

# Lake Washington School District **Volunteer Handbook**



*Guidelines and expectations for serving as a volunteer*

## Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering in Lake Washington School District (LWSD). LWSD schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of LWSD is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through LWSD must take place with students on the school campus during school hours or at other authorized school activities only.

## You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

### Goals:

- Enrich the curriculum
- Enrich student's learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

### Working closely with the classroom teacher and school staff includes:

- Following the direction of a school staff member
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Committing to working in a classroom to support and improve education for all students
- Seeking help from the teacher when you need additional information or instruction
- Sharing ideas and constructive comments with the teacher
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

### Enjoy working with students by:

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

## Volunteer Expectations

### Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office and always wear an ID badge while on school grounds
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there
- Please do not bring younger children to the school during your volunteer hours
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus

### COVID Volunteer expectations:

- Will wear a mask at all times while on school property
- Will observe appropriate physical distancing guidelines
- Will be fully vaccinated

Names of approved volunteers may be released to LWSD school Parent, Teacher, Student Associations (PTSA), upon request, for the purpose of recruiting volunteers or verifying approval status for PTSA sponsored activities.

### Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

### Maintain Student Confidentiality

Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for LWSD confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the **Family Educational Rights and Privacy Act of 1974 (FERPA)** and may subject the volunteer and LWSD to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

### Community Service Hours

LWSD strives to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, LWSD cannot allow volunteers to complete court-ordered community service hours through our schools.

## **Prohibition against Harassment at School and Human Dignity Policy**

LWSD's Prohibition against Harassment policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are specifically expected and required to respect and uphold the following LWSD policies, including; the Human Dignity policy, the Prohibition of Harassment, Intimidations and Bullying policy and the Sexual Harassment policy. LWSD requires that you review each of these policies in detail prior to volunteering. These policies can be located under "Important School District Policies" at the end of this handbook.

Volunteers who violate these policies on school property or at school activities may be restricted from school property and activities, as appropriate.

## **Additional District Policies that Apply to Volunteers**

LWSD has policies in place to ensure a safe environment for all students, staff and volunteers. The Harassment of Staff policy, Sexual Harassment of District Staff Prohibited policy, Sexual Harassment of Students policy, and the Prohibition of Harassment, Intimidation and Bullying policy call for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold the Human Dignity and the Civility policies as well. LWSD requires you to review each of these policies in detail prior to volunteering. These policies can be located under "Important School District Policies" at the end of this handbook.

Volunteers who violate any of these policies on school property or at school activities may be restricted from school property and activities, as appropriate.

## **Volunteer Opportunities**

### **Volunteers can help in the school:**

- classroom
- office
- library

### **Volunteers can help with:**

- classroom activities
- special school events/projects
- art docent program
- parties
- dances
- after school programs
- sports

Each school also has a PTSA organization that can always use extra volunteers for its programs. Contact your school PTSA directly for more information on these opportunities.

## **Important Guidelines**

### **Safe Interaction with Students**

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

### **General Guidelines for Safe Interaction with Students:**

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

**Do not:**

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to baby-sit for your family
- Engage in Social Networking with students via Facebook, TikTok Instagram, Snapchat, Twitter or any other social networking platform to initiate or maintain relationship(s) or to communicate with any student that is not consistent with appropriate professional behavior and/or boundaries

**Communication**

**Do not:**

- Say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with
- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students
- Email a student directly either through a student email account or a personal student account
- Initiate or accept or participate in any remote meetings (over any remote meeting software platforms like Zoom, GotoMeeting, Skype, Microsoft Teams, etc.) without a supervisor, or staff member fully aware of the meeting and included in the meeting

**Working Alone with Students at School**

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

**Gifts**

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value
- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program

**Physical Contact with Students**

It is the LWS D's expectation that all physical contact between volunteers and students must be professional and appropriate.

**Field Trips and Off-Campus Activities**

It is the general policy of LWS D that all off-campus field trip and activity chaperones must be at least 21 years of age. Volunteers who wish to drive students should be at least 25 years of age and must have a valid Washington State driver's license. Volunteer drivers must also complete the required driving forms and file them with the school office.

**What is the difference between a chaperone and a volunteer?**

For the purpose of volunteering in LWSD, a chaperone is a volunteer who is over the age of 21 who has the responsibility of supervising students during an off-campus field trip or activity. During these types of activities, teachers are expected to maintain specific chaperone-to-student ratios. (The exact ratio varies based upon age of students and type of activity).

### **Extracurricular and Enrichment Activities**

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of LWSD or its PTSA partners and comply with all applicable rules and regulations.

### **Volunteer Coaches**

Individuals who wish to become volunteer coaches for any school in LWSD must complete the following steps:

- 1) Complete the LWSD Volunteer Application and be approved as a volunteer. (This process can take up to two weeks to complete, so volunteers are strongly encouraged to begin this process early)
- 2) Provide proof of a current First Aid and current CPR card to the school's athletic director. Classes are available through LWSD if the volunteer does not have current certifications necessary to be a volunteer coach.
- 3) Review and agree to comply with mandatory reporting information
- 4) Review and agree to comply with social media policy and procedure

Please note: Volunteer coaches must be at least 21 years of age to chaperone off-campus activities.

### **Report Suspected Abuse or Neglect**

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the teacher, principal, school counselor or another school district employee.

### **Volunteering is a privilege**

Volunteering is a privilege, not a right. All volunteers serve at the sole discretion of the school's principal, Volunteer Supervisor or teacher. Permission to volunteer in a school may be revoked at any time by the school's principal or the district Volunteer Supervisor.

### **Nondiscrimination Notification**

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator  
Executive Director of Human  
Resources  
16250 NE 74th Street  
Redmond, WA 98052  
425-936-1266  
[civilrights@lwsd.org](mailto:civilrights@lwsd.org)

Title IX Specialist  
Director of Athletics  
16250 NE 74th Street  
Redmond, WA 98052  
425-936-1289  
[titleix@lwsd.org](mailto:titleix@lwsd.org)

Section 504/ADA Coordinator  
Director of Special Services  
16250 NE 74th Street  
Redmond, WA 98052  
425-936-1407  
[section504@lwsd.org](mailto:section504@lwsd.org)

## ***Important School District Policies***

### **Sexual Harassment of Students (File:3205)**

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or activity held elsewhere.

#### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an education;
- Sexual demands where submission or rejection is used as a factor in an academic, or other school-related decision affecting an individual’s education.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

#### **Investigation and Response**

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects.

#### **Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Staff Responsibilities**

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

**Notice**

The superintendent will develop procedures to provide information to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment.

**Policy Review**

The district will review the policy internally on an annual basis.

**Adopted:**

09/01/19

**LEGAL REFS.:**

WAC 392-190-058

RCW 28A.640.020

20 U.S.C. 1681-1688

**SEE ALSO:**

- Procedure Sexual Harassment of Students (File: 3205P)

**Prohibition of Harassment, Intimidation, and Bullying (File: 3207)**

The Lake Washington School District recognizes its responsibility to provide a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct for each building and as set forth in Harassment, Intimidation, and Bullying of Students Procedures 3207P. Any staff member who has been found, after appropriate investigation, to have harassed a student will be subject to disciplinary action and/or discharge, as appropriate pursuant to collective bargaining agreements and state and federal laws.

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying is any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions**

This policy recognizes that 'harassment,' 'intimidation,' and 'bullying' are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors; however, this differentiation should not be considered part of the legal definition of these behaviors.



Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, “put-downs,” jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

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

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will work in partnership with families, law enforcement, and other community agencies.

### **Interventions**

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

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions may include counseling, correcting behavior and discipline, and referral to law enforcement.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student’s IEP or Section 504 team to determine whether the incident had an impact on the student’s ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student’s disability. During the meeting, the team will evaluate issues such as the student’s academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student’s IEP or Section 504 plan, to ensure the student receives a FAPE.

### **Retaliation/False Allegations**

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

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with collective bargaining agreements and state and federal laws. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Any complaint received will be promptly investigated, and the district will take corrective action where appropriate.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy. This policy and related procedure/administrative guidelines will be posted and disseminated in each work site and reviewed with employees and students on an annual basis.

**Adopted:**  
09/01/19

**Revised:**  
01/01/20

**LEGAL REFS.:**

RCW 28A.300.285

RCW 28A.600.480

RCW 28A.640

RCW 28A.642

RCW 49.60

Age Discrimination & Employment Act of 1967 (29 USC. § 623)

Rehabilitation Act of 1973 (29 U.S.C. § 701, 794)

Americans with Disabilities Act of 1990 (42 U.S.C. §12101)

**SEE ALSO:**

- Procedure for Prohibition of Harassment, Intimidation and Bullying (File: 3207P)
- Reporting Form Prohibition of Harassment, Intimidation and Bullying (File: 3207F)

**Human Dignity (File: 4010)**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race; gender; creed; religion; color; national origin; honorably discharged veteran or military status; sexual orientation, including gender expression or identity; marital status; age; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be subject to discipline as appropriate, pursuant to collective bargaining agreements and state and federal laws.

**Adopted:**

09/01/19

**Civility Policy (File: 4011)**

The Lake Washington School District believes that a safe, civil, and respectful environment is essential to the successful operation of schools. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community.

Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school district or at locations of school-sponsored activities. The District is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by students, staff, parents, community members, or administrators.

The purpose of the Lake Washington School District's Civility Policy:

To promote an environment that is safe, productive, and nurturing for students;

To provide students with appropriate models for civil and respectful communication and problem-solving; and

To support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

**Uncivil Conduct:**

Definition: Conducting one's self in a discourteous or disrespectful manner when communicating or interacting with others.

Uncivil Conduct includes, but is not limited to, behaviors such as: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; interrupting another individual repeatedly or raising one's voice in anger at another person; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using derogatory epithets; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or

administrator in authority has directed one to leave; violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

#### **Implementation of the Civility Policy:**

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a school/district administrator or supervisor.

Severe or persistent acts of uncivil conduct may be in violation of other District's policies such as Human Dignity (ACA), Harassment of Staff (ACB and ACB-R), Staff Conduct (GBCB), Student Rights & Responsibilities (JF and JF-R), Student Conduct (JFC and JFC-R), Threats of Violence or Harm (JFCB and JFCB-R), Student Conduct on School Buses (JFCC), Harassment, Intimidation, and Bullying of Students (JFD, JFD-R, JFD-E), Student Discipline and Corrective Action (JG and JG-R), School-Community Relations Goals (KA and KA-R), Public Conduct on School Property (KGB), Visitors to the Schools (KK and KK-R), Public Complaints (KLD, KLD-R and KLD-E), and Parents' Rights & Responsibilities (KMAB). Violation of such policies may result in further action as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable policies and laws.

The Superintendent or designee shall communicate this policy annually with students, staff, parents, community members, and administrators.

**Adopted:**  
09/01/19

#### **Sexual Harassment of District Staff Prohibited (File: 5011)**

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

#### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied obtaining work opportunity or other benefit; or
- Sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

#### **Investigation and Response**

The district will take prompt, equitable, and remedial action within its authority every time a report, complaint, and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects.

### **Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Staff Responsibilities**

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Director of Human Resources. All staff are also responsible for directing complainants to the formal complaint process.

### **Notice**

The superintendent will develop procedures to provide information to district staff, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment.

### **Policy Review**

The district will review the policy internally on an annual basis.

**Adopted:**  
09/01/19

**LEGAL REFS.:**  
RCW 28A.640.020  
WAC 392-190-058  
20 U.S.C. §§ 1681-1688

### **SEE ALSO:**

- Procedure Sexual Harassment of District Staff Prohibited (File: 5011P)

### **Harassment of Staff (File: 6513)**

The Lake Washington School District recognizes its responsibility to provide a working/ educational environment that is free from all types of discrimination, and harassment, including sexual harassment, bullying, and intimidation as defined in Harassment Policy/ Procedures (ACB-R).

Appropriate consequences for students who violate this policy will be specified in the student code of conduct for each building and district policy JG-Student Discipline. Any staff member who has been found, after appropriate investigation, to

have harassed another employee or student will be subject to disciplinary action and/or discharge, as appropriate pursuant to collective bargaining agreements and state and federal laws. If a certified educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on the certificate, up to and including revocation.

The superintendent shall provide procedures for receiving and investigating an allegation from any staff member or student subjected to harassment. Procedures for reporting harassment of staff members are found in Policy ACB-R. Procedures for allegations of harassment against students are found in Policy JFB-R.

Current practice codified 1988.

**Adopted:**

09/01/19

**LEGAL REFS.:**

Sec. 703, Title VII of the Civil Rights Act of 1964

29 CFR § 1604.11

34CFR § 104.7

RCW 28A.300.285

RCW 28A.600.480

RCW 28A.640

RCW 28A.642

RCW 49.60

Age Discrimination & Employment Act of 1967 (29 USC. § 623)

Rehabilitation Act of 1973 (29 U.S.C. § 701, 794)

Americans with Disabilities Act of 1990 (42 U.S.C. §12101)

**SEE ALSO:**

- Procedure Harassment of Staff (File: 6513P)