

Welcome to



Bethel Schools

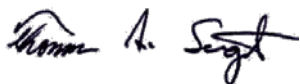
Human Resources Department
516 176th Street East - Spanaway, Washington 98387
253-683-6000 www.bethelsd.org

Message from the superintendent

Welcome to Bethel Schools!

It is a genuine pleasure to welcome you to the dynamic team of Bethel Schools. I want you to know that the service you provide, either directly or indirectly, is an important aspect of educating our students. Students, other staff members, parents and I will deeply appreciate your work. We are looking forward to a great year in Bethel, and we are glad you have chosen to join us.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Seigel".

Tom Seigel,
Superintendent

Introduction

You have joined a dynamic and exciting group of professionals well known as *Team Bethel*. We are glad to have you with us, and we hope you will have a great professional experience here.

This handbook has been developed to help you become better acquainted with the Bethel Schools and the way it operates. It is not intended to cover all areas of information you might need as a Bethel employee, but rather to give you an overview and resources to use when questions do arise.

If you come across some unfamiliar terminology, there is a definition of terms in the handbook. If you have other questions not addressed in this handbook, please contact the Human Resources Department.

Nothing in this handbook is intended to prevent employees from engaging in concerted activity protected by law.

Note: Should there be a conflict between this handbook and a collective bargaining agreement, the labor agreement governs.

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Section 1 Bethel's Mission Statement

Goals for the 21st Century

The mission of the Bethel School District is to provide a safe educational environment which enables students to develop and apply the skills, knowledge, attitudes, and values needed to realize their maximum potential.

With this mission in mind, we commit to the following:

- *Bethel's educational program will ensure that students learn and are able to effectively apply basic and advanced skills and processes in all academic areas.*
- *Bethel students will develop the skills needed to communicate their thoughts logically and effectively as well as to express their individuality and creativity.*
- *Bethel students will have the skills and abilities needed to meet the challenges of an information society and to utilize its rapidly changing technologies.*
- *Bethel students will demonstrate a basic understanding of our democratic process and the responsibility for citizenship in an international society.*
- *Bethel School District will promote an understanding and respect for the diversity of cultures and a recognition of the uniqueness of others in a pluralistic community.*
- *Bethel will provide an ongoing program of staff development which includes working with staff to incorporate a variety of teaching strategies that meet individual needs, help students discover information, gain knowledge, and to excel in academics, the arts and athletics.*
- *Bethel School District will provide a learning environment that prepares students to successfully transfer the knowledge, skills and attitudes learned in school to institutes of higher education and future careers.*

Through the accomplishment of these commitments, students will be better prepared to participate as ethical, cooperative, responsible, and productive citizens.

The Bethel School District will work with parents, the business community, and the community at large as partners in the achievement of this mission.

[Link to About Us](#)

[Link to Strategic Plan](#)

Section 2 Board of Directors

Board of Directors

President - Brenda Rogers, Director District 5 | [Email](#)

Elected Dec. 2015, term expires Nov. 2019

Years elected: 2003, 2007, 2011, 2015

360.893.5425

Education: Attended San Francisco State University

Occupation: Retired

Vice President – Marcus Young, Director District 1 | [Email](#)

Appointed May 2018, term expires Nov. 2019

Years appointed 2018

253.439.7174

Education: A.L. Hardy Academy of Theology, Associate of Theology

Occupation: Self Employed

Amy Pivetta – Director District 4 | [Email](#)

Elected Dec. 2015, term expires Nov. 2019

Years elected: 2013, 2015

253.213.3767

Education: Juris Doctor, The University of Montana School of Law, 2004; Bachelor of Arts, University of Washington, 2000

Occupation: Attorney, APH Law

John L. Manning, Director District 2 | [Email](#)

Elected Dec. 2015, term expires Nov. 2019

Years elected: 2007, 2011, 2015

253.222.2938

Education: Graduate of University High School, Spokane WA.

Occupation: Customer Service Coordinator, Eagle Global Logistics.

Roseanna Camacho, Director District 3 | [Email](#)

Appointed June 2018, term expires Nov. 2019

Year appointed: 2018

253.495.0096

Education: Masters of Business Administration from Walden University, 2007; BS Psychology from Pacific Lutheran University, 2003; Associates Degree in Nursing from Tacoma Community College, 2011. Licensed Practical Nurse Certificate from Clover Park Technical College, 2009. Currently working on the online RN to BSN program with Washington State University, Vancouver.

Occupation: Registered Nurse at a government hospital and Good Samaritan Hospital.

Section 3 General District Information

Orientation Contact Information

BEA Union

- Bryan Grassi, President bgrassi@washingtonea.org (253) 209-1697

Classified Professional Development

- Bonnie Jones, Specialist bmjones@bethelsd.org (253) 683-6090

Certificated Professional Development

- Patricia Gillespie, Secretary pgillespie@bethelsd.org (253) 683-6955

Labor & Industries Workers' Compensation

- Kathy Kemp, Manager kkemp@bethelsd.org (253) 683-6038

Human Resources

- Human Resources Department hr@bethelsd.org (253) 683-1600

Human Resource Team - Certificated

- Meredith Colvin, Manager mhcolvin@bethelsd.org (253) 683-6024
- Staci Maine, Technician smaine@bethelsd.org (253) 683-6027
- Cari Rehms, Specialist crehms@bethelsd.org (253) 683-6028

Human Resource Team – Classified

- Sandy Weymouth, Manager sweymouth@bethelsd.org (253) 683-6029
- Monica Carter, Specialist mcarter@bethelsd.org (253) 683-6026

Payroll/Benefits

- Payroll Department payroll_benefits@bethelsd.org (253) 683-1601

Payroll Team

- Beverly Dolman, Manager bdolman@bethelsd.org (253) 683-6040
- Daniel Stallard, Coordinator dstallard@bethelsd.org (253) 683-6030
- Erin DePriest, Retirement Coord. edepriest@bethelsd.org (253) 683-6942

PSE Union

- Richard King, President rking@bethelsd.org (253) 380-8418

Substitute Team

- Patricia Christensen, Coordinator pchristens@bethelsd.org (253) 683-6025
- Alexis Navarro, Operator anavarro@bethelsd.org (253) 683-6018

Technology

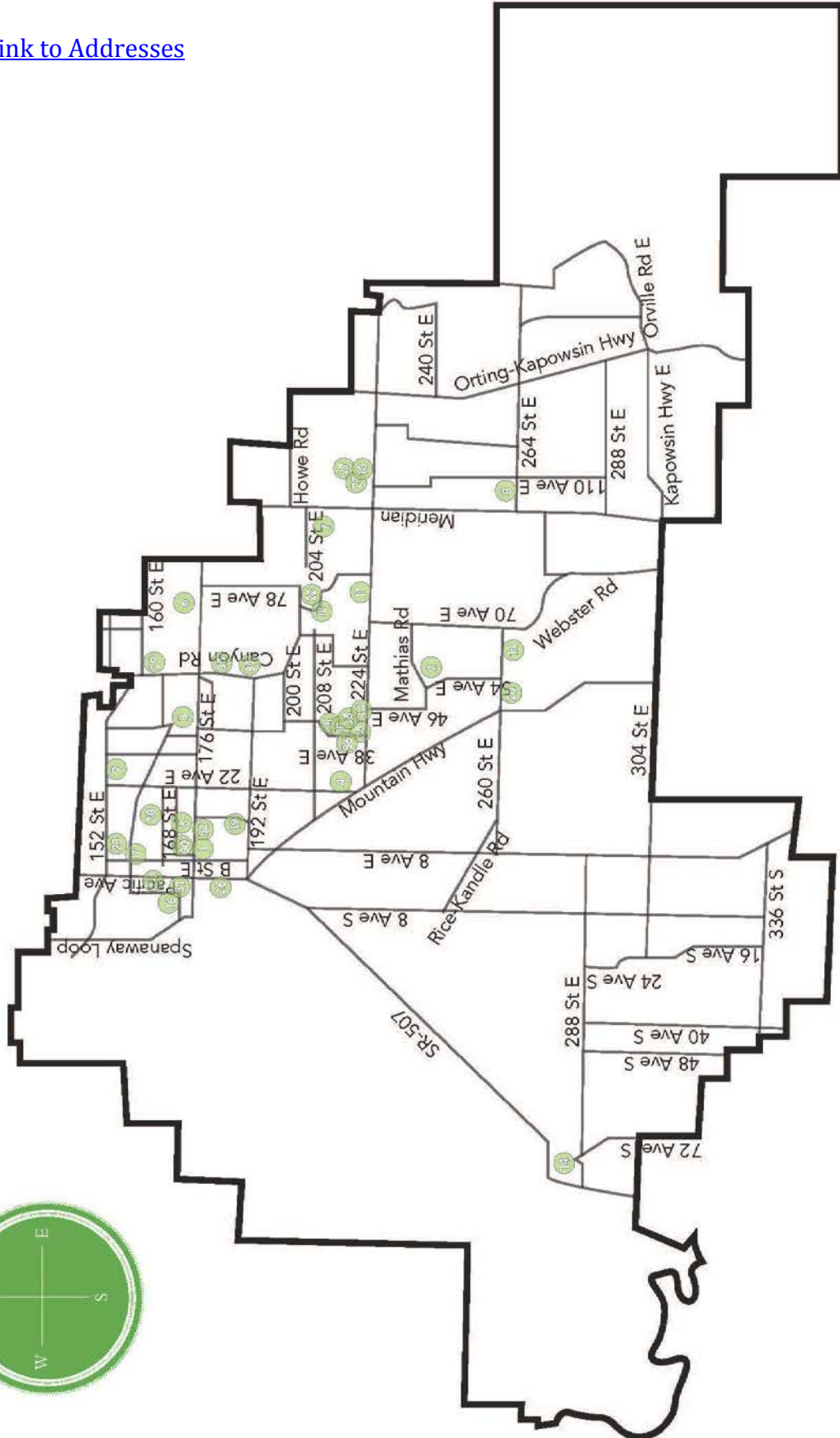
- Help Line tsr@bethelsd.org (253) 683-6767
- Emergency Line (253) 683-6969

List of School Addresses

[District Web Link to Addresses](#)

District Map

Map numbers refer to school locations (see list).



District Map

Numbers refer to school locations (see map).

Elementary Schools	Middle Schools	High Schools	District Services
<p>1. Camas Prairie 320 176th St. E., Spanaway, 98387 253.683.7400 Melissa Munson-Merritt, Principal</p> <p>2. Centennial 24323 54th Ave. E., Graham, 98338 253.683.7700 Chris Brauer, Principal</p> <p>3. Clover Creek 16715 36th Ave. E., Tacoma, 98446 253.683.7800 Sara Olson, Principal</p> <p>4. Elk Plain 22015 22nd Ave. E., Spanaway, 98387 253.683.7900 Tom Mitchell, Principal</p> <p>5. Evergreen 1311 172nd St. E., Spanaway, 98387 253.683.8500 Jamie Burnett, Principal</p> <p>6. Frederickson 17218 74th Ave. E., Puyallup, 98375 253.683.6300 Ellen Eddy, Principal</p> <p>7. Graham 10026 204th St. E., Graham, 98338 253.683.8500 Amy Low, Principal</p> <p>8. Kapowsin 10412 264th St. E., Graham, 98338 253.683.8600 Dave Cordell, Principal</p> <p>9. Naches Trail 15305 Waller Rd. E., Tacoma, 98446 253.683.8700 Sean McKenzie, Principal</p>	<p>18. Bethel 22001 38th Ave. E., Spanaway, 98387 253.683.7200 Julie Shultz-Bartlett, Principal</p> <p>19. Cedarcrest 19120 13th Ave. Ct. E., Spanaway, 98387 253.683.7500 Scott Martin, Principal</p> <p>20. Cougar Mountain 5108 260th St. E., Graham, 98338 253.683.8000 Bethany Aoki, Principal</p> <p>21. Frontier 22110 108th Ave. E., Graham, 98338 253.683.8300 Mark Barnes, Principal</p> <p>22. Liberty 7319 Eustis Hunt Rd. E., Spanaway, 98387 253.683.6500 Seth Humphrey, Principal</p> <p>23. Spanaway 15701 B St. E., Tacoma, 98445 253.683.5400 Shannon Leatherwood, Principal</p>	<p>24. Bethel Acceleration Academy 16218 Pacific Ave. S., Spanaway, 98387 253.267.1045 Gin Hooks, Executive Director</p> <p>25. Bethel 22215 38th Ave. E., Spanaway, 98387 253.683.7000 Christy Rodriguez, Principal</p> <p>26. Challenger 18020 B St. E., Spanaway, 98387 253.683.6800 Jeff Johnson, Principal</p> <p>27. Graham-Kapowsin 22100 108th Ave. E., Graham, 98338 253.683.6100 Matt Yarkosky, Principal</p> <p>28. Spanaway Lake 1305 168th St. E., Spanaway, 98387 253.683.5600 Susie Askew, Principal</p> <p>29. Pierce County Skills Center 16117 Canyon Road, Puyallup, 98375 253.683.5950 Michelle Ledbetter, Director</p> <p>30. Transitions Lab 220 175th St. E., Spanaway, 98387 253.683.6006</p>	<p>31. Bethel Early Learning Center 214 167th St. S., Spanaway, WA 98387 253.683.5953</p> <p>32. Educational Service Center: Administration, Special Services 516 176th St. E., Spanaway, WA 98387 253.683.6000</p> <p>33. Bethel Support Annex: Information Service Center, Operations, Print Shop, Warehouse 5410 184th St. E., Bldg. C Puyallup, WA 98375 253.683.6080</p> <p>34. Maintenance 4015 224th St. E., Spanaway, WA 98387 253.683.6085</p> <p>35. Art Crate Field/Stadium 22215 38th Ave. E., Spanaway, WA 98387 253.683.7000</p> <p>36. Bethel Learning Center 21818 38th Ave. E., Spanaway, WA 98387 253.683.5940</p> <p>37. Central Kitchen and Transportation Center 5625 192nd St. E., Puyallup, WA 98375 253.683.6912 (Kitchen) 253.683.5900 (Transportation)</p>

Library Media Center

Bethel Schools is very fortunate to have its own district library called the Library Media Center (LMC). This library contains supplemental resources for most subject areas for K-12. Our collection contains videos, models, puppets, and other items.

The district LMC also does the laminating for schools that do not have their own machines. Check with your office staff to see if this services applies to your location.

The district LMC has a vast collection of die cuts. There are several alphabets to choose from, as well as holiday, math, music and fun shapes galore.

The district LMC is located on the Educational Services Center Administration campus in the Repository at 516 176th St E, Spanaway WA 98387. The phone number is 253-683-6905. The hours are 7:30AM to 3:30PM.

Bethel Schools' Programs and Departments

Visit our webpage for a complete list of [programs and departments](#).

B.E.S.T. Dollars for Scholars

B.E.S.T. Dollars for Scholars

PO Box 742

Graham WA 98338

What is B.E.S.T. Dollars for Scholars? B.E.S.T. is a private, nonprofit scholarship organization. Its purpose is to raise funds to award postsecondary scholarships for Bethel School District graduates.

What are the goals of B.E.S.T.? The long-term goal is to be able to provide some financial assistance to every graduate of the Bethel School District who desires post-secondary education. This goal will require more endowment funds than the current amount of over \$1,008,000! B.E.S.T. has given over 1,650 scholarships totaling over \$1,073,000 since 1998.

How does B.E.S.T. raise funds? B.E.S.T. funds are raised through donations, memorials, bequests and the “Day’s Pay for a Lifetime of Opportunity” program, in which more than 20 percent of Bethel School District employees donate on a payroll deduction basis. Many individuals and businesses in our community have funded a scholarship each year for a deserving student.

May I donate to B.E.S.T. through payroll deduction? If you are a Bethel employee yes you can!

How are B.E.S.T. scholarships awarded? Each of the district’s high schools (Bethel, Challenger, Graham-Kapowsin and Spanaway Lake) has an existing scholarship committee that establishes criteria and makes selection. Currently awards are based on a combination of merit, need and recommendations.

Are B.E.S.T. scholarships just for college? Absolutely not! The intent is to assist students with any form of post-secondary education; vocational, technical, community college or a four-year institution.

What is the Collegiate Partner Program? B.E.S.T. is a local chapter of Scholarship America and thus eligible for the Collegiate Partners Program. More than 500 schools and colleges will match B.E.S.T. scholarships with an equal amount from the school. Lists of these schools are available in high school guidance offices. There are over 780 chapters of Dollars for Scholars/Scholarship America.

How many scholarships does B.E.S.T. award? Each year B.E.S.T. has given a larger number of scholarships. For the past several years, B.E.S.T. has awarded over 120 scholarships yearly, ranging in size from \$500 to \$1,500. B.E.S.T.’s goal is to increase the number of scholarships available each year.

Did I hear that B.E.S.T. was featured in U.S. News and World Report? Yes! The September 1998 issue contained a special section on scholarship programs from across the country. The Promise Scholarship program was featured and Meredith Barnes, a 1993 Bethel High School graduate and recipient of a B.E.S.T. scholarship was highlighted; she went on to teach at Spanaway Lake HS.

What is a Promise Scholarship? B.E.S.T. also awards 20 “Promise” scholarships to district 5th graders. This is an exciting program designed as an incentive to students who show promise or potential in their early education years. When they graduate from a Bethel District high school, B.E.S.T. promises to have a \$500 scholarship for them to continue with their postsecondary pursuits.

How can I give money to B.E.S.T.? B.E.S.T. appreciates donations of all sizes! Amounts of less than \$500 go to the general scholarship fund and are pooled to give \$500 scholarships. Gifts of \$500 mean one scholarship will bear your name, or your business name. The scholarship could also be named in memory of someone.

Could our family or business establish a permanent scholarship fund? Yes, you may! Funds of \$20,000 will generate a scholarship annually. A fund may be established with amounts of less than \$5,000 as long as there is a stated plan to raise the funds to a \$20,000 level.

Tax Deductible Donations to B.E.S.T. should be mailed to PO Box 742, Graham, WA 98338

Print Name

Contact Number

Address

City

State

Zip Code

Is this a memorial gift? _____ In Memory of: _____

Please send acknowledgment to:

Print Name

Address

City

State

Zip Code

PLEASE JOIN US – “A Day’s Pay for a Lifetime of Opportunity”

A day’s pay from each Bethel staff member will generate \$250,000 for our scholarship fund.

A group composed of Bethel staff, school board, and community members is continuing the massive effort to expand our local scholarship foundation.

- ✓ Low postsecondary participation among Bethel students, an increasing need for education beyond high school, and the rising cost of tuition and related expenses have promoted this campaign.
- ✓ It is our dream for the future to be able to provide or arrange some financial assistance for all Bethel students who desire to further their education.
- ✓ We need your help. Even a relatively small monthly contribution from each of us will result in a substantial base on which to build.
- ✓ Our ultimate goal is to establish a perpetual endowment to fund these scholarships.

In addition to private donations, we are in the process of seeking business and corporate contributions for this worthy cause. Working together for the benefit of Bethel students, we can make our dream a reality.

This concept is approved by ABA, BEA, and PSE leadership.

For additional information, Call Peg Greiwe 360-832-2451 or Jay Brower, 253-683-6052 (ext. 6052)

COUNT ME IN!

Payroll Deduction Guide

YOUR DAILY PAY RATE	\$50.00	\$75.00	\$100.00	\$150.00	\$200.00
Monthly contribution (1-Yr Plan)	\$4.17	\$6.25	\$8.33	\$12.50	\$16.66

I PLEDGE...

On behalf of our Bethel students, THANK YOU FOR YOUR SUPPORT!

- One day’s pay. **For the current year only**, to be deducted from my pay in monthly installments for the B.E.S.T. Scholarship Foundation.
- One day’s pay. **Continue donation each year until I cancel**, to be deducted from my pay in monthly installments for the B.E.S.T. Scholarship Foundation. (The amount deducted will be calculated annually to reflect that year’s “day’s pay.”)
- Monthly installment of \$ _____. **For the current year only**, to be deducted from my pay for the B.E.S.T. Scholarship Foundation.
- Monthly installment of \$ _____. **Continue donation each year until I cancel**, to be deducted from my pay in monthly installments for the B.E.S.T. Scholarship Foundation.
- A lump sum of \$ _____ Check attached

Signature

Date

Print Name

Home Address

Work Location

Work Ext.

City

Zip Code

SECTION 4 ABOUT YOUR JOB

Negotiated Agreements

As a new employee, you may choose to be represented by a bargaining unit. If so, your work activities are subject to a collective bargaining agreement (CBA) between the district and your employee organization. CBA's are available on the district website at www.bethelsd.org under [Departments > Human Resources > Bargaining Agreements](#). Your CBA is an extremely important document; it should be read carefully.

Salary Placement

Classified

Placement on the appropriate salary scheduled is based on your position, education and prior Washington State school district experience. Your appropriate salary schedule placement and information regarding compensation is located in your negotiated agreement or can be obtained from Human Resources or on the district website at www.bethelsd.org under [Departments > Human Resources > Salary Schedule](#).

Certificated

Salary placement is based on years of certificated experience and education. Please refer to Article 25 of your negotiated agreement regarding salaries, stipends, and supplemental contracts. Salary schedules are available on the district website at www.bethelsd.org under [Departments > Human Resources > Salary Schedule](#).

Probation

Classified

All new employees must serve a probationary period before obtaining regular status. The probationary period is ninety (90) working days following the date of hire (see bargaining agreement for specifics). During the probationary period, your immediate supervisor will evaluate you. If your performance is satisfactory, a recommendation for regular employment will be submitted to Human Resources. If your performance is determined to be unsatisfactory, your employment may be terminated.

Certificated

During each school year, all classroom teachers and certificated support personnel shall be observed for the purposes of evaluation at least twice in the performance of their assigned duties. Per RCW 28A.405.210, teachers or other nonsupervisory certificated staff shall be provisional status during the first three (3) years of employment, unless the employee has previously completed two (2) or more years of certificated employment in another WA State school district in which case provisional status is for the first year of employment with our district. Provisional classroom/specialist teachers are observed at least once, for a total observation time of thirty (30) minutes, during the first ninety (90) calendar days of their employment period.

Job Performance Evaluations

Your supervisor will evaluate you in accordance with the procedures and criteria in your negotiated agreement. The purpose of this evaluation is to provide feedback regarding job performance and to make suggestions for professional growth. Refer to your bargaining agreement for appropriate evaluation forms.

Section 5 Professional Growth

Staff Development

Classified

The Classified Professional Development program was established to provide classified employees with the opportunity to enhance existing job skills or learn new skills. This unique program was established in 1991 through the collaborative efforts between the Bethel School District and Bethel's Chapter of the Public School Employees. This one-of-a-kind program exemplifies the district's commitment to providing quality-training opportunities for classified staff. This is a voluntary program and you are not required to participate as a condition of your employment.

All participating employees will be required to attend 30 hours of core classes in order to achieve their first 180 hours of training. Each core class contains district information that is applicable to all classified staff.

Core I: Team Building, Bethel Schools: Who We Are, Diversity/Equity

Core II: Balancing Your Life, Customer Service

Core III: Students Rights and Responsibilities, Child Abuse Awareness, and Employee Rights and Responsibilities

Please note: Core classes are not the same as the Washington State Core Competencies for Para Educators. Please contact the Special Services Manager with any Core Competency questions.

The first pay raise is at 180 hours for 25 cents an hour. Each additional 100 professional development training hours can earn you an additional 20 cents an hour. Hourly increases are effective at the beginning of the school year following the completion of the first 180 hours of training. The professional development hour raises are capped at 1,080 hours for a total of \$2.05 an hour in raises. Please note: Core classes do not need to be taken in sequence or completed prior to other professional development classes.

The district has designed several courses specific to the needs of our classified staff, which are commonly taught by qualified Bethel employees. These are referred to as 'in-house' courses and are offered for professional development hours only. Courses are a minimum of three (3) hours in length and are held in the evenings and on Saturdays at buildings throughout the district.

Courses are designed for specified target audiences. Your target audience is dependent upon your position. For example: child nutrition, custodial, paraeducator. Some classes may be available for specific groups within a target audience. Please check 'special instructions' for additional criteria. Individuals with one-of-kind jobs can complete and individualized plan for their needs.

If you have any questions relating to the Classified Professional Development program that you cannot find the answers to in our Guidelines and Procedures, please feel free to contact Classified Professional Development.

Certificated

The Certificated Professional Development department supports new certificated staff members, coordinates and provides professional development and core trainings, and assists schools in strategic planning and Learning Improvement days. Bethel Schools is an official clock hour provider. Professional Development issues clock hours for course completion.

Section 6 When You Can't Go to Work

Attendance

You are expected to be at work on time, every day. Attendance is often considered in promotional opportunities. If you must be late or absent, tell your supervisor or, when you are unable to make contact, have someone else call so necessary arrangements can be made.

Leaves of Absence

Requests for leave of absence must be submitted in advance. However, emergency leaves are an exception because the situation is usually of an urgent nature. Forms can be obtained from your building secretary or from the Human Resources Department. Submit the request to your administrator for acknowledgement and forward to Human Resources. (Sample forms attached)

The type of leave requested depends on the reason for the leave. Refer to your bargained agreement for specific available leaves and their terms.

Substitutes

Ask your supervisor if a substitute is required for your position if you are absent or late. Teachers, teacher assistants (paraeducators), secretary/clerks and child nutrition personnel may request a substitute using the Absence Management (formerly AESOP) substitute system. Other personnel should consult their supervisor for guidance.

For help on how to navigate the substitute system, view the [Frontline Education Learning Center](#) on the web.

Snow and Inclement Weather

Occasionally it is necessary to alter the district's operating schedule due to snow and/or inclement weather. The local radio stations are your source of information when this occurs. In addition, you can view general information on the district website under [Emergency Info](#).

If you miss part or all of the day because of the weather and schools remain in session, the following leave policies and provisions may be applied:

All Certificated

When school is closed due to inclement weather, certificated staff are not to report to work. Staff will make up the day with the students on the designated make-up day(s).

Classified & Non-Represented

Full-Time and 11 Month: should schools close due to inclement weather, 11-month secretaries and full-time employees need to report to work as usual. If you are unable to report to work, you will need to use accrued vacation or personal leave for unworked hours.

Other

Classified employees, such as assistants, 10-month secretaries, cooks, bus drivers should not report to work and time will be made up with the students on the designated make-up day(s).

Leave of Absence Request/Notification

Instructions

Employees who need to be absent from their work assignment for more than five (5) days must complete a [Leave of Absence Request/Notification form](#), **regardless of sick leave/vacation balance**. Prompt return of the form will help ensure uninterrupted pay and/or benefit eligibility.

- The **Reason for Request** section should be completed in sufficient detail to explain the circumstances related to the leave request. Additional pages may be attached, if needed.
- If the leave is for **medical reasons, documentation** from the attending physician **is required**. (Fillable Family Medical Leave Act (FMLA) forms are available on the Department of Labor website or forms will be provided by certificated or classified Human Resources Information Manager upon request.
- The Executive Director of Human Resources or designee will review the request and determine what further steps need to be taken, if any. Employees will be notified of their rights and responsibilities relating to the type of leave being requested.

Definition: Serious Health Condition

Based on the U.S. Department of Labor frequently asked questions, the most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Sick Leave

Classified

Twelve (12) days of sick leave shall be granted to each fulltime employee for a full year of work. Sick leave for part-time employees will be prorated based upon their full time equivalency (FTE). An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month.

Upon initial employment, an employee will be frontloaded three (3) days of sick leave and thereafter will accrue on a month-to-month basis. Sick leave will be front-loaded for an employee in their second school (work) year of employment if at the commencement of that year the employee has a leave accumulation of not less than fifty (50) percent of sick leave earned in their first year of employment. See CBA Article IX Section 9.1

Certificated

For employees under contract with the District for a full year, at least twelve (12) days sick leave shall be granted. For employees under contract with the District part-time, their sick leave will be pro-rated. See CBA Article 32

Personal Leave**Classified**

An employee will receive two (2) days of personal leave per year to attend to personal matters which cannot be dealt with outside of the workday, one (1) day if hired after January 31st. This leave will not be deducted from sick leave and may not be used for Association business, to extend holidays/vacation, or during the last six (6) weeks of the student school year for bus drivers, bus assistants and child nutrition employees. See CBA Article IX Section 9.3

Certificated

Two (2) paid personal days to attend to personal matters which cannot be dealt with outside of the workday shall be granted at the discretion of the employee, provided that this leave may not be used for Association business or to extend holidays or vacations. Personal leave may not be taken during the last ten (10) school days of the school year. See CBA Article 36.

Other Leave(s)

Bereavement, Emergency, Jury Duty, Military, etc. please see respective CBA.

Section 7 On the Job Injury

On-the-Job Injuries and Illnesses

Bethel Schools is self-insured through the Puget Sound Workers Compensation Trust (PSWCT). If you are injured on the job, you are required to complete an online "Accident/Incident Report" Form at: www.pswct.org. If your injury requires medical attention a claim will be opened when reporting your injury. For assistance you may call ext. 6038 or 6090.

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled workers' compensation benefits for any injury or illness, which results from his/her job.

Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any question or concern, contact your employer's representative (at the claims administration address or phone number below), or call the Department of Labor and Industries, Self-Insurance Section at 360-902-6901.

Claims Administration address:
Puget Sound Workers' compensation Trust
800 Oakesdale Ave SW
Renton, WA 98055
425-917-7667

General Safety Rules

Bethel employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing duties.
- Report any work injury or illness to a supervisor.
- Report unsafe conditions to a supervisor or safety committee member.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
- Keep the work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Properly store all sharp objects when not in use.
- Open and close doors cautiously, and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.

Safety Bulletin Board

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers. Safety Boards are located at every site. They provide safety-related information to employees. Know the location of your Safety Board.

Improper Health and Safety Practices

Infractions of health and safety practices will be dealt with in accordance with the policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or also co-workers.
- Whether the infraction was a first or repeat violation.

Section 8 How You Get Paid

Payroll

Payday for all employees is the last business day of each month. You can view your paystub, Time Off, W-2 information, etc. in Employee Access within the Skyward system.

Classified

Classified employees are paid based on the contractual agreement that applies to their position. Hours worked per day, days worked per school year, and hourly rate are factors in determining your salary for the school year.

All employees, with the exception of substitutes, will have their salary divided over 12 months.

Completed time sheets are due to payroll no later than the 10th of the month for time worked the previous month.

Classified staff must report any leave used such as sick, personal, vacation, jury duty, bereavement, etc. to their building or department secretary.

Check with the office staff as to any other building payroll procedures. Overtime and compensatory time is permitted only upon your supervisor's prior approval. According to the Fair Labor Standards Act, non-exempt classified employees may not work through their assigned break times or lunch periods (except in the event of an unusual or emergency situation).

Classified Administrators complete time sheets only when performing extra duties or have an exception to their normal workday, such as sick, vacation, or professional leave.

Certificated

Certificated staff are placed on the salary schedule based on degrees, credits, and verified experience. The state auditor mandates that transcripts be sealed and official. We will need a verification of experience form from previous employers to verify your years of experience that a teaching certificate was required. The Human Resources Department will provide those forms to you.

Official transcripts must be received in Human Resources by October 1 in order to be applied on the salary schedule for the current year. Any official transcripts received after October 1 will not be recognized until the following school year.

Your pay will be listed as separate items on the pay warrant:

- Base
- TRI
- Back to School Day
- Core Training
- Technology
- Professional Development Days
- Extra-curricular activities, if applicable

The Base, TRI, Back to School Day, Core Training, and Technology pay will be divided over 12 months (September through August), so that your pay and benefits remain constant throughout the summer months.

Time sheets are due to payroll no later than the 10th of the month for time worked the previous month.

Certificated employees complete time sheets only when performing extra duties or have an exception to their normal work day, such as sick, personal/professional leave, or extended days.

These absences must be submitted to your building office staff by the 1st of each month. Check with your office staff as to building payroll procedures.

Union Dues

All employees represented by a bargaining unit shall have the option to become a member of the association/union. Dues in the amount set by each bargaining will be deducted from your monthly payroll.

Social Security (FICA)

You are required to participate in the federal social security plan. These deductions are automatically deducted from your pay warrant.

Retirement

If you are working in an eligible position that requires at least 70 hours of the compensated service per month during five months of the school year, you are automatically a member of the Washington State Public Employees' Retirement System (PERS), Washington State School Employee's Retirement System (SERS) or the Washington State Teachers' Retirement System (TRS).

Retirement contributions are mandatory and will be deducted from your monthly warrant. These deductions are pre-tax, which means they will be deducted from the gross amount reported to the IRS on your W-2 statement each year.

You must complete the enrollment paperwork provided to you in your benefit packet from the payroll office.

Changes in your marital status may require you to make the following changes:

Beneficiaries, address, surname. It will be your responsibility to contact the district payroll office and make those changes. A copy of your new or corrected Social Security card will be required prior to any name changes with the district.

Section 9 Insurance

Medical Insurance

You must sign up for medical insurance benefits within 30 days from your date of hire. Failure to do so will delay your enrollment until the next open enrollment of a qualifying event. Open enrollment is August 15–September 15. Outside of open enrollment, changes can only be made if you have a “Qualifying Event” as defined in section 125 of the Internal Revenue code. For additional information please contact Bethel Schools’ payroll/benefit office.

Dental and Vision Insurance

If you are a .5 or more FTE certificated employee or a classified employee whose calendar is 800 or more hours per year, your spouse, your eligible domestic partner and/or dependent children under the age of 26 are provided dental and vision insurance. Enrollment forms must be completed for this coverage.

Optional Plans

The following self-funded benefit plans may be available to you depending upon your job classification (refer to your negotiated agreement). These may be deducted from your pay warrant if you choose. Open enrollment for these plans is held August 15–September 15.

- Short term disability
- Cancer, specified disease and intensive care coverage, accident coverage

COBRA

If you or your dependents become ineligible for coverage under the district’ medical, dental, or vision program, you may be eligible to extend coverage under the federal COBRA program. This allows you and/or your dependents to continue receiving insurance coverage by self-paid premiums.

Long-Term Disability

If you are a certificated employee and .5 FTE or greater, you are provided long-term disability. Classified employees must work 800 hours per school year for eligibility in long-term disability.

Life Insurance

If you are, a .5 or more FTE certificated employee or a classified employee whose calendar is 800 or more hours per year, you are provided \$100,000 life insurance policy. A beneficiary form needs to be completed.

Section 125 – Employee Deferred Premium Payment Program

All qualified employees insurance premiums are pre-taxed per Section 125 of the Internal Revenue code, unless otherwise requested in writing. This program also allows you to have pre-taxed deductions for payment of dependent daycare and/or medical expenses.

Employee Assistance Program (EAP)

In today’s world, individuals can face a wide range of concerns, including alcohol and drug abuse, stress, parenting issues, caring for an elderly parent, or financial worries, to name a

few. When these problems become too big they can interfere not only with an individual's quality of life, but also with the ability to carry out job responsibilities.

The Employee Assistance Program is offered to employees and their family members as a pre-paid benefit. If you need help beyond the scope of the EAP, your counselor may refer you to another resource. You would be responsible for any fees associated with your use of additional resources outside the EAP.

Family Medical Leave

Bethel School District employees shall be provided family leave in accordance with the Family Medical Leave Act of 1993 (FMLA) and applicable Washington State laws. All employees who meet eligibility requirements are entitled to twelve work weeks of family leave during any 12-month period.

For specific information relative to your eligibility, please contact Human Resources.

Other Benefits

Other benefits are available to qualified employees of Bethel School District, such as 403b deductions, Deferred Comp, credit union deductions, AFLAC, American Fidelity, HAS's, FSA's, Dependent Daycare, as well as additional offerings. Please contact the Payroll/Benefit office for information.

Section 10 Definition of Terms

AYP: Annual Yearly Progress

BEA: Bethel Education Association. Teacher's bargaining unit.

BEAAA: Bethel Education Athletics and Activities Association. Coaches bargaining unit.

BPA: Bethel Principal's Association. Principal's bargaining unit.

CBA: Collective Bargaining Agreement

Certificated: Employees required to have a professional certificate to do their job (i.e. teachers, psychologists).

Classified: Employees not required to have a professional certificate (i.e. custodians, office professionals, educational assistants, laborers).

Continuing Contract: Contract offered to a certificated employee following a successful performance on a provisional contract.

CTE: Career and Technical Education

EAP: Employee Assistance Program

ESD: Educational Service District

ESC: Educational Service Center (Bethel's district office)

ESSA: Every Student Succeeds Act

EOY: End of year

FMLA: Family Medical Leave Act

FTE: Full-time equivalent. The percent of a 1.0 full-time position.

Instructional Assistant: Assists teachers in providing an instructional program for students.

Supervision Assistant: Providing support to teachers in areas such as playground, crossing hazardous streets and intersections, library and clerical assistance.

LOA: Leave of Absence

L & I: Labor and Industry: Referring to on-the-job injury.

Long-Term Substitute (Certificated): A substitute assigned to a position longer than 20 working days.

Non-Represented: Certificated and classified employees not represented by a bargaining unit.

OSPI: Office of Superintendent of Public Instruction

PAF: Payroll Action Form. The form, provided by Human Resources, indicating personnel-related information (i.e. name, position assignment, hours, salary, etc.).

Paraeducator: Term that includes all assistants (instructional/supervision/campus safety).

PESB: Professional Educator Standards Board

PO: Purchase Order. A written requisition for goods or services.

Provisional Contract: As defined by the State Office of Public Instruction, this is the first three years of contracted employment for certificated employees. After serving in the “provisional” contract, it is upgraded to a “continuing” contract subject to evaluation ratings.

PSE: Public School Employees. Bargaining unit representing all classified employees.

RCW: Revised Code of Washington

SEBB: School Employee Benefit Board

SEIU: Service Employees International Union

Stipend: Pay received by employees for additional jobs/duties per bargaining agreement schedule.

SY: School year

TRI: Time Responsibility Incentive (Certificated)

TSR: Technology Service Request

WAC: Washington Administrative Code

WEA: Washington Education Association

WIAA: Washington Interscholastic Activities Association

Section 11 Policies and Procedures

Policy/Procedure Index Page

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5013	Slurs, a Form of Discrimination
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District Memo - Annual Notification of Pesticide Applications



Section	2000
Title	DIVERSITY-MULTICULTURAL EDUCATION
Code	2133
Status	Active
Adopted	April 12, 1994
Last Reviewed	February 25, 2003

The Bethel School District recognizes the cultural diversity of students, staff, parents and community members of our school district and acknowledges the educational importance of valuing the diversity of all people in our pluralistic society. Diversity includes but is not limited to: race, religion, gender, culture, age, physically challenged and all other perceived differences.

The Bethel School District is committed to integration of the purposes and aims of diversity-multicultural education into all aspects of the school program. The board recognizes that diversity-multicultural education is an interdisciplinary process to be integrated into the total school program rather than a single, one-time event or series of activities. To this end the board is committed and supportive of the following goals:

1. The inherent dignity and the equal and inalienable rights of all students and staff.
2. The right to and responsibility for an educational environment which extends equal rights to all without discrimination through its policies and practices.
3. Universal respect for and observance of these rights to ensure that all students are provided a school and classroom environment in which they are free to learn, encouraged to accept and respect themselves and to treat others with dignity and respect.
4. A staffing composition of administrators, teachers and all other personnel that is representative of the cultural diversity in the district. Membership in all school district committees shall also be representative of the cultural diversity in the district.
5. An education of superior quality for all students that includes greater appreciation of and respect for human individuality and cultural differences and similarities which contribute to our democratic nation as a whole, and more particularly the cultural contributions that make up our community.
6. Training in diversity-multicultural education issues for all board members, district staff, administrators, teachers, paraprofessionals, volunteers and community members participating in school sponsored activities.



Section	3000
Title	SEXUAL HARASSMENT RELATED TO STUDENTS
Code	3206
Status	Active
Adopted	March 22, 1994

It is the policy of Bethel School District to maintain a learning environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the educational environment and will not be tolerated. It shall be a violation of this policy for any employee or agent of the district to harass a student or for a student to harass any other student or employee or agent of the district through conduct or communications of a sexual nature, as defined below. Sexual harassment of a student by an employee also violates both Federal and Washington State law. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

1. Staff to Student Harassment

- a. For the purpose of this policy, staff to student “sexual harassment” is defined as any welcomed or unwelcomed sexual advances, requests for sexual favors, and/or other verbal, visual, written, or physical conduct of a sexual nature.
- b. Sexually harassing behaviors may include but are not limited to the following actions: verbal harassment or abuse; repeated remarks to a person with a sexual or demeaning implication; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, honors, programs, or activities available at or through school; display of sexually suggestive objects or pictures.
- c. To prevent sexual harassment from occurring and because it is the policy of this district to foster healthy teacher-student relationships, amorous relationships between a school district employee or agent and a student are prohibited.
- d. A substantiated charge against an employee or agent of the district shall subject such employee or agent to disciplinary actions consistent with collective bargaining agreements and Washington State law. Such actions may include but are not limited to verbal warnings, letters of reprimand, transfers, suspension with or without pay, and dismissal making a report to the Office of Professional Practices mandatory.

2. Student to Staff Harassment

- a. For the purpose of this policy, student to staff sexual harassment is defined as any conduct or communication of a sexual nature being directed toward an employee of the Bethel School District.



- b. Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking or any other conduct that creates a hostile environment for staff.
- c. A substantiated charge against a student for harassing a district employee shall subject the student to disciplinary actions which may include, but are not limited to, verbal warnings, suspension, expulsion and could result in the filing of criminal charges against the student by the employee.

3. Student to Student Harassment

- a. For the purpose of this policy, student to student sexual harassment is defined as any unwanted sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. (Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution.)
- b. A substantiated charge against a student shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, suspension, or expulsion, consistent with the Student Disciplinary Code.

4. Reporting Violations and Filing Complaints

- a. School district employees and agents are responsible for reporting alleged violations of this policy in accordance with procedures to be issued by the superintendent.
- b. Any district employee or student who believes that he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of her/his complaint. In all phases of the complaint resolution process, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with the district's responsibility to investigate and address such complaints.
- c. Retaliation against an individual who either orally reports or files a written complaint regarding sexual harassment or who participates in or cooperates with an investigation is prohibited.
- d. Persons who knowingly make a false accusation will be in violation of this policy.



5. Implementation

- a. The superintendent is responsible for implementing this policy. Implementation activities will include, but not be limited to:
 - 1. Education of all staff and students about this policy and associated federal and state laws prohibiting sexual harassment.
 - 2. Publication and dissemination of information to all district employees and students that will inform them of what sexual harassment is, what the individual can do, and where to go for help.
 - 3. of mandatory training seminars and inservice programs for all teachers, support staff, principals, and administrators to ensure the appropriate implementation of this policy. These training programs shall be designed to: inform district employees of their duties, responsibilities and potential liabilities when dealing with incidents involving sexual harassment; and provide clear guidelines and assistance for handling appropriately all incidents of sexual harassment in the district.
- b. Education of all students about matters related to sexual harassment in order to develop behaviors and attitudes that mitigate inappropriate sexual overtures and pressures in school, work, and social settings. K-12 curricular modifications that integrate age appropriate activities and skill building to help students understand and overcome sexual harassment problems shall be introduced as soon as possible.

6. Coverage

This policy applies to all students, to all district employees, including administrators, teachers, and support staff, and to all school district contractors and consultants.

Legal RCW 28A.640.010
RCW 28A.640.04



Section	3000 Students
Title	SEXUAL HARASSMENT RELATED TO STUDENTS
Code	3206PR
Status	Active
Last Revised	January 31, 1996

It shall be the responsibility of the board members, administrators, certificated and classified employees, students, and others having business or other contact with the school district to act appropriately under Bethel School District Board policy 3206, Sexual Harassment Related to Students.

It shall be the responsibility of the superintendent and the Title IX officer to assure that students, employees, and others involved with the school district are informed and educated about harassment and the school district's policy prohibiting harassment.

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. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others.

Any student who believes that she or he has been sexually harassed is encouraged to use this complaint procedure. Any employee who believes that he or she has been sexually harassed by a student is also encouraged to use this complaint procedure. A sexual harassment complaint should be filed as soon as possible after the incident(s). Investigations of complaints will begin immediately. Every effort will be made to preserve confidentiality and protect the student's privacy to the extent the investigative process allows. Those individuals who are involved the investigation shall not discuss information regarding the complaint outside the investigation process.

The school and school district will in no way retaliate against a person who complains of sexual harassment or tolerate faculty, staff or other students retaliating against a complainant.

No one shall retaliate against a student or employee because they assist or participate in a harassment investigation, proceeding, or hearing regarding a harassment charge or because



they have opposed language or conduct that violates the district's policy against sexual harassment.

If illegal student to student or student to staff sexual harassment is found to have occurred, the school will determine the appropriate remedy for the complainant and appropriate disciplinary action against the harasser(s) under the student discipline policy and state law.

If illegal staff to student sexual harassment is found to have occurred, the superintendent will determine the appropriate remedy for the complainant and appropriate disciplinary action to be taken against the harasser(s) within the parameters of the various collective bargaining agreements and state and federal law.

If illegal harassment is not found, the school or the district may still determine that the conduct was inappropriate and require that such conduct be stopped.

INFORMAL COMPLAINT PROCEDURE (STUDENT TO STUDENT)

Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged harasser agree upon.

An informal complaint may be oral or in writing. It should be brought to the student's counselor or a teacher in the building with whom the student is comfortable. The adult receiving the complaint will make a report to the school principal. The principal may assign the responsibility to seek resolution of the complaint to a trained and qualified designee. Depending upon the nature and seriousness of the complaint, the principal/designee may refer the complainant to the formal complaint procedure or may advise the complainant of ways to resolve the problem on his or her own. If that is unsuccessful, or if the complainant does not wish to confront the alleged harasser, the school will discuss the complaint with the alleged harasser and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution.

If the proposed resolution is accepted, the school will keep a record of the complaint and its resolution. The record shall be maintained for two years after both the complainant and the alleged harasser are no longer Bethel School District students.

The principal/designee will follow up with the complainant to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the concern will be resolved according to the formal complaint procedure.

FORMAL COMPLAINT PROCEDURE (STUDENT TO STUDENT)

A student may file a formal complaint without first using the informal complaint procedure. The formal complaint form shall be made available to all students within each building. The complaint should be filed with the student's counselor or the school principal. (A student and his or her parent or guardian has the right to file the formal complaint directly with the Title



IX officer if desired, but filing with the school is encouraged.) The student filing the complaint shall be assisted in completing the form, if needed.

Any person receiving a formal complaint shall inform the principal of the complaint within the same day it is received, or the next day that the principal is in the building.

The school principal will review the complaint to assess the following:

- Need for notification of parents or legal guardian.
- Need for notification of Law Enforcement.
- Need for notification of district superintendent.

The district Title IX officer is the resource to assist in this assessment. The school principal may conduct the investigation or designate a trained and qualified investigator.

The investigator will begin the investigation immediately, which will include, but is not limited to:

- Interviewing the student making the complaint.
- Interviewing the alleged harasser, any witnesses, and appropriate teachers and staff.

The investigator will keep notes of the interviews. After considering all the evidence, the investigator will inform the principal as to whether or not harassment has occurred. If illegal harassment is found, the principal will determine the appropriate remedy for the complainant and appropriate disciplinary action against the harasser, consistent with the school's student disciplinary procedure and state law.

The complainant will be informed immediately of the remedy and the harasser will be informed of the disciplinary action to be taken. The complaint, all backup materials, and final resolution of the case will be given to the Title IX officer for filing. The principal/designee will follow up with the complainant to ensure that the problem has been resolved.

FORMAL COMPLAINT PROCEDURE (STAFF TO STUDENT)

Any student who believes that he or she is being sexually harassed by an adult should tell the school principal, counselor, social worker, or other adult staff person with whom he or she is comfortable in confiding.

The adult staff person with whom the student has confided shall ask the student to complete a formal complaint form, assisting the student, if needed. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

The complaint form will be reviewed by the principal to determine if the person or persons named as alleged harassers are involved with the district through employment, volunteering, business, or other contact.



If it is determined that the alleged harasser is an adult whose contact is through a school district connection, the principal will immediately contact the Title IX officer who will coordinate the investigation and action procedure.

The principal will notify the student that his or her parents are to be sent a copy of the formal complaint, and that parents have the right to be present when the Title IX officer interviews the student as part of the investigation process.

The Title IX officer will contact the parents of the student making the claim and will maintain contact throughout the investigation and resolution procedure.

After receiving a report, the Title IX officer will immediately assess the complaint and may recommend that the superintendent take action to move the alleged harasser to another work site or place him or her on paid leave, pending further investigation. Employee rights under the various collective bargaining agreements, applicable regulations, and statutes will be observed.

The Title IX officer shall conduct the investigation and make written recommendation to the superintendent within thirty (30) days. On receipt of a recommendation from the Title IX officer that probable cause exists to credit the allegations of sexual harassment or intimidation, the superintendent may take action based on the report or the superintendent may conduct an independent investigation into the charge. The superintendent may appoint an outside investigator to conduct this investigation.

Consistent with the requirements of applicable collective bargaining agreements, regulations, or statutes, the superintendent may take such action deemed necessary and appropriate after completion of the investigation.

The final disposition of the case will be by action of the school board. If the complainant remains aggrieved by the school board's response, he or she has the right to pursue the complaint with external agencies.

All materials regarding the case will be confidential and will be filed by the Title IX officer for a minimum of two (2) years.

COMPLAINT PROCEDURE (STUDENT TO STAFF)

Any employee of the district who believes that he or she is being sexually harassed by a student is encouraged to complete the Student-Related Sexual Harassment Complaint Form and to report the incident to the principal of the school where the student attends. The principal will meet with the employee to discuss the allegation and to determine whether to use the informal or formal complaint procedure as outlined in the student to student procedure.



Section	3000
Title	POSSESSION OF WEAPONS BY STUDENTS
Code	3249
Status	Active
Adopted	January 14, 1992
Last Revised	March 28, 2006

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school:

1. any firearms; or
2. any dangerous weapon as defined by state law; or
3. any device commonly known as "num-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substances connected with wire, rope, or other means; or
4. any device, commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or
5. any air gun, including any air pistol or air rifle designed to propel a BB, pellets, or other projectile by discharge of compressed air, carbon dioxide, or other gas; or
6. any device or instrument that is used in a manner which under the circumstances, manifests an intent to intimidate, harm, harass or warrants alarm for the safety of others; or
7. any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire, such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or
8. any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper, ice pick, elongated scissors, or straight razor; or
9. any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

Students who violate subsection (1) of this policy will be expelled from school for a minimum of one calendar year. The principal or designee shall notify the parents or guardians and request an immediate conference. The principal or designee shall notify appropriate law enforcement personnel.



Students who violate subsection (2) through (9) of this policy will be subject to discipline up to and including expulsion.

Students have the right to a hearing and appeal to the school board to consider modification of the expulsion within guidelines established by Policy 3241, Classroom Management, Corrective Actions or Punishment.

The school district may authorize students to participate in officially sanctioned activities where firearms and martial arts equipment is used in a demonstration, safety or learning activity.

See Also: BSD Policy 6608, 3241

Legal [RCW 9.41.070, 250, 280](#)
[RCW 28A.600.420](#)



Section	4000
Title	CONFIDENTIAL COMMUNICATIONS
Code	4020
Status	Active
Adopted	September 23, 2003
Last Revised	April 26, 2011

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

1. The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:
2. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and be used only for the purpose that its access was granted.
3. While certain professionals may have a legal confidential relationship as in attorney-client communications, school staff members including counselors (except licensed psychologists) do not possess a confidentiality privilege.
4. A staff member must reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
5. A staff member shall exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
6. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
7. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the



student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Legal [RCW 26.44.030](#)



Section Title	5000 EMPLOYMENT AND VOLUNTEER DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL
Code	5005
Status	Active
Adopted	March 8, 1994
Last Revised	December 12, 2017

Federal Immigration Law Compliance for Staff

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member shall present necessary documents which establish eligibility to work as required by federal immigration law.

The superintendent/designee will certify that he/she has: “examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a citizen, a legal permanent resident, or a non-immigrant alien with authorization to work.” This certification will be made on the I-9 form issued by Federal Immigration and Naturalization Service.

Prior Acts of Sexual Misconduct

The district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers, including employers outside of Washington, to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct.

Disclosures for Staff and Volunteers

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

1. Convicted of any crimes against persons;
2. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;



4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

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

Background Check for Staff and Volunteers

Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card. Staff and volunteers without unsupervised access to children will undergo a name and birth date background check with the Washington State Patrol.

All Other Staff and Volunteers:

Prospective volunteers with regularly scheduled unsupervised access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington Access To Criminal History (WATCH) system, under RCW 43.43.830. If the background check reveals evidence of convictions as identified above, the applicant may not be permitted to volunteer. Exceptions may not be considered for areas listed above of sexual assault, exploitation or physical abuse of any minor.

Conditional Employment:

Applicants will be employed on a conditional basis pending the outcome of the background check. If the background check reveals evidence of convictions, the candidate may not be recommended for employment.

Provided, if convictions are shown on the background check, the superintendent or designee is directed to consult with legal counsel regarding the ramifications of those convictions.

Record Check Database Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's (SPI) record check database. Fingerprint record information is highly confidential and shall not be re-



disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Certification Requirements

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

Classified Staff

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

Board Approval

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

Revised December 12, 2017
Revised August 9, 2016
Revised December 12, 2006
Revised November 16, 2004
Revised May 11, 2004
Revised June 10, 2003



Legal [RCW 13.34](#)

[RCW 28A](#)

[RCW 9.96A.020](#) [RCW 43.43.830-40](#)

[RCW 50.44.050, 053](#)

[Chapter 162-12 WAC](#)

[WAC 180-16-220](#)

[Chapter 181-79A WAC](#)

[WAC 181-82-105, 100, 110](#)

[Chapter 181-85 WAC](#)

[WAC 392-300-050, 055, 060](#)

[WAC 446-20-2](#)



Section	5000
Title	EMPLOYEE ETHICS
Code	5009
Status	Active
Adopted	November 13, 1979
Last Reviewed	March 28, 2003

An effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To promote these essentials, all employees are expected to maintain high standards in school relationships. These standards include:

1. Just and courteous professional relationships with students, parents, staff members, and others.
2. Efficiency and knowledge of developments within the scope of their job responsibilities.
3. Transaction of all official business with properly designated authorities of the school district.
4. Friendly and effective cooperation between the community and the school district.
5. Communication of the contributions of the school district to the community.
6. Placement of the welfare of students as the first concern of the school district.
7. Seeking appointments to positions and promotion based solely on merit. The use of pressure on school officials for appointment or promotion shall be unethical.
8. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
9. Direction of any criticism of other staff members, or of any department of the school district, toward the improvement of the school system. Such constructive criticism is to be made directly to the administrator who has the responsibility for improving the situation and then to the superintendent if necessary.
10. Proper use and protection of all school properties, equipment, and materials.

Legal WAC 180-87-050 to 095



Section	5010
Title	NONDISCRIMINATION AND AFFIRMATIVE ACTION
Code	5010
Status	Active
Adopted	November 13, 1979
Last Revised	August 11, 2015

Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The board shall designate a staff member to serve as affirmative action/Title IX Compliance officer.

This policy includes, but is not limited to, selection of contractors and vendors, employment and personnel practices, access to courses of instruction and counseling, participation in extracurricular activities, and content of the instructional program.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action, which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures



discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

1. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - a. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 - b. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
3. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 - a. The test or criteria is clearly and specifically job-related; and
 - b. Alternative tests or criteria that do not screen out persons with disabilities are available.



4. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
5. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Legal [45 CFR 84 Sec 504](#)
[38 USC §§ 2021-2024](#)
[8 USC 1324a and 1324B](#)
[29 USC 706](#)
[42 USC 12101-12213](#)
[RCW 49.60.040 \(15\)](#)
[42 USC 2000c-2000c-9; 2000h-2000h-6](#)
WAC 392-200-015
[Chapter 73.16 RCW](#)
[RCW 49.60.030, 180, 400](#)
[RCW 28A.400.310; 28A.640.020](#)



Section	5000
Title	SLURS A FORM OF DISCRIMINATION
Code	5013
Status	Active
Adopted	October 30, 1992
Last Revised	June 10, 2003

The board of directors recognizes that a program of instruction and support services which focuses on individual pride and self-worth and teaches understanding and respect for the rights of others, is basic to enabling every student to function in our pluralistic society. The board further recognizes that slurs directed towards persons perceived to be different have a negative impact on all persons involved and the program as a whole. Such slurs will not be tolerated from staff or students.

Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action.

Inquiries regarding the application of this policy should be directed to the district compliance officer. Attempts will be made to resolve complaints and to provide remediation through the offices of the compliance officer. All district non-discrimination policies and procedures apply.

Legal WAC 180-40-215
[RCW 49.60](#)



Section	5000
Title	DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE
Code	5201
Status	Active
Adopted	November 13, 1990
Last Revised	March 11, 2014

The board of directors has an obligation to staff, students, and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. In addition, district employees have a responsibility to model appropriate behavior for students.

"Workplace" is defined to mean the site for the performance of work done on school district premises. That includes any district building or any school premises; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; off district property during any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The board of directors declares that the following behaviors will not be tolerated:

1. Reporting or returning to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis).
2. Using, possessing, distributing alcohol, illegal and/or controlled substances (including anabolic steroids and marijuana (cannabis) in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances or opiates or refusing to submit to drug/alcohol testing under circumstances of reasonable suspicion will be subject to disciplinary action, including immediate termination.
3. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances.
4. Using, possessing, or distributing illegal and/or controlled substances including marijuana (cannabis) in the workplace.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination of any of the senses, including those which may cause drowsiness or dizziness. The supervisor in



conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than five days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

The superintendent or his/her designee shall establish a drug free workplace awareness program to ensure that each employee is educated about the dangers of drug abuse and is notified of this policy and procedures regarding drug activity at work. Any staff member who violates any aspect of this policy shall be subject to disciplinary sanctions (consistent with local, state, and federal law) up to and including termination of employment. The district will commence discipline following a progressive discipline plan. This plan will include warning, suspension and possible termination of employment. A disciplinary sanction may include the completion of any appropriate treatment program at the employee's expense as a condition of continuing employment. Severity and frequency of violation(s) will determine the appropriate discipline.

An employee subject to discipline under this policy has the due process rights under federal or state law or the applicable collective bargaining agreement. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Employees with alcohol or drug abuse problems are encouraged to seek help by contacting the district's employee assistance program and/or the personnel office. All requests for help, referrals, interventions, and/or test results will be treated confidentially to the fullest extent possible.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion, as it deems appropriate.

Legal RCW 69.50.435
21 CFR1300.11-1300.15
21 USC 812
41 USC §§ 701-707
20 USC §§ 7101-7118



Section	5000
Title	CERTIFICATED STAFF RESPONSIBILITIES
Code	5233
Status	Active
Adopted	November 13, 1979
Last Revised	January 23, 2007

Regular building hours for certificated staff shall normally be one-half hour before school starts to one-half hour after school ends including a 30-minute duty-free lunch period. Individual schools may request a waiver from the board of directors to alter these districtwide provisions. The starting and dismissal times for students, which may vary from school-to-school, shall be determined by the district.

Fulfilling professional responsibilities will often require that teachers spend time outside of school hours. Such professional responsibilities include but are not limited to:

1. Preparing lesson plans for the instruction of classes;
2. Consulting with students when necessary;
3. Consulting with parents when it is not possible for the parent to meet with the teacher/specialist during building hours;
4. Participating in professional learning and/or curriculum development committees leading towards the improvement of student learning and educational programs;
5. Attending/participating staff meetings including in-service training provided by the district in the area of enhancing teaching skills needing improvement;
6. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and,
7. Participating in such other activities not specifically included in the district's educational program.
8. Supervising students when needed to provide for their overall safety needs.
9. Participating in MDT (Multidisciplinary Team) meetings and IEP (Individualized Education Program) team meetings.

Legal RCW 49.46.120
RCW 28A.405.030, 060, 140
RCW 28A.150.240 (2)



Section Title	5000 MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES
Code	5253
Status	Active
Adopted	December 11, 2012

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.



The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal WAC 181-87, 88
RCW 28A.400
RCW 28A.405.470, 475
RCW 28A.410.090, 095
RCW 28A.410.100



Section Title	5000 MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES PROCEDURE
Code	5253PR
Status	Active
Last Revised	December 11, 2012

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse or likely abuse of the staff/student professional relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

1. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
2. Showing pornography to a student;
3. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
4. Socializing where students are consuming alcohol, drugs or tobacco,
5. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/ counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
6. Sending students on personal errands unrelated to any educational purpose;



7. Banter, allusions, jokes or innuendos of a sexual nature with students;
8. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
9. Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
10. Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
11. Exchanging personal gifts, cards or letters with an individual student; socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
12. Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
13. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the staff member's home;
3. Visiting a student's home; and/or
4. Social networking with students for non-educational purposes.
5. Reporting Violations
6. Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or the supervisor of the employee suspected of engaging in inappropriate conduct that violates this policy.



The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the assistant superintendent or director in charge of the district's human resources. The assistant superintendent or director of human resources will maintain a separate non-personnel file of all boundary invasion reports made to human resources.

Whenever boundary invasion concerns occur, the person in charge of human resources will review the full history of concerns relating to the person complained about and will provide a summary to the superintendent.

All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to board policy and procedure 3421, Child Abuse, Neglect and Exploitation Prevention, and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Training

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

Dissemination of Policy and Reporting Protocols

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.



Section	5000
Title	REPORTS OF IMPROPER GOVERNMENTAL ACTION
Code	5271
Status	Active
Adopted	June 10, 2003
Last Revised	May 10, 1994

The Bethel School District encourages employees to report improper governmental actions by any district officers or employees. The district will protect employees from retaliatory employment actions for reporting improper governmental actions, when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has, in good faith, reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal RCW 42.41.010-060



Section	5000
Title	POSSESSION OF WEAPONS BY EMPLOYEES
Code	5283
Status	Active
Adopted	June 28, 1994
Last Revised	January 23, 2007

Employees of the district are not permitted to possess firearms or dangerous weapons as defined in RCW 9.41.250 while on school premises or school property during their working hours.

"Possession" includes, but is not limited to, having firearms or dangerous weapons on district property or at district-sponsored events or located:

- a. in a space assigned to the employee such as a desk or locker; or
- b. on the employee's person or property such as clothing, purse or automobile; or
- c. in an area under the employee's control.

The district has zero tolerance to possession of firearms or weapons while on school premises or school property during their working hours. Violation of this policy will subject the employee to immediate disciplinary action which may include possible termination of employment.

This prohibition does not apply to employees who are officially engaged in military, police or security activities; employees involved in a convention, showing, demonstration, lecture or martial arts or firearms safety course authorized by the district; or employees supervising a firearms or air gun competition authorized by the district.

Legal RCW 9.41.010, 070, 250, 270, 280



Title	SEXUAL HARASSMENT
Code	6590
Status	Active
Adopted	March 13, 1984
Last Revised	September 3, 2003

The board of directors recognizes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and that harassment on the basis of sex is a violation of both federal and state employment discrimination laws.

The district will provide a work and educational environment free from sexual harassment and will not tolerate such conduct on the part of any employee or individual involved in school district activities. Employees who instigate this type of harassment will be subject to disciplinary action, including suspension, demotion, or removal.

Any individual with a complaint of sexual harassment should notify his or her immediate supervisor or the administrator of their choice and/or the district's compliance officer. Administrators and supervisors who become aware of any allegation(s) of sexual harassment will immediately report such allegations to the district's compliance officer. All complaints of sexual harassment will be investigated promptly and properly resolved.

Definitions: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's employment; or is a stated or implied condition for obtaining an education, work opportunity or other benefit;
2. Submission to or rejection of such conduct is used as the basis for employment decisions or is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. For additional information on sexual harassment related to students, reference policy 3206.

Bethel School District is committed to a positive and productive education and working environment free from discrimination, (sexual harassment is a form of employment



discrimination). The district prohibits sexual harassment of students, employees, and others involved in school district activities. The district will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment.

In fulfilling the district's obligation to maintain a positive and productive work environment, the board of directors and administration will make every attempt to prevent sexual harassment and to halt any harassment of which they become aware. Engaging in sexual harassment will result in appropriate discipline or other sanctions against offending students, staff, and contractors. Other individuals (parents, volunteers, etc.) involved in district activities found engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. 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.

This policy includes formal procedures for reporting and investigating allegations of sexual harassment. Informal resolution to allegations of sexual harassment is appropriate at any time in the process, upon mutual agreement of the parties. All supervisory staff are responsible for receiving informal complaints and reports of sexual harassment and directing the complainants to the compliance officer.

The superintendent, or designee, shall develop procedures to provide information and education to district staff, students, parents and volunteers regarding the district's policy on sexual harassment. The district's policy on sexual harassment will be included in staff orientations. This policy shall be posted in each district building in a place available to staff, volunteers, parents and visitors. This policy will be reproduced in each staff, volunteer and parent handbook. Additionally, schools shall post sexual harassment policy 3206 which relates to students. Policy 3206 will be reproduced in student handbooks.

The superintendent or designee shall make an annual report to the board reviewing the district's sexual harassment policies and related procedures.

Cross Ref: Student Policy 3206



Legal RCW 28A.640.020
WAC 392-190-056-058



SEXUAL HARASSMENT PROCEDURE 6590

INFORMAL COMPLAINT PROCEDURES: Anyone may informally report or inquire about behaviors which may constitute sexual harassment. Informal reports may be made to any supervisor or the district's compliance officer. Complainants should be advised of their right to, and the process for, filing a formal complaint. Parties are encouraged to resolve complaints of sexual harassment in the informal process, if at all possible. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate. Informal complaints may become formal complaints at the request of the complainant, or because the district believes the allegation requires more thorough investigation.

FORMAL COMPLAINT PROCEDURES: The district shall orient all supervisory staff to the intent of this sexual harassment policy. Individual supervisors shall be responsible for implementation of this policy within their department or building location.

The district compliance officer shall be responsible for directing all investigations and monitoring all concerns arising under this policy.

Resolution Process:

1. Employees who believe they have been subjected to sexual harassment may file a complaint in the manner prescribed in this procedure to their immediate supervisor, the next higher level of supervisor or administrator of choice, or the compliance officer without fear of reprisal. All formal complaints shall be in writing and signed by the complainant. The complaint shall set forth the specific acts, conditions or circumstances alleged to have constituted sexual harassment.
2. Supervisors (principals, assistant principals or other administrators) who receive a complaint, either orally or in writing, shall promptly refer the complaint to the compliance officer who shall receive and direct the investigation of all formal (written) complaints of sexual harassment.
3. a. A complaint alleging sexual harassment shall be reduced to writing and signed by the complainant(s). The complaint shall set forth specific acts, conditions, or circumstances alleged to constitute sexual harassment in sufficient detail to allow the investigating officer to know the nature and extent of the alleged sexual discrimination or harassment.
b. Upon receipt of a complaint that complies with subsection (1), the compliance officer shall investigate the allegations and, upon completion of the investigation, provide the superintendent with a written report concerning the complaint and the results of the investigation.



- c. To determine whether the conduct alleged in the complaint constitutes sexual harassment, the investigator shall consider the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred.
4. a. The compliance officer shall respond in writing to the complainant(s) within 30 days from the date the complaint was filed, stating:
 - (1) That the district does not have adequate evidence to conclude that harassment occurred;
 - (2) The corrective actions the district has taken, or intends to take; and/or
 - (3) That the investigation is incomplete to date and will be continuing.
- b. Any corrective action identified in the compliance officer's response shall be taken in an expeditious manner, but in no event, no later than 30 calendar days following the superintendent's written response to the complainant(s).
5. a. If a complainant remains aggrieved by the decision of the superintendent, the complainant may file a written notice of appeal with the school board on or before the 10th calendar day following the date upon which complainant received the superintendent's written response.
- b. In the event the superintendent has failed to provide a written response to the complainant within 30 days from the date of original filing, the complainant may file a written notice of appeal with the school board on or before the 10th calendar day following expiration of the 30-day period.
- c. The notice of appeal shall set forth specific reasons why the complainant disagrees with the superintendent's response and the relief sought from the board of directors. The notice of appeal shall be filed with the superintendent's office.
- d. Upon receipt of a timely notice of appeal, in compliance with subsections (a), (b), and (c), the board of directors shall schedule a hearing to commence on or before the 20th calendar day following the filing of the written notice of appeal. The district and the complainant(s) shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board of directors shall render a written decision on or before the 10th calendar day following the termination of the hearing and shall provide a copy to all parties involved.
6. If a complainant is aggrieved by the decision of the board of directors, the complainant may appeal the decision to the Superintendent of Public Instruction in the manner prescribed in WAC 392-190-075.
7. Timelines provided in this procedure may be extended by mutual agreement of the complainant(s) and the district.



Sexual harassment may include, but is not limited to, the following behaviors:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, or cornering, a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

All district orientation sessions for staff shall introduce the elements of the district's sexual harassment policy. Staff will be fully informed on the formal and informal complaint process and their roles and responsibilities under this policy and procedure.



Section	6000
Title	USE OF SUPPLIES AND EQUIPMENT
Code	6802
Status	Active
Adopted	May 12, 1992
Last Revised	October 27, 2015

Supplies and equipment are purchased and maintained for use by the Bethel School District; they may not be used by employees or students for personal betterment or financial gain.

All requests for use of equipment, service, or property assigned to Bethel schools, departments, or programs, or owned by the student body shall be referred to the administrator in charge. Any violation of this policy may result in disciplinary action, up to and including termination.

District equipment may be assigned to employees for district use outside of the department or building. Employees are responsible for the safekeeping and appropriate use of district equipment while in their possession outside of the department or building to which they are assigned. Negligence by employees that result in lost or damaged equipment may be cause for discipline and require the employee to reimburse the district to replace or repair the lost or damaged item.