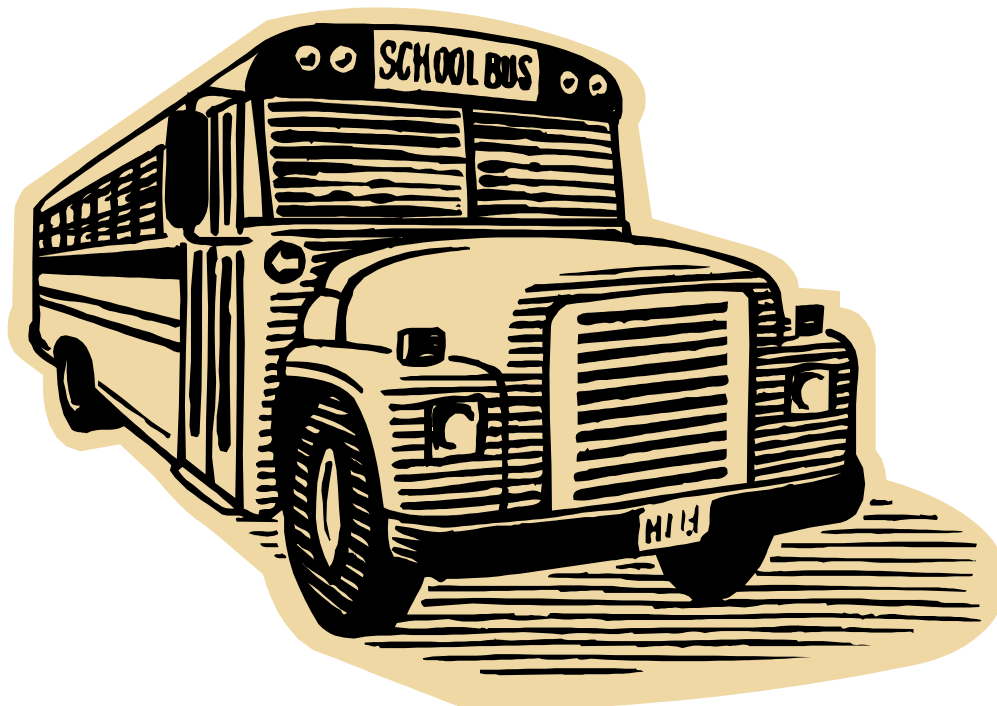


PUYALLUP SCHOOL DISTRICT  
SCHOOL BUS DRIVERS



HANDBOOK

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# Transportation Mission Statement

“Transporting students safely and efficiently while providing an atmosphere that enhances student achievement”

## Introduction

The purpose of this handbook is to improve communications and promote a safer and more efficient pupil transportation system. Each driver shall become familiar with the contents contained herein and shall be expected to abide by the instructions, regulations, policies, and protocols contained in this handbook. This handbook does not supersede the State of Washington School Bus Drivers handbook or any City, County, State or Federal Directives.

## Transportation Department Staff:

Corine Pennington, Chief Financial Officer	(253) 841-8762
Cathy McDaniel, Director of Transportation	(253) 841-8775
▪ Michael McMillan, Assistant Director of Transportation	(253) 841-8775
▪ Chris Stavig, Office Manager	(253) 841-8775
▪ Mary Ann Blair, Payroll/Records Specialist	(253) 604-3500
▪ Tina Rodriguez, Driver Trainer	(253) 841-8669
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▪ Rene Bierds, Transportation Regional Supervisor	(253) 435-2049
▪ Amber Biven, Transportation Specialist	(253) 841-8626
▪ Tammy Sutton, Transportation Specialist	(253) 841-8625
▪ Robyn Salo, Transportation Generalist	(253) 841-8627
▪ Jean Basket, Transportation Generalist	(253) 435-6592
Wally Lochrie, Shop Manager	(253) 841-8776
▪ Fred Greer, Bus Mechanic	
▪ Kevin Rinkel, Bus Mechanic	
▪ Rod Widing, Bus Mechanic	
▪ John Sader, Bus Mechanic	
▪ Cain Leyva, Bus Mechanic	
▪ David Collins, Bus Mechanic	
▪ Patrick Nugent, Automotive Mechanic	
▪ Joseph Cater, Equipment Mechanic	
▪ Jim Hansen, Utility Mechanic	

## School Bus Driver Rules of Conduct:

The following list of rules sets forth the required general driver conduct. All rules of Puyallup School District Transportation Department now in force or hereafter adopted shall be observed by all drivers. District Administrators are authorized to subject a driver who violates any rule to discipline which may include verbal warning, written warning or reprimand as appropriate to the infraction. The superintendent may suspend a driver during an investigation and pending a hearing if the superintendent deems the suspension to be reasonably necessary to protect the best interest of the district, and may exercise other powers concerning discipline and termination as authorized by law.

A driver shall not:

- Falsify or omit material information from District records or any report or statement required of or submitted by the employee.
- Use language or actions which are offensive or profane to a reasonable person.
- Smoke any kind of lighted pipe, cigar, cigarette (including electronic) or any other lighted smoking equipment or material, or chew or sniff a tobacco product on district property, including district or private vehicles, as prohibited in District Policy. If you chose to smoke, ensure that you are no longer on district property.
- Damage or harm District property, another employee, student or patron through negligence or intentional action.
- Take, use, convert or possess funds, equipment and materials of the district for purposes not related to the District without prior authorization. Utilizing services of district staff members while on duty is prohibited.
- Endanger the safety of oneself or another person through negligence or intentional action.
- Provoke a fight or participate in a fight, except to take such defensive measures as may be necessary to protect oneself or anyone else who is the subject of an unprovoked attack.
- Use threats in an effort to secure any advantage for oneself or another.
- Induce or attempt to induce any district employee or student to commit an unlawful act or to act in violation of any rule, regulation or policy applicable to the employee or student.
- Carry a weapon on employer's time or premises to include but not limited to firearms, switchblades, etc. For a list of prohibited items, reference District Policy 5290 and RCW 9.41.280.
- Illegally manufacture, distribute, dispense or possess any controlled substance, use alcohol at work, work under the influence of alcohol, legalized marijuana or work under the influence of any controlled substance unless the substance is prescribed by a doctor and does not impair the employee's ability to function in his or her position.
- Fail to perform any responsibilities imposed upon the employee or fail to follow any directives issued to the employee by the employer.
- Be tardy. Tardy means arriving on site later than the times prescribed in the Driver Check-In section of this handbook.
- Be absent without authorization or approved excuse. Leave without pay (LWOP) must be approved by Human Resources in advance.
- Threaten, intimidate, bully, harass (sexually, racially or otherwise), coerce or abuse, either physically or verbally, another employee, patron or student.
- Violate safety rules or safety practices or fail to use required safety equipment.

- Distribute materials, circulate petitions or collect contributions on the employer's time or premises without proper authorization.
- Require or pressure student, staff or parents to purchase equipment, supplies or services from the employee in a private compensatory capacity.

This listing represents the general guidelines of driver conduct for the Puyallup School District Transportation Department and is not inclusive. A violation of the above rules may be sufficiently serious to constitute cause for termination of employment. In addition, a situation may occur which is inherently offensive but no specific rule applies; in such cases a driver is subject to reasonable discipline, which may include termination.

## Video Camera Systems:

Placement of Cameras:

- The Director of Transportation shall authorize camera systems for use in District school buses.
- All buses where camera systems may be utilized shall have signs notifying riders that video cameras may be in use.
- Cameras will be positioned so that students on the bus are visible. To the extent feasible, cameras will capture as much of the driver's area as possible while the camera is primarily focused on the student population.

Use of the Recorded Data:

- If the driver wishes to view recorded data, a time shall be set for this purpose. If possible, this time will be during a driver's layover period.
- The Director of Transportation and/or her/his designee may view the recorded data without involving the driver.
- If a serious or flagrant violation of student bus rules is observed or if there is a continued violation, despite intervention, standard disciplinary action may be taken. Lesser violations shall be brought to the attention of the student and proper conduct shall be explained.
- When recorded data is used to support disciplinary action, the student's parent/guardian/custodian may request to view the recorded data. A viewing shall be arranged in Transportation Department's office or at the student's school.
- A building principal, administrator or designee may request viewing of recorded data through the Director of Transportation/designee.
- The Director of Transportation/designee may use recorded data to assist drivers with student behavior management skills.

## Drug and Alcohol Testing:

The Board of Directors believes in and is committed to providing a safe work environment that is free from the harmful effects of drugs and alcohol. The Board therefore directs the Superintendent to establish programs and procedures in accordance with the Federal Highway Administration's drug use and alcohol testing rules designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by employees whose job responsibilities include driving vehicles and require the possession of a Commercial Driver's License (CDL). These programs shall include, but not be limited to, alcohol and other controlled substance testing and training. Employees will be notified of any changes to these policies via

Board Highlights posted to the District website. See Addendum VII for Board Policies 5202, and Addendum VIII for Regulation 5202R which govern the use of such substances.

### Driving While Impaired: See Addendum VI for Board Policy 5201

- In accordance with Federal, State and Local law, the District has a “no tolerance policy”, which means if an employee is found to have “any” substance in their system, illegal or legal, that they know causes them drowsiness or impairs them in any way, they are ***NOT TO DRIVE***.
- It is a driver’s responsibility to notify their physician that they drive a school bus and require prescriptions that would not cause them to be drowsy or impaired while driving.
- Be aware that over the counter medications (such as certain cough syrups and allergy medications) may affect you as well. You could still be subject to a DUI if found driving any vehicle under the influence of those medications.

### Appearance and Dress:

- All clothing and accessories worn shall be clean, modest, and functional and not interfere with safety, public relations and student management.
- Clothing or hats with inappropriate cartoons and/or writing is unacceptable.
- No sweat pants, workout attire, pajama bottoms, spandex or restrictive type clothing.
- Personal appearance will be neat and clean, which are factors in the positive image you convey for yourself, your District, and your profession.
- Shoes must meet applicable safety regulations. No open toed shoes, sandals, clogs, wooden soled shoes, or heels more than two inches are allowed. All footwear must be closed in the toe and heel, and secured to the foot. Also prohibited is any footwear that could prevent the safe operation of the school bus.
- Wearing of jewelry, scarves and long hair could interfere and cause a distraction.
- Walking shorts must touch the top of the knee and tank tops must have a minimum three (3) inch wide shoulder band. Halter tops and dresses are not acceptable attire.

### Sexual Harassment:

See Board Policy 6590 and Regulation 6590R at Addendum II and III. This policy and regulation addresses racial and other forms of harassment.

### Prohibition of Harassment, Intimidation, and Bullying:

See Board Policy 3207 and Regulation 3207R at Addendum IV and V. This policy and regulation addresses student on student behavior.

### Employee Possession of Dangerous Weapons and Personal Protection Spray Devices:

See Board Policy 5290 at Addendum IX.

### Not Reporting For Duty:

- All drivers shall call each morning if they are not reporting for duty between 5:00 am and 5:30 am.
- Drivers are required to speak with an office staff member when reporting an absence. Do not leave a voice message on any phone because the message may not be received in time to ensure your run is covered.
- All drivers shall clearly state why they are not reporting for duty.
- All drivers shall inform the dispatcher of their entire daily program as to whether they will be gone all or part of the day.
- Sub drivers need to notify dispatch of any times or days they are not available. Not being available could result in disciplinary action. If a regular substitute driver is unavailable for an assignment or does not answer the phone three (3) times within thirty (30) consecutive, calendar days, they may be removed from the substitute rotation roster.

## Absenteeism Policy:

Occurrences shall be used to monitor absenteeism. A driver shall receive one (1) occurrence for each day or part of a day that a driver misses work. Absences due to District business that have been pre-approved by the Transportation Director or designee will not result in an occurrence. If a driver is absent more than three (3) consecutive days, the daily occurrences accumulated for each day missed may be reduced to one (1) occurrence if a valid physician's statement is submitted to the Transportation Director or designee verifying the driver's medical situation, the driver's inability to work and the driver's ability to return to work.

Absences for an on-the-job injury, jury duty, military leave, bereavement leave or family leave will not be charged as an occurrence. If drivers do not meet the contract criteria for these leaves, they will be charged as an occurrence.

Step One: Drivers with seven (7) occurrences in one school year will receive counseling from the Transportation Director or designated staff.

Step Two: Drivers with ten (10) occurrences in one school year will receive a written warning.

Step Three: Drivers with twelve (12) occurrences in one school year will receive further disciplinary action, including suspension without pay.

Step Four: Drivers with fifteen (15) or more occurrences in one school year may result in termination.

If a driver receives seven (7) or more occurrences in any one school year, they shall be held to the following occurrence steps the following school year:

Step One: Drivers with seven (7) occurrences in one school year will receive a written warning.

Step Two: Drivers with ten (10) or more occurrences in one school year will receive further disciplinary action, including suspension without pay.

Step Three: Drivers with twelve (12) occurrences in one school year may result in termination.

Any time there is a pattern of absenteeism, the District may require a driver to obtain a physical examination at the District's expense.

Absence from regular mid-day assignments only shall be excused for emergencies, illnesses or injuries, and medical or dental appointments that could not be scheduled during other times. (Proof may be required in the event that reasonable suspicion of abuse of this section exists.)

## Driving Violations:

Drivers cited and convicted for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), being in physical control of a vehicle, reckless driving, negligent driving, vehicular assault and/or vehicular homicide, hit and run driving, driver's license is suspended or revoked for moving violations shall have their school bus driving authorization revoked per WAC 392-144 (See Addendum X for WAC 392-144). Drivers cited for speeding, or any other violation, in a school bus shall be disciplined up to and including termination.

- All driving citations, suspensions or revocations must be reported to the Driver Trainer within **24 hours** by phone or in person before your next work day. This is a year round requirement.
- Out-of-state citations must be reported to the Driver Trainer within **24 hours** by phone or in person before your next work day.
- All drivers must report any charges that are filed against them pursuant to WAC 392-144-103 that would cause them to fall out of compliance with State and District requirements within **24 hours**.
- Drivers who receive red light/camera-based traffic tickets are responsible for paying the ticket and will be subject to appropriate progressive discipline.
- Per WAC 392-144-103 - Driver who have received 3 or more speeding tickets in five (5) years (including personal vehicles) will lose their bus driving authorization.

## Accidents:

An accident is an event involving damage to property and/or injury to persons. Damage is physical harm done to a vehicle, object or other property. Vandalism is intentional damage done to a vehicle or other property.

Drivers shall immediately report any accidents, injuries, damage or vandalism to transportation management staff via two-way radio. Even if there is no visible physical damage to the bus or object hit, the contact with the object still needs to be reported. Failure to immediately report any accidents, injuries, damage or vandalism shall result in disciplinary action up to and including termination.

When an accident occurs, drivers shall:

1. Stop and secure the bus.
2. Verbally and visually check students for injuries. Ask students if everyone is OK.
3. Evaluate the scene.
4. Notify Transportation "CODE RED" – Give clear, calm, correct information. Let dispatch know if you have students on board. Tell dispatch your exact location.
5. Secure scene – Set reflectors, not do shut off any lights, 4-way hazards should be on.
6. Start student seating chart information – Driver collects and fills out information. Student's name, telephone number and birth date.
7. While collecting information, check each student for injuries.
8. Do not discuss the accident with anyone except: Police, School Administrators, and Transportation Management Staff.
9. Have your driver's license, insurance card and registration.
10. The vehicle involved in the accident should not be moved unless instructed by law enforcement or transportation administrator or designee.



11. After the scene has been cleared by Transportation Management Staff or Law Enforcement, and all students have been delivered safely to their designated stop, report immediately to the Driver Trainer to complete accident reports and further debriefing.

Per Federal Motor Carrier Safety Administration (FMCSA), all drivers involved in accidents where injured parties are taken to the hospital, one or more vehicles towed, or if circumstances warrant, shall be drug & alcohol tested immediately following release from law enforcement.

The Director of Transportation or designee shall determine if an accident is preventable or non-preventable. If it is the conclusion of the Transportation Director that an employee was the cause of a preventable accident and the employee disagrees with that finding, the employee may request a reconsideration of that finding by the Accident Review Committee. Details of the Accident Review Committee process can be found in the Collective Bargaining Agreement in Section 19.15.

### Eating and Drinking while on the Bus:

Drivers shall:

- a. Only carry beverage containers that securely close on the bus. The container must have a twist on or snap on lid that securely closes and does not leak or spill if knocked over. The beverage container should be no larger than 32 ounces and able to be securely stored on the bus. A cup holder is not a secure storage location on a bus; the Washington State Patrol will place such a bus out of service.
- b. Eating or drink on the school bus while students are on board or bus is in motion is prohibited.

### AM/FM Radio Use:

- Age appropriate music is acceptable for all grade levels.
- Students are allowed to use headsets on the bus as long as the volume is kept at reasonable level.

### Driver Cell Phone Use:

- a. Drivers shall have personal cell phone turned off while students are on board or bus is in motion. Any form of hands free devices are not to be worn while driving the bus.
- b. Cell phones may be used to contact dispatch or in an emergency situation when the bus is secure.

Student Cell Phone Use: Students are allowed to use their cell phones while on the bus as long as it does not become disruptive to others.

### Fall and Slippage Prevention:

- Ice melt will be provided at strategic locations at both terminals to prevent falls.
- Ice cleats are available upon request to help guard against slippage.
- Any fall must be reported immediately to transportation management for proper documentation.

## Layovers:

Layover time is to be spent only at the authorized location (not on the side of the road), which is specified on the school bus run sheet or authorized by staff. Laying over on the side of the road is not an authorized location. Drivers may request a different layover location, but it must be authorized by staff. Drivers are to use this time for completion of paper work, sweeping and cleaning, fueling, and/or any other applicable duties.

- Drivers are not authorized to stop at any commercial establishment on their layover.
- Drivers are not authorized to take buses to their homes, homes of others without prior approval from the transportation staff.
- When laying over at the bus garage, all buses must park in their assigned stalls. Drivers may report violations to transportation staff. Additionally, personal vehicles are to be parked only in your assigned bus stall. Agreements between drivers are no longer authorized.

## Railroad Crossing:

**\*STOP FOR ALL RAILROAD CROSSINGS regardless of stated WAC exceptions\***

### **AUTHORIZED RAILROAD CROSSINGS:**

- 52nd St. E. - at Pioneer Way E (near Chief Leschi School)
- 5th St. SE - both directions
- 5th St. NW - both directions
- North Meridian - middle of downtown
- 3rd St. - north bound bypass
- 15th St. SE - both directions (near Spinning Elementary)
- 12<sup>th</sup> St NW & W. Stewart – all directions
- Freeman Rd. E. & Valley Ave. E.
- The bottom of Chrisella Rd. E.
- 80<sup>th</sup> St. E. & Pioneer Ave. E.
- Shaw Rd at E Pioneer – East, West & Southbound only

### **UNAUTHORIZED RAILROAD CROSSINGS:**

- 7th St. NW between W. Stewart Ave. & 3rd Ave. NW
- 66<sup>th</sup> St. E. & Stewart Ave. E.
- Shaw Road at E Pioneer – Northbound only

## Time Piece:

- Drivers are responsible to ensure they have an accurate personal time piece at all times when on duty. The timepiece should be set to align with atomic clocks in each lounge.

- Cell phones are not to be used as a time piece while driving.

## Bid Board Procedures and Overtime Guidelines:

Drivers who knowingly sign for or accept a field trip or extra work they cannot reasonably be expected to complete based on posted times will be subject to the following:

- First Offense: Verbal warning and reminder of bid board procedures.
- Second Offense: Not eligible to bid any special runs for 10 school days.
- Third Offense: Not eligible to bid any special runs for 30 school days.
- Fourth Offense: Not eligible to bid any special runs for balance of school year.

## Two-Way Radio Communications:

Our District uses two different two-way radio channels. All buses can use both channels when transmissions are unsuccessful. If south hill drivers need assistance after hours during weekdays, switch to channel one.

- Channel One: Downtown drivers
- Channel Two: South Hill drivers

The Federal Communication Commission (FCC) establishes rules and guideline for two-way radio use. The material contained herein is not intended to cover every type of situation, but rather to establish basic operating rules.

Per the FCC, it is unlawful to:

- To transmit superfluous signals or messages of any kind
- To use profane, indecent or obscene language
- To willfully damage or permit the radio apparatus to be damaged
- To cause unlawful or malicious interference with any other radio communications
- To intercept and use or publish the contents of any radio message without the express permission of the District
- To make unnecessary or unidentified transmissions
- To transmit without first making sure that the intended transmissions will "NOT" cause interference. (i.e. "Listen First")
- To transmit a call signal, letter, or numeral that has not been assigned to your station.

## General Radio Procedures:

- At all times, radios shall remain on at a volume that you can monitor and receive transmissions.
- Before transmitting, monitor the frequency so as not to interfere with others who may be using the frequency at that time.
- Before placing a call:
  - Pickup your microphone and key the mic
  - Pause two seconds before speaking to ensure dispatch hears your complete message. A good rule of thumb is to always wait 2 second prior to speaking.

- Acknowledging a transmission indicates not only that the information was received, but that the action to be taken is understood.
- When you have received the information and fully understand it, you end the transmission by giving your run number, then clear. Use the bus number if you are doing a field trip.
- Likewise, at the end of your transmission, pause at least two seconds to ensure you do not clip the end of your transmission. Give your information at a speed that allows the recipient time to copy and/or understand.
- Use the phrase “CODE RED” when you have a life-threatening emergency or if you are involved in any accident no matter the severity. All other drivers shall not transmit until the emergency is cleared.
  - Keep your voice as calm and natural as possible. Emotion tends to distort the voice and may render it incapable of being understood.
- Dispatch will announce over the radio that the “CODE RED” has been lifted.
- For situations on buses with weapons involved, drivers should use their run number followed by the letter “W” when reporting the incident to dispatch. (Example: Run 44W to Transportation. I’m having mechanical problems and will be pulling over at a safe location)

### Do Not Use Two-Way Radio To:

- a. Call dispatch or other drivers to check student’s attendance or absence.
- b. Request time of day.
- c. Request a specific dispatcher or staff member
- d. Report traffic light malfunctions, road closures, etc. unless you are severely impacted. If buses are able to get through the impacted area, do not report the closure.

### Driver’s Mailbox:

- All drivers shall check their mailbox before departing on their AM, Midday, and PM runs. All mailboxes need be emptied weekly.
- Drivers/substitute drivers, when using a spare bus, always check both your assigned mailbox and the spare bus mailbox.

Driver’s Email: All drivers need to check their district email at least once a week. The district is moving toward paperless communication to the extent possible. Eventually, email will be the single mode of communicating significant and critical information.

### School Bus Ignition Keys:

- All school bus ignition keys shall be returned to the key hook after all runs or trips if completed before 5:00 PM.
- For after hour trips, ignition keys can be placed in the key drop box on the exterior of the buildings if the building is locked.

### Fueling:

- Always shut engine off.

- Always ensure you are putting the right fuel product in the vehicle you are driving. Each bus is clearly marked for the appropriate type of fuel.
- Never fuel with passengers on board.
- Stay with the fuel nozzle while fueling. Do not use alternate means to prop the nozzle open (i.e. rocks, rags, fuel cap, key tag, etc.). Hang the fuel nozzle up when finished fueling. Replace fuel cap. **DO NOT TOP OFF OR OVER FILL.**
- Do not post trip your bus while fueling.
- Vehicle must have at least one half (½) tank of fuel at the end of each shift.
- Avoid fuel spills. If you spill fuel, contact the shop or management immediately.

## Driver Check-In:

Drivers are required to check-in to pick up their keys with sufficient time to ensure a thorough pre-trip is completed:

- Fifteen (15) minutes prior to their scheduled departure time for AM runs
  - Five (5) minutes prior to their scheduled departure time for Midday runs
  - Ten (10) minutes prior to their scheduled departure time for PM runs
- “Run Start Time” and “Extra Trip Depart Time” are the times the bus is scheduled to leave the bus stall.

## Tardiness:

It is important that all drivers report to work at your contracted time each day including the allotted pre-trip time. There are no exceptions to this requirement. Each school year, drivers who are late checking in will receive:

1. First Incident - Verbal warning
2. Second Incident – Written warning
3. Third Incident – Written reprimand
4. Fourth Incident - One (1) day suspension w/o pay
5. Fifth Incident – Three (3) day suspension w/o pay
6. Sixth Incident – Termination

## Credentials:

- Drivers are responsible to renew their credentials prior to the expiration dates. Copies shall be provided to the Driver Trainer prior to the expiration dates. All credentials are to be on your person at all times when operating a school bus.
- Copies of driver licenses are not considered legal documents by law enforcement.
- If your credentials are expired, you will not be allowed to drive until you are in compliance. This will be time off without pay.
- When renewing your Department of Licensing (DOL) credentials, drivers should allow at least 4 weeks for scheduling appointments and processing time.

## Pre/Post Trip Procedures Using Zonar Device

Each driver shall complete a proper pre-trip and post-trip inspection in compliance with established Zonar procedures. Failure to comply with pre/post trip procedures shall result in progressive discipline which may lead to suspension without pay or termination. (CBA Article IV - Suspension and Termination, Section 4.10) See Addendum I for Zonar Pre/Post Trip and Student Check Procedures.

## Regularly Scheduled Bus Maintenance and Defect Reports

Maintenance - Per state law, each bus is required to service at specific mileage intervals to ensure the bus is safe and meet all state requirements. Drivers will be given a spare bus during the maintenance period. Maintenance on a bus could take several days depending on inspection results.

Defect Reports – It is important for each driver to document all defects on the Vehicle Defect Report rather than the Zonar handheld device. Even if a defect is reported directly to a mechanic, a Vehicle Defect Report needs to be completed by the driver.

## Student Management:

- All student discipline referrals that result in a suspension of riding privileges shall have management approval before the referral is issued.
- Drivers shall call each parent/guardian and discuss the student's behavior before referrals are issued. The exceptions are severe behavior that would warrant immediate suspension from the bus.
- Drivers shall use the district approved student management system (progressive approach to the extent possible).
- Drivers shall not refuse to transport students for any reason without District approval.
- Drivers shall pickup and drop students at their assigned boarding and drop off location. If students are not sure of their stop, call dispatch for assistance.
- Once a student is on your bus, never let them off without calling dispatch for assistance or guidance. If it is after school hours, call dispatch (at the office or cell phone) for assistance. Under no circumstances are students to be placed in jeopardy. If the situation warrants, call security. The number is on your emergency phone card.
- If a student has an item at the bus stop that is prohibited on the bus, such as glass items, pets, flammable items, etc., call dispatch before allowing student on bus. Do not refuse to transport the student, and do not send the student home.
- Students are allowed to wear hats/caps on the bus as long as there are no inappropriate images or writings on the attire.
- Students are allowed to use their electronic devices while on the bus as long as it does not become disruptive to others.
- Waiver students are allowed to ride district buses as long as the bus is not overloaded and the student's behavior complies with bus rules and guidelines.
- **Never touch** a student, unless it is to protect that student, yourself or another student from injury.

## School Bus Routes:

- Drivers are not to deviate from their prescribed route unless authorized by management unless there are unusual circumstances. Exception: Special needs drivers may have to deviate when students are absent.
- Drivers shall stop at authorized stops on run sheets only. If there is a need to add a stop to the run sheet, write the change on a route action memo and turn in to your router. The stop is not authorized until added to your run sheet. Management can authorize temporary stop changes and will inform the driver to make the temporary stop until the run sheets are updated.
- Drivers shall ensure their run sheets are correct. Each month the driver is responsible for checking their run sheets for accuracy and having a dispatcher sign the run book. If a correction is needed, driver should make changes in the run book and submit a route action memo to dispatch to inform of needed changes.
- Drivers shall ensure they are on time to each stop within the allowed 5 minute window. If you are arriving too early to the bus stop or arriving too late, inform dispatch so your run sheets can be adjusted accordingly.
- Drivers shall ensure they arrive to school on time as specified in the run sheet. It is important for drivers to inform dispatch if they are arriving earlier than the posted arrival times for each school.
- Drivers shall ensure their assigned bus has the appropriate run number in the window or displayed on the side of the bus by the door at all times.
- Drivers shall not authorize other drivers to pickup or transport their students without dispatch approval.

### Driver Training Classes and In-service:

- Drivers involved in accidents may receive refresher training.
- It is required for all drivers to attend the annual back-to-school/in-service meeting, except in cases of emergencies or unavoidable circumstances.
- The annual back-to-school/in-service meeting is typically scheduled during the last week of August on a Tuesday or Wednesday.

### Payroll and Weekly Time Adjustment Forms:

- Regular drivers' contract time is spread over twelve (12) months. School operates for 180 days a year. Drivers' pay is based on hours work on the first day of the month through the last day of the month. Example: (4.8 hours per day x 180 days x \$15.00 per hour) / 12 months = \$1,080.00)
- All extra work is paid in the following month. Example: September field trips, bus cleaning, meeting time, additional contract time, etc is paid on the last working day of October. Likewise, all October extra work is paid on the last working day of November.
- Weekly time adjustment forms are used to record any extra work or additional contract time. These forms are to be used for one week then submitted to dispatch for approval. Do not put two different months on one form.
- Payroll information shall be turned in on time. If not, the employee may not be paid the correct amount until the following month.
- All payroll time sheets and weekly time adjustment forms must be dated and signed.
- All work shall be authorized by Transportation Management Staff.
- All paperwork will be turned in weekly. Final deadline is the last day of each month at 5:00 pm. If the last day of the month falls on a weekend or you have a late trip the last

day of the month, Extra Run Forms are due the next PSD working day by 12:00 noon. Any paperwork turned in after the deadline will be applied the following month.

## Emergency Plans:

With the variety of concerns facing Americans today, it would be difficult at best to form a “plan” that encompassed all emergency scenarios. You, as a school bus driver need to be informed about your responsibilities and the expectations the school district, parents and community have of you during an emergency.

Puyallup School District Transportation Department has devised a basic plan so you will be clear on your responsibilities should an event occur.

## Earthquake:

- Following the earthquake, check to see if students are okay and call dispatch for further guidance, if radios are working.
- If radios are not working, check to see if students are okay and proceed to the nearest school for assistance.
- If roads are not passable, park your bus in a safe area and remain with your bus and students until authorized (district staff, parent, law enforcement) assistance arrives.
- Only release students to those who are authorized: parent/guardian or authorized adult.

## Upon releasing students:

- Use form in your emergency packet to document who has taken each child.
- You must have: complete name, address (where the child will be), ID of person and license plate number of person to whom you released the child.
- When your bus is empty, you may walk home if feasible. Always leave your bus keys, list of student information, and a statement that “all your students were accounted for and you walked home” in the emergency packet. (District staff, will be making their way to check on each bus and driver). The student information is very critical, be sure it is legible, complete, and as accurate as possible.
- If picking up students in the AM and roads are passable, continue picking up all students as parents may have already left home. Do not leave any students at bus stops.
- If delivering students in the PM and roads are passable, continue releasing students to their home stop. If roads are impassable, do not release any more students---keep them on your bus. Secure your bus in a safe place and remain with your students until help arrives or students are claimed with proper identification.

Options: If you are close to the home school, you may opt to “walk” your students to the school. You may be expected to stay and help with the students, depending on the amount of staff left at the school. Use caution and give good directions to the students regarding walking to the school, before leaving bus. For example:



- Elementary students - might be asked to link arms and stay linked until safely at the school. Walk single file.
- Secondary students – may refuse to go with you to the school. Do everything you can to calm them and convince them to stay with you, (explain the importance of being able to account for each student when parents come looking for them) however, if they refuse, and leave, just document that on your form: name, and where they might have been going.

Important Fact to Remember: Never drive on bridges or overpasses following an earthquake as they may “look” stable, but until they have been checked and deemed safe they are not safe!

### Lahar: Volcanic Mud Flow

- Buses will not be used to evacuate people; they will only get stuck in traffic jams. The main goal is to get to “high ground” as quickly as possible which is approximately 100 feet above the valley floor.
- If loaded with students anywhere in the Puyallup River Valley and roads are blocked:
  - Give clear directions to students to link together and walk “together” up the nearest hill. You must stay with your students.
  - Use the same paperwork and accountability procedures for releasing students when the time comes, as with an earthquake.
- If loaded with students on South Hill and the roads are passable, drive your students to their home school.
- If roads are passable on North Hill, drive your students to their home schools. If not, then proceed with your students walking to higher ground. (100 feet above the valley floor)

### Chemical Spill or Train Derailment:

- If you are delivering or picking up students and a spill occurs in your vicinity:
  - Drive the loaded bus away from the plume of vapors.
  - Instruct students to cover their mouth and nose with coats, shirts or other materials.
  - If roads are impassable, give clear directions to students on how to evacuate and quickly head with them to the nearest safe place you can find up wind.
  - Prior to departing bus, notify dispatch of direction of travel, if possible.
  - Count students when departing bus and again after arriving at safe location.

**Note:** In the case of a Lahar or chemical spill, our staff will relocate to our South Hill location at 1501 39<sup>th</sup> Ave. SW. Operations and meetings will be conducted from this location.

### Floods:

- Do not drive bus through standing or running water. Water a few inches deep is reasonable.
- You may need to re-route.
- Inform dispatch of the situation and request assistance, if needed.

### Windstorms:

- Continue to pick up/deliver students unless school is canceled.

- If your path is blocked by a downed tree or power lines, you may need a “responsible” person to help you backup and reroute. Contact dispatch for assistance.
- A responsible person is any adult who would be willing to assist you. Make sure you clearly point out the hazards you are concerned about hitting them---they may assume you see everything.

### Downed Power Lines:

Do not move bus if lines come down on top of it.

- Instruct students to calmly remain seated---they are safest inside the bus.
- Call dispatch – who will call the fire department to assist.
- If evacuation is ordered, instruct students to keep arms crossed at chest, gently jump off last step onto ground with both feet landing together (**DO NOT TOUCH THE SIDE OF THE BUS!**), then “shuffle” feet along ground until clear of danger. Shuffling their feet keep the students “grounded”.
- If instructed by dispatch to do so, return students to school.

### Snow or Ice Conditions:

- Continue picking up/dropping off students until instructed to do otherwise.
- If conditions warrant, pull off road safely, stop and engage hazard lights.
- Inform dispatch of your status.
- In AM, do not return students to their home stops unless instructed by dispatch.
- Chains should be installed as needed by driver. If assistance is needed contact dispatch.

### School Emergency Evacuation: May be one or multiple schools.

In the event of any emergency evacuation at a school and buses are needed to transport students to a designated safe location, dispatcher will make a “**Code Red**” radio call to clear all radio traffic. Further instructions will be provided by dispatch.

### On The Job Injury:

- All unsafe working conditions and “on the job injuries” shall be reported to the Driver Trainer or any staff member immediately.
- Drivers are required to complete the district accident reporting form. If driver chooses to visit a doctor for the injury, they must complete the online L&I form.

### Bus Cleanliness:

- Refer to Article VI of the Collective Bargaining Agreement “Cleaning and Fueling”
- Puyallup School District buses are a visible representative of our District. It is the expectation that drivers shall keep their equipment clean inside and out.
  - a. Sweep daily
  - b. Periodic washing of the exterior for good appearance
  - c. Clean inside of all windows once weekly
  - d. Clean seat cushions and spaces between seat cushions twice yearly
  - e. Clean ceiling twice yearly

- f. Fueling of assigned buses as needed is required of all drivers
- g. The automatic bus washer only starts the cleaning process. The driver must use a scrub brush to finish cleaning the bus.
- h. The automatic bus washer schedule is as follows:
  - o Starting in October/November timeframe or when it starts to freeze, the washer will be turned off each night by a mechanic around 7:00.
  - o In April timeframe or after freezing weather is done, the washer will be turned on and left on continuously.

## **ADDENDUMS**

- I. Zonar Pre/Post and Student Check Procedure
- II. Policy No. 6590 - Harassment-Racial and Other Forms
- III. Regulation 6590R - Harassment-Racial and Other Forms
- IV. Policy No. 3207 - Prohibition of Harassment, Intimidation and Bullying
- V. Regulation 3207R - Prohibition of Harassment, Intimidation and Bullying
- VI. Policy No. 5201 - Drug-Free Schools, Community and Workplace
- VII. Policy No. 5202 - Federal Highway Administration Mandated Drug and Alcohol Testing Program
- VIII. Regulation 5202R - Drug and Alcohol Testing
- IX. Policy No. 5290 - Employee Possession of Dangerous Weapons and Personal Protection Spray Devices

## **ADDENDUM I**

### **Pre-Trip and Post-Trip Requirements WAC 392-145-041**

The following are requirements to assure safety and security of the school bus during operation:

1. Motor fuel shall not be put into the tank while the engine is running or while passengers are on the school bus. Prior to commencement of any trip, driver shall assure that the school bus has sufficient fuel to prevent the school bus from running out of fuel.
2. Prior to commencement of any trip, school bus drivers shall assure that the mirrors, windshield and rear window(s) of the school bus are clean.
3. Prior to commencement of and during any trip, with passengers aboard, every school bus driver shall ensure there are no articles in the following areas that could impede normal movement, visibility, or emergency egress:
  - a) The service entrance step well
  - b) The aisles or passage ways to any emergency door
  - c) The entire shelf area between the rearmost passenger seats and the rear emergency window (if so equipped)
4. Tools and other miscellaneous articles shall be carried in appropriate compartments. They shall not be carried loose upon the floor or dashboard area of the school bus.
5. School bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that

the school bus is equipped with a fully stocked first-aid kit, three reflective triangles, and a body fluid clean up kit and a fire extinguisher certified to be in good working order.

6. School bus drivers shall check the latch, safety lock, and warning system for all emergency exits prior to each trip and no school bus shall be operated with passengers aboard unless all the emergency exits are functioning properly.
7. At the end of each trip or route segment, the school bus driver shall thoroughly check the school bus to insure that no students are left on the school bus. Additionally, the school bus driver shall take reasonable action to insure that any articles left behind by students are safe, secure and dealt with according to district policy.

## **ZONAR PRE/POST TRIP PROCESS**

Using the Zonar handheld device, pre/post trips are to be conducted at the beginning/end of your AM run, Midday run and PM run, **IF** you are **NOT** in layover status. If you are in layover status at a school or the bus garage, you are not required to perform a pre/post trip; **however**, you **are** required to conduct a student check using the Zonar handheld device. This also applies activity runs.

### **PRE-TRIP PROCEDURES**

#### **Log into Zonar:**

- Activate the ambers, hazards, headlights (low) and clearance lights. Check all listed lights before touching any zones. This is a good time to hit your tires and get your mileage.
- Now activate your reds, and deadlights (high), go out and do your outside check.

#### **Right Front:**

- **Exhaust Sounds:** no air leaks or exhaust sounds
- **Fuel Cap:** tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap
- **Hub:** is not leaking oil
- **Tires:** are not damaged, inflation is good/not flat
- **Lugs:** are present and not loose and no rust trails
- **Windows:** are not broken/clean

#### **Bus Front:**

- **Lights:** all lights are working, clean, not broken
- **Crossing Arm:** activated with the reds
- **License Plate:** make sure you have one
- **Reflectors:** not broken, proper color

### **Left Front:**

- **Stop paddle** is working and lights flash
- **Mirrors:** are secure, not broken and clean
- **Hub:** is not leaking oil
- **Tires:** are not damaged, inflation is good/not flat
- **Lugs:** are present and not loose and no rust trails
- **Windows:** are not broken/clean
- **Exhaust Sounds:** no air leaks or exhaust sounds

### **Left Rear:**

- **Tires:** are not damaged, inflation is good/not flat
- **Lugs:** are present and not loose and no rust trails
- **Exit Doors:** opens freely, opens all the way, door lock works, buzzer sounds no damage to seal and hinges are secure and door locks securely
- **Luggage Compartment Doors:** are secure and not damaged
- **Fuel Cap:** tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap
- **Exhaust Sounds:** no air leaks or exhaust sounds

### **Bus Rear:**

- **All lights:** are working, they are not broken, they are clean
- **Exit doors** (items as on Left rear)
- **License plate:** is present
- **reflectors:** are clean, not broken and proper color
- **Engine Compartment:** No leaks coming from the engine compartment. (can be front, back or inside)

### **Right Rear:**

- **Tires:** are not damaged, inflation is good/not flat
- **Lugs:** are present and not loose and no rust trails
- **Exit doors:** opens freely, opens all the way, door lock works, buzzer sounds no damage to seal and hinges are secure and door locks securely
- **Luggage compartment doors:** are secure and not damaged
- **Fuel Cap:** tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap
- **Exhaust Sounds:** no air leaks or exhaust sounds

## **NOW GO INSIDE**

### **Entering Bus:**

- **Steps and floor:** are clean, not damaged, handrail is secure

- **Emergency equipment:** first aid/body fluid kit is full and secure to the bus, three (3) triangles in the box and the box is closed and secure, fire extinguisher is charged, and secure to the bus
- **Registrations:** are present, insurance card present, and accident packet is present
- **Driver's Seat:** belt and seat are secure and not damaged; seat is not loose or broken

### Brakes:

- **Air Leak:** parking brake released, key in on (bus off) push on the service brake for one (1) minute no more than 3 psi loss in that one minute
- **Low Air Warning:** brake off, key on (bus off), pump the service brake until the parking brake pops out (between 20-45 psi)
- **Parking Brake Set:** brake off, key on (bus off) pump service brake until the parking brake pops out at 120-140 (new number required by WAC)
- **Air Build Up:** start bus, bring RPM's up to 1500; hold and time the air from 60 psi to 90 psi; should be less than one minute.

### Driver's Seat Area:

- **Safety Start:** before the air build up/ you want to make sure the brake is set and transmission is in neutral
- **Gauges:** are all working and no warning lights or buzzers are on
- **Horn** is working
- **Dome Lights** are all working
- **Mirrors:** are adjusted properly
- **Heaters, Defrosters, Fans:** are all working properly
- **Radio, P.A.:** turned on and working
- **Service Door:** operates properly and step well lights is working
- **Steering:** tires move freely no sounds
- **Wipers, Washers:** operates properly and fluid in washers
- **Windows:** are all clean, not broken

### Inside Bus:

- **Air Governor:** listen for the governor to cut out
- **Emergency Exits:** doors, hatches) all exits open freely, locks work, buzzers work and secure to the bus
- **Seats:** All seats are secure to the floor, no broken frames (tops and bottoms) and the seat bottoms are attached to the frames and secure (they do not lift up)
- **Bus Sign:** removed

**NOTE:** If you are driving a special needs bus, there are a few different items to check. All other checks are the same.

### Bus Rear:

- **Wheelchair Lift Light and Buzzer:** make sure they are working
- **W/C Lift:** fully extend the ramp out and all the way to the ground, wheel stops work, seat belt stops ramp if not locked in
- **Manual Ramp Check:** Should be done once a week

- **Wheelchair Cover:** is on ramp while bus is in motion

### **Inside Bus:**

- **Student Seat Belts:** All belts, are not damaged, frayed, and the buckles are working properly
- **Car seats:** are secure to the seat (with seat belt) they are not damaged, and they are clean
- **Wheel Chair straps and seat belt:** all four (4) are present, not damaged or frayed, and seat belt for student is present, not damaged or frayed
- **Safety Vest:** secure to the seat not damaged or frayed

### **❖ Your Pre-Trip is Complete**

**NOTE:** Any defects found are to be reported on both the Zonar handheld device and on the defect report form.

## **ZONAR STUDENT CHECK PROCEDURES**

Zonar student checks are required whenever you leave your bus while in layover status. You are still required to check your bus for students and left behind items at the end of each trip segment, even if you remain on your bus between trips.

- Log into Zonar as you would for all checks. Go to the back of the bus (inside) and touch the yellow tag above the emergency door/window with your handheld Zonar device.
- Check the bus for any students or items left behind by student.
- Log out of Zonar

## **ZONAR POST TRIP PROCEDURES**

**Log into Zonar:** log in as with all other trips.

- **Check All zones:** for any defects or damage. Report all damage or defect to the mechanic shop on a defect form for documentation purposes.
- **Student Check:** ensure a student check is conducted and left behind items are collected



## ADDENDUM II

District Policies

Section

6000: Management Support

Title

Harassment - Racial and Other Forms

Number

6590

Status

Active

Legal

Chapter 207, Laws of 2002

[Chapter 392-190 WAC Equal educational opportunity — unlawful discrimination prohibited](#)

Adopted

March 12, 2012

The Puyallup School District shall provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, religion, creed, color, national origin, sex, sexual orientation, including gender or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status or any other

legally protected class. Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and, inappropriate physical contact, bullying, and intimidation. This policy as well as the complaint procedure will be made available to students, staff, parents, prospective employees, District vendors, volunteers, and any interested individuals through the District website.

### **Racial Harassment**

Racial harassment is behavior based on race or color and has the intent or affect of limiting the ability of a student or school district employee to participate in or benefit from educational services, activities, and privileges. Racially motivated behavior is discriminatory and is a violation of District policy and regulations and may also violate criminal and other state and federal antidiscrimination laws.

### **Sexual Harassment**

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. Harassment is the submission to unwelcome sexual behavior as a condition of employment, assignment, promotions, or educational decisions regarding grades and participation in District programs or activities. Sexual harassment is a form of sexual discrimination and, therefore, a violation of District policy and regulations and may also be a violation of criminal and other state and federal laws. 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.

Sexual harassment occurs when:

- A. submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, education, grades, work opportunity or other benefit;
- B. submission to or rejection of the conduct or communication is used as a factor for employment, academic or other school-related decisions affecting an individual; and/or
- C. such conduct or communication interferes with an individual's work/school performance or creates an intimidating, hostile or offensive working/school environment.

As part of the information on the recognition and prevention of sexual harassment, employees, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. demands for sexual favors in exchange for preferential treatment or something of value;
- B. stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. using derogatory sexual terms for a person;
- F. standing too close, inappropriately touching, cornering or stalking a person; or
- G. displaying offensive or inappropriate items of a sexual nature on school property or school sponsored activities.

### **Other Harassment**

Harassment based on any other protected trait under Policy 6590 is behavior based on such a trait that has the intent or affect of limiting the ability of a student or school district employee to participate in or benefit from educational services, activities, and privileges. Behavior motivated by such factors is discriminatory and is a violation of District policy and regulations and may also violate criminal and other state and federal antidiscrimination laws.

### **Harassment Training**

The Superintendent shall develop regulations to provide age-appropriate information and education to District employees, students, parents and volunteers regarding this policy and the recognition and prevention of harassment. At a minimum, harassment recognition and prevention and the elements of this policy will be included in employee, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to employees, students, parents, volunteers and visitors. The policy shall be reproduced in each employee, student, volunteer and parent handbook.

### **Sexual Harassment Training**

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other District policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Upon request, parents can be provided with copies of this Policy and Regulation and appropriate materials on the recognition and prevention of sexual harassment.

### **Reporting Harassment**

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging 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 harassment will have reasonable and appropriate District services made available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Staff shall be reminded of their responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

All employees are responsible for receiving informal complaints and reports of harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All employees are also responsible for informing complainants of the formal complaint process. Employees who fail to take prompt action to report allegation or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of harassment shall be subject to disciplinary action up to and including termination. The Superintendent shall be responsible for developing regulations for responding to allegations of harassment.

The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve employees, students, volunteers and parents in the review process.

### **Disciplinary Action**

The District shall not tolerate any behavior or activity that tends to create or would create, if uncorrected, a hostile, offensive, or abusive work or learning environment. Students, employees, volunteers, District vendors, or any other individuals whose behavior violates the policy shall be disciplined or subject to consequences. Discipline and/or consequences may include suspension, expulsion, dismissal, or termination of services.

Anyone else who engages in harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Retaliation against any person that initiates a harassment complaint or assists in the investigation of a complaint is prohibited and will be subject to appropriate disciplinary action. The District will take appropriate actions to protect involved persons from retaliation. Individuals who knowingly report false allegations of harassment or corroborate false allegations will be subject to appropriate disciplinary action.

Disciplinary action for anyone guilty of racial or other forms of harassment will be dependent upon, but not limited to, the perpetrator's attitude; intent; the effect on other students and/or staff; mitigating circumstances; and, the perpetrator's discipline history. Based on these factors a more or less severe punishment may be imposed. A course in diversity covering the topics found herein may be required as part of the disciplinary procedures.

Employee disciplinary action may be initiated with a conference, include a course covering the topics found herein and may progress to termination. Adults attending school activities who engage in harassment, racial or otherwise may be asked to leave school property. The Superintendent shall identify a Designee to be responsible for receiving and investigating student, staff and community member complaints of any form of harassment. The Superintendent's Designee shall maintain accurate reports of harassment allegations as well as the investigations conducted.

Cross References:

[Policy 3200 Student Rights and Responsibilities](#)

[Policy 3207 Prohibition of Harassment, Intimidation and Bullying](#)

[Policy 3210 Nondiscrimination](#)

[Policy 3240 Student Conduct](#)

[Policy 3421 Child Abuse Neglect and Exploitation Prevention](#)

[Policy 5010 Nondiscrimination and Affirmative Action](#)

[Policy 5281 Disciplinary Action and Discharge](#)

Adopted 03-12-12 (combining 3211, 5275 and Student Handbook) District Policies

## **ADDENDUM III**

Book

District Policies

Section

6000: Management Support

Title

Harassment - Racial and Other Forms Nondiscrimination Complaint Procedure

Number

6590R

Status

Active

Legal

Adopted

March 12, 2012

Students, parents, employees or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to

the complainant, the administration and the Board of Directors. As used in this procedure, "Grievance" shall mean a complaint that has been filed by a complainant (a student, an employee, a parent or a guardian) relating to alleged violations of any anti-discrimination law or district anti-discrimination policy, including Title IX, Washington Administrative Code 392-190, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, or the Americans with Disabilities Act.

A "complaint" shall mean a charge alleging specific acts, conditions or circumstances that are in violation of the anti-discrimination laws or district anti-discrimination policies. A "respondent" shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint. The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

### **LEVEL ONE**

#### **Students, parents, and members of the public:**

Prior to the filing of a written complaint, the complainant may request a meeting with the respondent alleged to be directly responsible for the violation and/or his/her supervisor or principal. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this level, the complainant may proceed directly to Level Two.

#### **Employees:**

When an employee has a complaint, he/she shall discuss the problem with the immediate supervisor or principal, or the Superintendent's Designee within sixty (60) days of the circumstances that gave rise to the problem. The employee may also ask the Compliance Officer to participate in the informal review procedure. It is intended that the informal discussion shall resolve the issue. If the employee feels he/she cannot approach the supervisor because of supervisor's involvement in the alleged discrimination, the employee may directly contact the Compliance Officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue, the employee may proceed to Level Two.

### **LEVEL TWO**

#### **Students and employees:**

The complaint must be signed by the complaining party, filed with the Compliance Officer and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge. The officer shall provide the Superintendent or his/her Designee with a full written report of the complaint and the results of the investigation. The Superintendent or his/her Designee shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The Superintendent or his/her Designee shall state that the District either:

- A. denies the allegations contained in the written complaint received by the District, or
- B. shall implement reasonable measure to eliminate any such act, condition or circumstance.

Such corrective measure deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the Superintendent's or his/her Designee's mailing of a written response to the complaining party.

### **LEVEL THREE**

If a complaint remains aggrieved as a result of the action or inaction of the Superintendent or his/her Designee in resolving a complaint, the complainant may appeal to the Board by filing a written notice of appeal with the secretary of the Board by the tenth (10<sup>th</sup>) calendar day following:

- A. the date upon which the complainant received the Superintendent's or his/her Designee's response, or
- B. the expiration of the 30-calendar day response period stated in Level Two, whichever occurs first.

The Board shall schedule a hearing to commence by the twentieth (20<sup>th</sup>) calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. The Board shall render a written decision by the tenth (10<sup>th</sup>) calendar day following the termination of the hearing and shall provide a copy to the complainant.

#### **LEVEL FOUR**

In the event the complainant remains aggrieved with the decision of the Board of Directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the Board's decision to the Superintendent of Public Instruction. The notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:

- A. A concise statement of the original complaint and the portions of the Board of Directors' decision which is appealed.
- B. The suggested recommendations for resolution or remediation of the alleged complaint set forth in the original statement of complaint.

#### **Training**

A fixed component of all District orientation sessions for employees, students and regular volunteers shall introduce the elements of this Policy. Employees will be provided information on recognizing and preventing harassment. Employees shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the Policy and Regulation.

Annually the Superintendent or Designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this Policy and Regulation. The compliance officer will be included in the committee. Based on the review of the committee, the Superintendent or Designee shall prepare a report to the Board including, if necessary, any recommended policy changes. The Superintendent or Designee shall consider adopting changes to this procedure if recommended by the committee.

#### **Preservation of Records**

The files contain copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Compliance Officer for a period of five (5) years.

Approved 03-12-12 (combining 3211R, 5275R and Student Handbook)

## **ADDENDUM IV**

Book

District Policies

Section

3000: Students

Title

Prohibition of Harassment, Intimidation and Bullying

Number

3207

Status

Active

Legal

[RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee.](#)

[RCW 28A.600.480 Reporting of harassment, intimidation, or bullying — Retaliation prohibited — Immunity.](#)

[RCW 9A.36.080 Malicious harassment — Definition and criminal penalty.](#)

[RCW 28A.642 - K-12 Education – Discrimination prohibition.](#)

[RCW 49.60 - Discrimination – Human rights commission.](#)

Adopted

September 22, 2003

Last Revised

September 15, 2014

Last Reviewed

September 15, 2014

The District is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

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

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

### **Training**

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

### **Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District will seek partnerships with families, law enforcement, and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The Superintendent will appoint a compliance officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District.

The Superintendent is authorized to direct implementation of regulations of this policy.

### Cross References

[Board Policy 3200 Students' Rights and Responsibilities](#)

[Board Policy 3210 Nondiscrimination](#)

[Board Policy 3211 Transgender Students](#)

[Board Policy 6590 Harassment, Racial and Other Forms](#)

[Board Policy 3240 Student Conduct](#)

[Board Policy 3241 Classroom Management, Corrective Actions or Punishment](#)

Adopted 09-22-03

Revised 04-12-04

Revised 07-14-08

Revised 05-23-11

Revised 10-22-12 (Policy Cross Reference Update only)

Revised 09-15-14

## **ADDENDUM V**

Book

District Policies

Section

3000: Students

Title

Prohibition of Harassment, Intimidation and Bullying

Number

3207R

Status

Active

Legal

Adopted



A. Introduction

Puyallup School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of District policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal or physical act that:

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

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form – may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. A sample form is provided on the Office of Superintendent of Public Instruction’s (OSPI) School Safety Center Web site:  
<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>.

Retaliation – when an aggressor harasses, intimidates, or bullies a student who has report incidents of bullying.

Staff – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Target Student – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This regulation applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – 12 Education—Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The District will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this regulation prevents a student, parent/guardian, school or District from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, state, or federal law.

#### D. Prevention

##### 1. Dissemination

In each school and on the District’s Web site the District will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the District compliance officer. The District’s policy and regulation will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and regulation is proved in student, staff, volunteer, and parent handbooks, is available in school and District offices and/or hallways, or is posted on the District’s Web site.

Additional distribution of the policy and regulation is subject to the requirements of Washington Administrative Code 392-400-226.

##### 2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web-based form.

##### 3. Training

Staff will receive annual training on the school District’s policy and regulation, including staff roles and responsibilities, how to monitor common area, and the use of the District’s Incident Reporting Form.

##### 4. Prevention Strategies

The District will implement a range of prevention strategies including individual, classroom, school, and District-level approaches.

Whenever possible, the District will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

#### E. Compliance Officer

The District compliance officer will:

1. Serve as the District’s primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and regulation by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the District, and ensure staff receives annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or regulation updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between District staff and the child’s parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI Web site:  
<http://www.k12.wa.us/SafetyCenter/default.aspx>.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying may require no further action under this regulation.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

**Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non- confidential).

Status of Reporter

- a. **Anonymous**  
Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff
- b. **Confidentiality**  
Known individuals filing complaints shall be advised that the District will treat the complaint as confidential to the extent permitted by state and federal public disclosure and due process requirements, and that the District will implement the anti-retaliation requirements of this policy and regulation to protect complainants and witnesses.
- c. **Non-confidential**  
Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the District release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The District will, however, fully implement the antiretaliation provision of this policy and regulation to protect complainants and witnesses.

**Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this regulation.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a District Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.

**Step 3: Investigations of Unresolved, Severe, or Persistent harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or District designee will begin the investigation. If there is potential for clear and immediate

physical harm to the complainant, the District will immediately contact law enforcement and inform the parent/guardian.

- b. During the course of the investigation, the District will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the District will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the District's policy and regulation on harassment, intimidation, and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the District has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the District may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow District policy for reporting suspected cases to Child protective Services.
- e. The investigation shall include, at a minimum:
  - An interview with the complainant.
  - An interview with the alleged aggressor.
  - A review of any previous complaints involving either the complainant or the alleged aggressor.
  - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the District will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
  - The results of the investigation.
  - Whether the allegations were found to be factual.
  - Whether there was a violation of policy.
  - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a District chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow District policy for reporting suspected cases to Child Protective Services.

If the incident is unable to be resolved at the school level, the principal or designee shall request assistance from the District.

#### **Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or District designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to District policy 3200 – students' rights and

responsibilities. If the accused aggressor is appealing the imposition of discipline, the District may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

#### **Step 5: Target Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final District decision.

#### **Step 6: Discipline/Corrective Action**

The District will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to District policy 3200 – students' rights and responsibilities.

If the conduct was of a public nature or involved groups of students or bystanders, the District should strongly consider school wide training or other activities to address the incident.

If staff have been found to be in violation of this policy and regulation, school District may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for professional Educators, OSPI's Office of professional practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

#### **Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate District support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

##### **I. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

##### **J. Other Resources**

Students and families should use the District's complain and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this regulation prevents a student, parent/guardian, school, or District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

OSPI Equity and Civil Rights Office  
(360) 725-6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)

Washington State Human Rights commission  
1 (800) 233-3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

Office for Civil Rights, U.S. Department of Education, Region IX  
(206) 607-1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

Department of Justice Community Relations Service  
1 (877) 292-3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)

Office of the Education Ombudsman  
1 (866) 297-2597  
Email: [OEOinfo@gov.wa.gov](mailto:OEOinfo@gov.wa.gov)  
[www.governor.wa.gov/oco/default.asp](http://www.governor.wa.gov/oco/default.asp)

OSPI Safety Center  
(360) 725-6044  
<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

Other District Policies and Regulations

Nothing in this policy or regulation is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other District or school rules.

## ADDENDUM VI

Section  
5000: Personnel  
Title  
Drug-Free Schools, Community and Workplace  
Number

5201

Status

Active

Legal

[RCW 69.50.435 Violations committed in or on certain public places or facilities — Additional penalty — Defenses — Construction — Definitions.](#)

[41 U.S.C. § 8103 Drug Free Workplace Requirements for Federal Grant Recipients](#)

[21 U.S.C. 812 Controlled Substance Act](#)

[20 U.S.C 7101-7118 Safe and Drug-Free Schools and Communities Act](#)

Adopted

August 10, 1998

Last Revised

March 2, 2015

Last Reviewed

March 2, 2015

The Board 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.

“Workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District, which could also include work on a federal grant.

For these purposes, the Board declares that the following behaviors will not be tolerated and will be grounds for immediate discipline, up to and including termination, even for a first offense:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount or in any manner on District property at any time or when involved in a school district activity on or off school district property.
- C. Being convicted of a felony or misdemeanor attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using District property or the employee’s position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled ~~chemical~~ substances, including marijuana (cannabis) and anabolic steroids in a manner which is detrimental to the interest of the District.
- F. Failure to report a drug or medication whether or not prescribed by the employee’s physician, that may adversely affect that employee’s ability to perform work in a safe or productive manner. Employees are required to report such use of medication to their supervisors. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or 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 employee can remain at work and whether any work restrictions are necessary.

- G. Failure to notify one's 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 (5) days after such conviction. The District shall inform the federal government within ten (10) days of such conviction, regardless of the source of the information.
- H. Testing positive for any non-prescribed controlled substance.

Each employee shall be notified of the District policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy will 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.

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.

Cross References

[Board Policy 4215 Use of Tobacco on School Property](#)

[Board Policy 5203 Employee Assistance Program for Job Performance Problems](#)

[Board Policy 5280 Separation from Employment](#)

Adopted 08-10-98

Revised 12-13-10

Revised 03-02-15

## **ADDENDUM VII**

Book

District Policies

Section

5000: Personnel

Title

Federal Highway Administration Mandated Drug and Alcohol Testing Program

Number



5202

Status

Active

Legal

[49 CFR 40 Procedures for transportation workplace drug and alcohol testing programs](#)

[49 CFR 382 Controlled substances and alcohol use and testing](#)

Adopted

March 8, 1999

Last Revised

March 2, 2015

Last Reviewed

March 2, 2015

The Board directs the Superintendent to establish programs and procedures regarding drug and alcohol testing as mandated by and in accordance with Federal Highway Motor Carrier Safety Administration (FMCSA) controlled substances including marijuana (cannabis), and alcohol testing rules.

#### **Record Retention and Reporting**

The Superintendent or Designee is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. The Superintendent or Designee is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.

#### **Education, Training and Referral Services**

The Superintendent or Designee shall adopt educational materials that explain the requirements of this policy and the federal program. The educational materials shall be distributed to each employee prior to the start of the testing program and to each employee subsequently hired or transferred into a position covered by this policy. After receiving a copy of the materials, each employee shall sign a certificate of receipt and the District shall maintain the original of the receipt. The collective bargaining representative of the employee, if any, shall be notified of the availability of this information. The educational materials shall include:

- A. A copy of this policy and subsequent regulations;
- B. The name of the person designated to answer questions about the materials;
- C. The categories of employees covered by the policy;
- D. A description of safety-sensitive functions, so that employees will know which part of their tasks will be covered by this policy;
- E. A specific description of conduct prohibited by this policy and the federal program;
- F. The circumstances under which an employee is subject to testing;
- G. The procedures used in the testing program, especially those that protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee;
- H. The requirement that employees must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal;
- I. The consequences for employees who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions;
- J. The consequences for employees found to have alcohol concentrations between 0.02 and 0.04; and
- K. Information about the effects of alcohol and controlled substances on an individual's health, work and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to the Employee Assistance Program and referral to management.

Supervisors designated to determine if reasonable suspicion exists that an employee is under the influence of alcohol or controlled substances must have at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on use of controlled substances. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

An employee who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. Costs incurred by the employee for evaluation and/or rehabilitation are the employee's responsibility (other policies may apply).

Cross References

[Board Policy 5201 Drug-Free Schools, Community and Workplace](#)

[Board Policy 5203 Employee Assistance Program Staff Assistance Program](#)

[Board Policy 5281 Disciplinary Action and Discharge](#)

Adopted 03-08-99

Revised 12-13-10

Revised 03-02-15

## **ADDENDUM VIII**

Book  
District Policies

Section

5000: Personnel

Title

Federal Highway Administration Mandated Drug and Alcohol Testing Program

Number

5202R

Status

Active

Legal

Adopted

January 10, 2005

Last Revised

February 23, 2015

Last Reviewed

February 23, 2015

This regulation is intended to implement the federally mandated drug and alcohol testing program for applicants for, or employees in, positions in which the individuals must possess a commercial driver's license (CDL). Federal regulations regarding this program supersede this regulation if this regulation is inconsistent.

Prohibited Alcohol and controlled Substance-Related Conduct: The following alcohol and controlled substance-related activities are prohibited by the District for employees required to possess a Commercial Driver's License (CDL) as part of their job responsibilities. Violations shall result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge:

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Motor Carrier Safety Association (FMCSA).
2. Being on Duty or operating a vehicle while the employee possesses alcohol.
3. Using alcohol while performing safety-sensitive functions.
4. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random reasonable suspicion, or follow-up testing requirements.
6. Using alcohol, or being under the influence of alcohol within four (4) hours of going on duty, operating or having physical control of a vehicle requiring a CDL to operate.
7. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the employee and the District that the substance does not adversely affect the employee's ability to safely operate a vehicle. Employees are required to notify the District of use of any medication that could affect an employee's safe job performance and/or any medication prohibited while working.
8. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the employee tests positive or has adulterated or substituted a test specimen for controlled substances.

Testing Requirements: The following identify the occasions on which an employee shall be subject to alcohol or controlled substances testing. The Superintendent or Designee is responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

1. Pre-employment Testing - Prior to the first time an employee performs a safety-sensitive function for the District, the employee shall undergo testing for alcohol and controlled

substances. This testing requirement may be waived under FMCSA rules for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.

2. Post-accident Testing - Each surviving driver of an accident, as defined by the FMCSA, shall be tested for alcohol and controlled substances.
3. Random Testing – Annually, the District will arrange for the unannounced random alcohol and controlled substances testing of its employees who drive District vehicles. Fifty percent (50%) of those employees must be randomly selected for controlled substances testing each year, and ten percent (10%) of those employees for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program shall take place just prior to, during or immediately after the employee engages in a safety-sensitive function for the District.
4. Reasonable Suspicion Testing - An employee must submit to alcohol or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or bodily odors of the employee. Observations related to using alcohol must be made just prior to, during or immediately after the employee engages in a safety-sensitive function for the District, and the alcohol test must be given within eight (8) hours following the determination of reasonable suspicion.
5. Return-to-Duty Testing - If an employee is to be returned to performing safety-sensitive functions for the District after violating this policy or the federal regulations, the employee shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and use of controlled substances. SAPs must require education and/or treatment in all such cases. If an employee is to be returned to performing safety-sensitive functions for the District following a violation of this policy or the federal regulations, the employee will be evaluated by an SAP to determine that the employee has properly followed any rehabilitation proscribed. Before an employee could be returning to performing safety sensitive functions for the district following a violation of this policy and/or the federal regulations the employee shall undergo a return-to-duty alcohol and/or controlled substances test resulting in an alcohol concentration below the standard set by the FMCSA or negative controlled substances test.

Follow-up Testing: Any employee who continues performing safety-sensitive functions for the District, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, shall be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a SAP. Follow-up alcohol testing shall be conducted only just prior to, during or immediately after the employee performs a safety sensitive function.

Adopted 01-10-05

Revised 10-05-10

Revised 02-23-15 (technical changes only)

## **ADDENDUM IX**

Book  
District Policies  
Section  
5000: Personnel  
Title  
Employee Possession of Dangerous Weapons and Protection Spray Devices

Number

5290

Status

Active

Legal

[RCW 9.41.280 - Possessing Dangerous Weapons on School Facilities](#)

[RCW 9.41.250 - Dangerous Weapons – Penalty – Exemption for Law Enforcement Officers](#)

[RCW 9.16.020 - Imitating Lawful Brand](#)

[RCW 9.91.160 - Personal Protection Spray Devices](#)

Adopted

September 10, 2007

Last Revised

January 24, 2011

Except as provided in this Policy, all District employees and volunteers are prohibited from possessing firearms or dangerous weapons at work, work activities, or on District property, including possession of such items in vehicles parked on or near District property while the employee or volunteer is working. These restrictions are in addition to those set forth in Policy 4210. The exceptions in Policy 4210 and state law allowing possession of firearms or dangerous weapons in certain situations do not apply to employees or volunteers under this Policy.

Employees may possess and use for personal self-defense purposes personal protection spray devices (PPSD) as permitted under state law. Employees may not deliver PPSD's to others while working. The Superintendent or Designee may impose additional restrictions on the possession or use of such items for District personnel in the course of their ordinary work duties.

For the purpose of this policy,

- A. A "firearm" means a weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder;
- B. A "dangerous weapon" means any instrument or weapon of the of the kind usually
- C. known
- D. as:
  - 1. slung shot or sand club;
  - 2. metal knuckles;
  - 3. spring blade knife, a dirk, dagger, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
  - 4. devices commonly known as "Nunchaku sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
  - 5. devices, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect or;
  - 6. air guns, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas or;

7. a portable devices manufactured to function as a weapon and which is are commonly known as a stun guns, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or a devices, objects, or instruments which are used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse.

This policy does not apply to (1) law enforcement personnel acting on behalf of the District, such as School Resource Officers; (2) District classified personnel who have been specifically authorized in writing by the Executive Director of Facilities to carry or use firearms, or dangerous weapons while performing their work duties; or (3) other situations in which the Superintendent has issued a written determination that possession of such items is necessary for personal safety or property protection reasons and such possession is otherwise permitted under law.

The Superintendent or Designee shall consult with employee organizations and District personnel to advise them of this Policy and review its impacts. Employee discipline may be imposed for violations of this Policy, consistent with the requirements of applicable bargaining agreements or District policies.

#### Cross References

[Board Policy 4210 Regulation of Dangerous Weapons on School Premises](#)