

# District Expectations Of School Personnel



[www.gcdsd.org](http://www.gcdsd.org)

## Grand Coulee Dam School District

Grand Coulee Dam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animals. The following employees has been designated to handle questions and complaints of alleged discrimination:

**Mission: To empower ALL students to become successful members of our diverse society**

### **Title IX Coordinator**

Casey Brewster  
[bbrewster@gcdsd.org](mailto:bbrewster@gcdsd.org)  
505 Crest Drive  
Coulee Dam, WA 99116  
509-633-1442

### **Section 504 Coordinator**

Casey Clark  
[cclark@gcdsd.org](mailto:cclark@gcdsd.org)  
505 Crest Drive  
Coulee Dam, WA 99116  
509-633-0730

### **HIB Compliance Coordinator**

Rod Broadnax  
[rbroadnax@gcdsd.org](mailto:rbroadnax@gcdsd.org)  
110 Stevens Ave  
Coulee Dam, WA 99116  
509-633-2143

# **Equal Opportunity**

The Grand Coulee Dam School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, age, honorably-discharged veteran or military status, gender, sex, sexual orientation, gender expression or identity, marital status, 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, and provides equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. This holds true for all district employment opportunities, education opportunities and treatment of all students and staff in all aspects of the academic and activities programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer (509) 633-1442, Section 504/ADA Coordinator-Special Education (509) 633-1442, Section 504 Coordinator-Health Related (509) 633-0730, or Civil Rights Coordinator (509) 633-2143.

Dear Grand Coulee Dam School District Staff:

This District Expectations of School Personnel handbook was been developed this spring to assist Grand Coulee Dam School District staff in understanding the laws, policies and expectations of the district for operations, student safety and welfare and academic improvement of our students. The issues in this handbook have been brought to your attention to assist you regarding everyday situations which are faced by school district staff. It is important that all staff members read, understand and follow its contents. To assist with this effort, all Grand Coulee Dam School District staff will be required to attend an in-service session in person on child abuse reporting, sexual harassment, nondiscrimination complaint procedures and harassment, intimidation and bullying reporting at the beginning of the school year or at the time of their employment. After completing the review of this handbook, staff will be required to sign a statement indicating they understand the expectations.

**EACH DAY, SCHOOL DISTRICT PERSONNEL ACROSS THE COUNTRY ARE FACING WORK-RELATED DISCIPLINE UP TO AND INCLUDING TERMINATION AND JAIL TIME FOR ACTIONS THAT VIOLATE LAWS, POLICY AND GOOD JUDGEMENT, AS IT RELATES TO STUDENT WELFARE AND SAFETY.**

We hope that this handbook will assist you in making sound and appropriate work-related decisions which are part of our employment responsibilities in the Grand Coulee Dam School District. Please refer to board policy located on our website for more complete information when a question arises. Should you ever have any questions regarding this information or any other work-related issue, please feel free to contact the district office or your immediate supervisor.

Have a great year!

# GRAND COULEE DAM SCHOOL DISTRICT DIRECTORY

Web Page Address: [www.gcdsd.org](http://www.gcdsd.org)

## **BOARD OF DIRECTORS**

Members of the Board of Directors are elected a four-year term. Four directors serve specific regions of the Grand Coulee Dam area and one is elected to an at-large position. The board members include:

Position 1 Shannon Nicholson  
Position 2  
Position 3 George LaPlace  
Position 4 Alex Tufts  
Position 5 Rich Black (Chair)

## **GRAND COULEE DAM SCHOOL DISTRICT OFFICE:**

110 Stevens Ave.  
Coulee Dam WA 99116  
509-633-2143

Rod Broadnax: Superintendent  
Susie Marchand: Business Manager  
Sandy Davidson: Accounts Payable  
Debbie Van Geystel: Payroll  
Megan Van Geystel: Administrative Assistant

## **LAKE ROOSEVELT ELEMENTARY**

**SCHOOL** 503 Crest Dr.  
Coulee Dam WA 99116  
509-633-0730

Lisa Lakin: Principal  
Shamra Steffler: Dean of Students  
Lacey Ward: Secretary  
Melanie Herndon: Secretary  
Marcy Doughty: Secretary

## **LAKE ROOSEVELT JR/SR HIGH SCHOOL**

505 Crest Dr.

Coulee Dam WA 99116

509-633-1442

Natalie Kontos: Principal

Serena Carlson: Assistant Principal

Tammy Norris: Secretary

Tiffany Gerard: Secretary

Shelly Black: Attendance Secretary

## **STAFF DIRECTORY**

*A staff directory lists the names, addresses and telephone numbers of the board and staff members. Copies are available at the district office.*

## **Connecting and Reconnecting With All Students**

All employees in the Grand Coulee Dam School District, regardless of their employment responsibility, are expected to address each and every student or student issue with the highest degree of respect for the student, regardless of the situation. To reach this expectation, the following should be considered:

- In dealing with students, staff will consider the students' needs, moods, interests, and capabilities, using these attributes to guide interactions, assistance, or interventions
- Staff will create an upbeat, positive classroom, bus, or facility climate
- Staff will exhibit warmth and "positive regard" toward all students
- Staff will find ways to connect and reconnect each student with the classroom and school of each student
- Staff will always exhibit appropriate, professional communications with students.

***"When I approach a child, he inspires me in two sentiments;  
tenderness for what he is, and respect for what he may become."  
~Louis Pasteur***

## **Threats of Suicide Or Signs of Depression**

With the unfortunate increase in student suicide and depression, it is the district's expectation that all employees report immediately, to their immediate administrator or supervisor, a school counselor or psychologist, or school nurse any verbal remarks, either first hand or by others of any comments regarding a student's intent to harm themselves.

Additionally, any appearance of student behaviors that are exhibiting signs of depression, anxiety or fear, should be reported to the appropriate school staff. In evaluating the behaviors that appear to be present, always take the "high road" and make a referral as soon as possible. This is a new challenge for all of us, but we should all do what we can to identify possible self-harm by students when at all possible.

*(Policy 2145)*

## BASIC EXPECTATIONS

Any organization is only as good as its employees, and the Grand Coulee Dam School District has recruited and employed employees to be proud of. As vital service providers for the community, all District staff members are expected to maintain a high level of professionalism as exemplified in the following guidelines:

***Positive Attitude:*** District employees are encouraged to approach each day with a calm and positive attitude. This alone will make for a better workplace and learning atmosphere.

***District Ambassador:*** Each employee is expected to be a positive ambassador for the District. Each of us represents the District to students, parents and community at various times.

***Public Service:*** As public-funded District employees, we must all commit to prompt, professional and respectful service to parents, students and other members of the community to whom we are answerable.

***Honest Communication:*** As with all organizations, issues between staff members will likely arise from time to time. Rather than talking to others about the issue, try to discuss the problem with the person(s) in question in a respectful manner. If the issue remains, go through the proper chain of command to resolve the issue.

***Positive and Negative Student Discipline:*** Regardless of your job description, you are here for students. Reward their successes, and if students need correction, do your part to help. Remember, education includes development of character, as well as the mind.

***Attendance:*** Students are expected to be at school in order to receive the best opportunity for an education. Likewise, staff are expected to be at work in order for the students to receive the best opportunity for their education.

***Cell Phones:*** Usage is discouraged. Please make or receive calls or texts before or after school and/or during breaks. Remember you are here for students. When you are attentive to your phone you are not attentive to your students.

***Dress Code:*** Teaching and influencing our student body is not limited to structured lesson plans and curriculum but by also creating a culture of respect and professionalism that will influence the way students view the classroom and overall school environment while preparing them for expectations in the work force. We must model these standards in our approach to a staff dress code.

In dress, conduct and interpersonal relationships staff members (both certified and classified) should recognize that they are being continuously observed by students, parents, other staff members, and the community. In order to have the respect of the students, community and their colleagues, they must dress and conduct themselves appropriately as role models for students.

It is strongly recommended that staff dress in an appropriate manner to a level of professionalism found in the education environment. Therefore, discretion and good common-sense call for an avoidance of an extreme in dress or appearance that would diminish the employee's good standing in the view of students or parents as a role model to young people.

## **SAFETY & SECURITY**

### **Photo identification badge:**

It is the expectation that all employees of the Grand Coulee Dam School District wear the “Photo Identification Badge” supplied by the district at all times when at work. Should a badge be lost, damaged, or left at home, the employee is responsible for contacting their immediate supervisor for a replacement. This is expected from all employees.

### **Emergency Flipchart:**

It is the responsibility of each staff member to review the emergency flipchart and know its content. Each school will review the information at the beginning of the year. The flipcharts should be placed in a location where it is easily found in case of an emergency. If you have questions regarding the information or expectations in the flipchart, please direct the questions to your immediate supervisor.

If you have any questions regarding this information handbook, please contact your building or department supervisor, or call the district office. Your assistance with these policies and procedures will help everyone have a safe and positive working and learning environment.

### **DANGEROUS WEAPONS ON SCHOOL GROUNDS:**

It is a violation of district Policy No. 4210 and RCW 9.41.280 for any person, except designated security employees, to carry a firearm or dangerous weapon on school premises, on school provided transportation, or while attending any school activity, or using any facility used exclusively for school activities.

It is the policy of the district and it is provided in law that persons engaged in military, law enforcement, or school security may carry firearms into the buildings and onto school grounds when necessary. Also, any federal, state, or local law enforcement officer is exempt from the district policy restricting possession of firearms on school grounds.

Employees and students who violate RCW 9.41.280 will be subject to immediate discipline. For students, a one-year expulsion will take place and the incident will be immediately reported to the police. Employees who violate this policy and law will be subject to immediate suspension from employment, discipline including termination of employment, and the matter will be reported to the local police immediately. The State of Washington, through the Safe Schools Legislation, has made school safety and security a top priority.

*(Policy 4210)*



## **DRUG-FREE WORKPLACE**

It is violation for any employee of the Grand Coulee Dam School District to unlawfully manufacture, distribute, possess, or use on or in the workplace any narcotics drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, or alcoholic beverages as defined in schedule I through V of Section 202 of the Controlled Substances Act 921 U.S.C. 812 and as further defined by regulation 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work. Workplace included any location where work is performed, including a building or other district premise; and school-owned vehicle or any other school approved vehicles 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 even where students are under the jurisdiction of the school district.

Compliance with the standards of conduct is mandatory by all employees. Any staff member who violates any aspect of the policy may be subject to disciplinary actions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct.

*(Policy 5201)*

## **TOBACCO - FREE WORKPLACE**

The board of directors recognizes that to protect students from exposure to the addictive substances of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times.

Smoking is not allowed inside the Grand Coulee Dam School District facilities nor within 25 feet of any educational facility or place of business in the State of Washington.

Employees are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

*(Policy 4215)*

## **VAPE FREE WORKPLACE**

The use of vaping devices is not allowed on school property. This standard applies to all vaping devices regardless of the contents in the device.

## REPORTING WORK-RELATED INJURIES

For the health and safety of all employees, the Grand Coulee Dam School District is committed to reducing the number of work-related injuries. As part of that effort we will be working with our insurance carrier to develop staff training to prevent work-related injuries.

One of the critical issues in reducing work-related injuries, includes the necessity of **REPORTING “WORK-RELATED INJURIES” IMMEDIATELY. THE EXPECTATION IS FOR ALL STAFF IN THE DISTRICT TO REPORT ANY WORK-RELATED INJURY IMMEDIATELY TO THEIR PRINCIPAL OR IMMEDIATE SUPERVISOR AND THEN CALL THE DISTRICT OFFICE, 633-2143.**

Each principal and supervisor will have an additional person designated at the work site to receive the reports in their absence.

It is expected that each employee reports the incident and complete the Employee Report and call the Human Resources Coordinator prior to their leaving the work site except in a situation where immediate medical assistance is needed. If the report is not completed at the time of the injury, the employee is expected to have it to the supervisor and call Human Resources no later than 24 hours after the injury or incident.

Those employees who work after hours or swing shifts, are expected to have the report completed prior to leaving the work site and placed in a designated location. It is also expected that all employees report “near misses” of possible safety issues to supervisors and the safety committee as soon as possible. These “near miss” reports could help other employees from being injured at work.

All injury reports submitted at work sites are expected to be faxed to Human Resources at 509-633-2143, immediately after being submitted to the supervisors or those designated to act for them.

## WORKER’S COMPENSATION COVERAGE

Grand Coulee Dam School District is a self-insured employer, and its workers’ compensation program covers employees for work-related injuries or illnesses. If you become injured on the job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by the employer.

In case of injury or disease: Report your injury or disease to your Supervisor.  
The District Office will provide you with a Worker’s Compensation Industrial Injury Packet. You must complete the “Self-Insured Accident Report” (SIF-2) form with your employer if you seek medical treatment.

*Get Medical Care. You have the right to go to the doctor of your choice.*

Complete a “Physician’s Initial Report” form at your doctor’s office. Request that the doctor

mail this form to the employer's claim administration address. The district's claims administrator will evaluate the claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by the district. The employee may be entitled to wage replacement or other benefits.

## **STAFF AND STUDENT SAFETY**

Student and staff safety are an ongoing District priority and concern. The District's safety and emergency plans include the following:

At each school, at the bus garage and at the District Office is a safety bulletin board. Report unsafe conditions in writing to the safety officer or superintendent. The safety bulletin board is also where other laws and policies regarding employment will be posted.

**Campus Security:** Lock all unmonitored perimeter doors to the schools. If you find a door unlocked, lock it or call the office for assistance. During school hours, visitors are to stop at the office, sign in and acquire a visitor's badge.

**Delayed Start Emergency:** Any delayed start ordered by the superintendent or his/her designee will be for two hours. Typically, a delayed start will be due to serious snow or ice conditions on the roads.

**Early Release Emergency:** In the event of an unplanned early release that is not of a catastrophic nature, instructional staff must accompany the students to the buses. At times, staff may be assigned to a bus to accompany the students to their homes.

## **REPORTING IMPROPER GOVERNMENTAL ACTION**

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

The Superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation. Please contact your immediate supervisor or the Superintendent regarding any concerns of this nature.

*(Policy 5271)*

## **COMPUTER SOFTWARE**

Unlicensed duplication or use of any software that is not an official licensed version is illegal and can expose employees and the school district to civil and criminal liability

under copyright law.

Do not use or install any program onto your computer without approval from administration and/or your network administrators. Do not make unauthorized copies of software.

Any employee making or sharing illegal copies of software may face disciplinary action.

Legally acquired software will be provided to meet standard software needs in a timely fashion and in sufficient quantities for each computer.

Grand Coulee Dam School District will enforce internal measures to prevent the making or using of unauthorized software copies. This includes taking effective methods to verify compliance with these standards and appropriate disciplinary actions for their violations.

## **PESTICIDE NOTIFICATION**

The Superintendent is directed to develop procedures to assure that the district complies with the requirements of the law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

## **PERFORMANCE EVALUATIONS**

An integral part of employment with the district is professional development and growth. The district is committed to ensuring that communication regarding performance be a priority.

Performance evaluations are completed at least once annually, for both certificated and classified employees.

## **STAFF DEVELOPMENT**

Grand Coulee Dam School District is committed to the continuous professional development of all district employees. The goal for staff development is to instill and enhance all competencies consistent for employees new to the district, continuing in current positions, and those employees being reassigned to a different position in the district.

Staff development opportunities are offered throughout the year for both certificated and classified employees. Early release days on scheduled Wednesday's are used for professional development.

*(Policy 5520)*

## **TRAVEL FOR DISTRICT BUSINESS**

Several regulations cover District travel, including:

Expense reimbursement forms and receipts must be turned in by the 10<sup>th</sup> day of a month for **PAYMENT AT THE END OF THE MONTH** to Sandy Davidson, Accounts Payable Secretary.

Advance travel request forms are available from the building secretary.

Meal reimbursements vary by location. They are paid on a per diem basis at the GSA allowable rate.

In order to keep control of costs the district will strive to only pay mileage for one individual trip per training. Carpooling will be encouraged up to 4 people. If there is more than 4 individuals going to the same training, then a second mileage trip could be paid. If individuals choose not to carpool, then the one mileage reimbursement can be split between the individuals. But, in theory if one individual offer to carpool and the other individual doesn't want to, then the one offering should get the mileage reimbursement. If there is a split of the mileage reimbursement all parties have to agree to split the mileage.

Of course, there are always exceptions to the rule. If you feel that you have circumstances that merit another mileage reimbursement to be paid out, please state your case before you leave to Sandy Davidson. That way you will know if you are granted mileage or not before you leave.

## **PACKING SLIPS**

When orders are received, packing slips and any other relevant paperwork must be signed and forwarded to the building secretary. If items are returned, the items should be shipped via UPS in order to track the return, unless the company is paying for the return shipment of the order. Proper paperwork should be included in the package i.e. packing list and/or invoice copy.

## **PRE-APPROVAL OF PURCHASES**

Principals or the superintendent must pre-approve purchases made by employees. Any employee who orders, purchases, or makes requests for services without following this process risks acquiring personal responsibility for payment.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

As an employee of the district, you are entitled, if you qualify, for leave under the Federal Family and Medical Leave Act (FMLA) of 1993. The following guidelines apply: Employee Eligibility

- A. **Eligibility:** Any employee who has worked 1,250 hours in the 12 months preceding the leave shall be eligible for Family Medical Leave.
- B. **Usage:** Eligible employees shall be provided up to 12 weeks of unpaid leave during any 12month period for any of the following reasons:
  - 1.The birth of a child, or placement of a child with the employee for adoption or foster care.
  - 2. To care for the employee's spouse, child, or parent due to his/her serious health condition.
  - 3. The employee's own serious health condition;
  - 4. A qualifying exigency arising out of the fact the employee's spouse, son or daughter, parent is on active duty or call to active duty status in support of a contingency operation as member of the National Guard or Reserves;
  - 5. The employee is the spouse, son or daughter, parent, next of kin of a covered service member with a serious injury or illness.

- C. **Notification:** The employee shall provide the District thirty (30) days advance notice of his/her intent to use Family Leave when the need for the leave is foreseeable. The District may require medical certification to support a request for leave or to verify fitness to return to work and may require a second opinion (at the district's expense).
- D. **Job Benefits and Protection:** The District shall insure the following provisions for eligible employees whose absence qualifies as FMLA leave:
1. Maintain the employees' insurance benefits for the duration of the Family Medical Leave.
  2. Grant, at the employee's request, his/her usage of accrued sick/vacation leave prior to his/her going on unpaid leave.
  3. Grant the employee his/her previous or similar position upon return from Family Medical Leave.
  4. Maintain any employee benefits that accrued prior to the start of Family Medical Leave.

## LEAVE

The Grand Coulee Dam School District offers several leaves of absence to its employees. Some of these are federally mandated and some are at the discretion of the school board. Detailed explanation of these leaves can be found in the respective Collective Bargaining Unit agreement. Proper use of these agreements is essential to the function of our school and to keeping to the commitment we have to our students.

By providing leave entitlements, the district is recognizing the need for employees to miss work without consequences. With that said, the district must also be able to count on its employees to perform their duties. Excessive absenteeism has adverse effects on students' education and wellbeing as well as detrimental to coworkers and the workplace. When absenteeism goes beyond the reaches of agreed upon entitlements, the atmosphere of the district suffers and therefore must be addressed and appropriate actions taken.

It is inappropriate to use more leave than the employee is entitled to. Absences beyond the negotiated leave entitlements will be considered excessive leave and will be without pay. Excessive leave without pay will be dealt with using the disciplinary steps outlined in the bargaining agreement.  
(Policy 5412)

For information regarding leaves, please refer to the appropriate agreement listed. **Certificated:** See WEA Agreement, Article IV Leaves, Pages 14-17. **Classified:** See PSE Agreement, Article IX, Pages 13-1

# **Grand Coulee Dam School District Electronic Communications/Social Media Use Agreement**

## **Social Networks**

District employees and activity sponsors may set up social networking accounts using district resources and following the District guidelines to promote communications with students, parents and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

- Request permission through the appropriate school administration
- If granted, staff members will set up the site following and District guidelines developed by the Grand Coulee Dam School District Technology Department
- Once the site has been created, the sponsoring staff member is responsible for monitoring and managing the site to promote safe, acceptable use and observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be a “friend”. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to the use of Social Networks or online resources violates this policy or other applicable policies.

*(Policy 2023)*

*(see back of packet for signature page)*

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING:**

It is the expectation of the school district that all employees and volunteers take immediate action to report any acts of harassment, intimidation or bullying while on duty as employee or volunteer of the school district. The district further takes a position of zero tolerance to any student harassment, intimidating or bullying others at any school-related activity.

“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical acts which:

1. Include acts motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics. These “acts” include: slurs, rumors, jokes, innuendoes, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, or physical actions.

An incident report must be completed when the act:

- PHYSICALLY HARMS a student or DAMAGES the student’s property; or
- Has the effect of substantially INTERFERING WITH a student’s EDUCATION or

#### WELL BEING;

- Is so severe, persistent, or pervasive that it creates an INTIMIDATING or threatening educational ENVIRONMENT; or
- Has the effect of substantially DISRUPTING the ORDERLY operation of the school?

As the incidents are observed, please consider the following:

1. The student does not have to possess the distinguishing characteristic (i.e. anti-gay harassment is banned whether, or not the student is really gay).
2. “Other distinguishing characteristics” include:
  - physical appearance
  - clothing or other apparel
  - socioeconomic status
  - gender identity

Each report must be submitted to the building administrator as soon as possible after an incident is observed or reported. Each administrator will investigate each report. The attached form will be available at each school for use for reporting the incidents. Once discipline has been administered, parents will have the same due process rights as any other discipline afforded students.

## SEXUAL HARRASMENT

The district recognizes its responsibility to provide a working environment free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual, or physical advances made within the work setting and unwelcome by the person for whom they are intended. Such unwelcome conduct is seen as harassment when submission to the conduct:

- Is made a term or condition of the staff member’s employment or
- Results in a denial of a promotion or other career enhancing opportunities or
- Interferes with the staff member’s work performance or otherwise creates an intimidating, hostile, or offensive working environment

Any employee who has been found, after appropriate investigation, to be in violation of the sexual harassment board policy will be subject to disciplinary action, up to and including discharge.

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 will not be tolerated. Students may contact any teacher, counselor, or administrator to report such actions.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be

reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have



appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

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

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

The superintendent is directed to develop procedures that provide for receiving and investigating a complaint from any staff member who alleges that he/she has been subjected to sexual harassment. The board shall be advised of all formal complaints that are filled with the superintendent.

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*(See Policy 3207)*

## Grand Coulee Dam School District #301J Harassment, Intimidation or Bullying Incident Reporting Form

**Reporting person (optional):** \_\_\_\_\_

**Targeted student:** \_\_\_\_\_

**Your email address (optional):** \_\_\_\_\_

**Your phone number (optional):** \_\_\_\_\_

**Today's date** \_\_\_\_\_

**Name of school adult you've already contacted (if any):** \_\_\_\_\_ -

**Action taken as of reporting date** \_\_\_\_\_

**Name(s) of aggressor(s) (if known):** \_\_\_\_\_

**On what dates did the incident(s) happen (if known):** \_\_\_\_\_

**On what time of day did the incident(s) happen (if known):** \_\_\_\_\_

**Where did the incident happen? Circle all that apply.**

Classroom    Hallway    Restroom    Playground    Locker Room    Lunchroom  
Sport Field    Parking Lot    School bus    Internet    Cell phone    During school activity  
Off school property    On the way to/from school  
Other (Please describe.) \_\_\_\_\_

**Please check the box that best describes what the bully did. Please choose all that apply.**

Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student

Getting another person to hit or harm the student

Teasing, name-calling, making critical remarks or threatening in person, by phone, by email, etc.

Putting the student down and making the student a target of jokes

Making rude and/or threatening gestures

Excluding or rejecting the student

Making the student fearful, demanding money or exploiting

Spreading harmful rumors or gossip

Cyber-bullying (bullying by calling, texting, emailing, web posting, etc.)

Other (Please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why do you think the harassment, intimidation or bullying occurred?**

\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses? Yes      No      If yes, please provide their names:

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Did a physical injury result from this incident? If yes, please describe.

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Was the targeted student absent from school as a result of the incident? Yes ☒      ☐ N  
If yes, please describe

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Is there any additional information?

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**Thank you for reporting!**

-----*For Office Use*-----

Received by:

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Date received: \_\_\_\_\_

## **PROTOCOL FOR SHARING STUDENT CONFIDENTIAL INFORMATION**

Grand Coulee Dam School District values the right to 'privacy' for all individuals and information that they deem to be private. The Grand Coulee Dam School District also recognizes that there is some 'private' information that staff may need to know in order to effectively carry out their duties.

FERPA permits staff to have access to student education records in which they have "legitimate educational interest." Such access does not require prior written consent of the parent or student.

But what constitutes "legitimate educational interest"? Essentially, legitimate educational interest is necessary for staff to carry out their responsibilities in support of the Grand Coulee Dam School District's educational mission. You can also think of legitimate educational interest as a "need to know" that is essential to carrying out your job responsibilities related to education.

It is important to understand several points related to "legitimate educational interest:"

- Curiosity is not a legitimate educational interest. Just because you have access to Skyward and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
- Simply the fact that you are a staff member does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the District's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
- Your legitimate educational interest is limited. While you may have a need to access education records for students in your school, you do not necessarily have a similar need to view records of students outside your school. In other words, access to information does not authorize unrestricted use.

### **What constitutes "legitimate educational interest"?**

"Legitimate educational interests" are defined as interests that are essential to the general process of higher education prescribed by the body of policy adopted by the governing board. Legitimate educational interests would include teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, safety, raising endowment in support of student scholarships and academic programs, and academic assistance activities. In addition, the District officially recognizes appropriate co-curricular activities that are generally supportive of overall goals of the institution and contribute generally to the well-being of the entire student body and specifically to many individuals who participate in these activities. These activities include varsity and intramural sports, specific interest clubs, and student government.

# Grand Coulee Dam School District

## Request for Student Information Form

When a request for student record information is received, this form must be completed and filed in the student's file.

This form should **not** be completed when the request is:

- From the student;
- Accompanied by written consent from the student;
- For directory information;
- From a school official and a legitimate educational interest has been demonstrated or
- A subpoena that by its terms requires non-disclosure to the student

Name of Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Purpose of Review

Item(s) of Information Requested and Justification for the Request:

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Name of Requestor: \_\_\_\_\_

Requestor Role in the District:

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Office to Which Request Was Made

I hereby agree to keep the information disclosed to me confidential according to applicable legislation and regulations

Signature of requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Disposition of request: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Specify Materials Reviewed, Given, or Information

Shared (Records, Types of information):

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Signature of Official Approving: \_\_\_\_\_

Request Date: \_\_\_\_\_

Please return form to building principal.

## **RESPECTING EACH OTHER AS COLLEAGUES and RESOLUTION of STAFF COMPLAINTS**

As a professional organization there will be times when The Grand Coulee Dam School District staff may not agree with one another on issues which may arise in the context of employment or job responsibilities. As well, there may be times when employees who are also parents of students in our district, have issues specifically related to their own child's educational program. To this end, it is the Grand Coulee Dam School District's expectation that as employees of the district, regardless of the job classification or the situation, that all issues be conducted with the highest degree of respect and professionalism for one another.

Should issues arise where there are complaints against a fellow employee or an administrator based upon alleged violation, misinterpretation or misapplication of existing district policies, practices, administrative procedures or appropriate professional behavior.

If there are any situations or issues where employees are not able to resolve conflict with fellow employees or related issues, a report in a timely fashion to their immediate supervisor is expected and appropriate. Ongoing conflict between staff in the workplace takes away from our primary reason for employment in the Grand Coulee Dam School District which is ***"Academic Improvement of Each Student"***. Should the issue not be resolved at the building level, the complaint should be forwarded to the Superintendent for resolution. Again, systematic resolution to work-related conflict should be addressed with the highest degree of respect and professionalism regardless of the situation.

*(See Policy 5270)*

## Staff Handbook

I have read and understand the Grand Coulee Dam School District Staff Handbook.

*Please sign, date and return to the District Office.*

Employee \_\_\_\_\_

Date \_\_\_\_\_

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## Electronic Communications/Social Media

I have read, understand, and will *abide by the Grand Coulee Dam School District Network and Internet Use Agreement*.

I further understand that any violation of this agreement is unethical and may constitute a criminal offence. I understand that if I violate the rules, I may face disciplinary action. Network administrators may review user files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on the Grand Coulee Dam School District computers.

I hereby release the district, its Personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

**Please read the attached "Network and Internet Acceptable Use Agreement" carefully before signing.**

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and return to the District Office by September 20, 2024***  
Thank You!