Husband*

*Relationship*

*Daytime Phone*

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name **employee1**

*Printed Name*

Date 9/28/12

Name **Employee1**

*Signature*