



- A**                    **C. Asset Preservation**
- A**                    **D. Out-of-District Travel**  
YHS Jazzline to Yakima, WA, March 28-29, 2025, to compete in the State competition, 15 students and 2 chaperones.
- I**            **4. Board Comments**
- I**            **5. Superintendent's Report**
- A**            **6. Adjourn**

**Next Board Meeting:** March 20, 2025 – 5:00 p.m. – Study Session

*Location: District Office*

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's Office no later than three days before a meeting so that arrangements for the modification can be made.

**A= Action**

**I= Information**

**D= Discussion**



# Personnel Action for Board Approval

Doyle Buckingham  
Director of Human Resources

**DATE OF BOARD MEETING:** March 13, 2025

## NEW HIRES:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
Tina	Friesz	Food Service	Food Service Supervisor	3/24/2025	
Isabella	Hess	Prairie	Tchr-Special Ed FLC K-2	3/25/2025	
Tatum	Hottel	Facilities	Custodian Evening-MCK	2/24/2025	

## LEAVES OF ABSENCE:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
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## RESIGNATIONS/RETIREMENTS/TERMINATIONS:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
Kristen	Carter	OSS	ESA-School Psychologist	6/30/2025	Resignation
Anne	Cone	Prairie	Para SPED LRC	3/14/2025	Resignation
Terri	Evans	Yelm HS - CTE	Office Professional IV	8/31/2025	Retirement
Taylor	Pizzo	Southworth	Para SPED Program 1:1	4/7/2025	Resignation
Nora	Zavala	Facilities	Custodian Evening-YMS	3/14/2025	Resignation

## STAFFING CHANGES:

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>	<u>Comments</u>
Teresa	Melone	Director CTE/Communication	Director of Operations	3/14/2025	Status Change

## REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Out of Endorsement Subjec</u>	<u>Date</u>	<u>Comments</u>
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## SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

### Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature that constitutes sexual harassment under Title IX or Chapter 28A.640 RCW. The term “sexual harassment” under this policy relates to certain legal definitions, which are described below. The district will refer to those legal definitions when responding to potential sexual harassment.

The district prohibits sexual harassment of students by other students, employees, or third parties involved in district activities. Sexual harassment can occur adult-to-student, can occur student-to-student, or can be carried out by a group of students or adults. The district will respond to sexual harassment even if the alleged harasser is not a part of the school staff or student body.

Under Chapter 28A.640 RCW, the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education or employment; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual’s educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

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

Under regulations implementing Title IX, the term “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

- “sexual assault,” as defined in 20 U.S.C. § 1092(f)(6)(A)(v); “dating violence,” as defined in 34 U.S.C. § 12291(a)(10); “domestic violence,” as defined in 34 U.S.C. § 12291(a)(8); or “stalking,” as defined in 34 U.S.C. § 12291(a)(30).

### **District’s Response**

If the district knows, or reasonably should know, about sexual harassment, it will promptly take (1) appropriate action to investigate, and (2) effective steps reasonably calculated to end harassment, eliminate any hostile environment, prevent its recurrence, and remedy its effects as appropriate.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly respond to sexual harassment to the extent that the response does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to respond to sexual harassment.

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

### **Retaliation and False Allegations**

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

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

### **Staff Responsibilities**

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

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

Reports of discrimination and discriminatory harassment will be referred to the district’s Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator.

District/school staff, including employees, contractors, and agents, will not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law.

### **Notice and Training**

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents/guardians, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents/guardians, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX Coordinator/designee and provide contact information, including the Coordinator/designee's email address.

### **Policy Review**

The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

- Cross References:
- 3207 - Prohibition of Harassment, Intimidation, and Bullying
  - 3210 - Nondiscrimination
  - 3211 - Gender-Inclusive Schools
  - 3241 - Student Discipline
  - 5010 - Nondiscrimination and Affirmative Action
  - 5011 - Sexual Harassment of District Staff Prohibited
- Legal References:
- 20 U.S.C. §§ 1681 *et seq.*
  - 34 C.F.R. Part 106
  - RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
  - Chapter 392-190 WAC
- Management Resources:
- 2020 - August Issue
  - 2015 - July Policy Alert
  - 2014 - December Issue
  - 2010 - October Issue

## **Sexual Harassment of Students Prohibited**

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees, or third parties involved in district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640 RCW, and Chapter 392-190 WAC.

### **SECTION I. TITLE IX COORDINATOR, INVESTIGATOR, AND DECISION-MAKER**

The district will designate and authorize one employee to act as “Title IX Coordinator” with the support of trained designees to coordinate the district’s state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the superintendent’s designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator/designee or the investigator of the Title IX complaint.

The Title IX coordinator’s name, title, office address, telephone number, and email address must be available on the district website; in handbooks/catalogs that are made available to staff, students, and parents; and in the district’s nondiscrimination statement.

Any individual designated as Title IX Coordinator/designee, an investigator, or decision-maker, and any person who facilitates an informal resolution process, must not have a conflict of interest or bias for or against the individual(s) who made the complaint (“complainant(s)”) or the individual(s) reported to be the perpetrator of the conduct that could constitute sexual harassment (“respondent(s)”), in general or individually. Such persons must also receive training on the following:

- The definition of sexual harassment under Title IX and state law;
- The scope of the district’s education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- Their responsibilities under Chapter 392-190 WAC; and

- How to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

District investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

District decision-makers must also receive training on any technology to be used during live hearings if the district provides for a hearing. Decision-makers must also receive training on issues of relevance of questions and evidence, including the requirement that questions and evidence about a complainant's sexual predisposition or prior sexual conduct are not relevant unless (1) such questions and evidence are offered to prove that someone other than the respondent committed the alleged conduct, or (2) questions and evidence concerning specific incidents of the complainant's prior sexual behavior with respect to the respondent are offered to prove consent.

Any training materials used to train Title IX Coordinators/designees, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints. Such training materials will be publicly available via the district's website.

## **SECTION II. NOTICE OF SEXUAL HARASSMENT POLICY AND PROCEDURE**

Information about the district's sexual harassment policy and complaint procedure will be easily understandable and conspicuously posted throughout each school building. Such information will also be reproduced in each student, staff, volunteer, and parent handbook. This notice will be provided in a language that each parent and guardian can understand.

In addition to the posting and reproduction of this procedure and Policy 3205, the District will provide annual notice to employees that complaints pursuant to this procedure may be filed at 107 First Street North, PO Box 476, Yelm, WA 98597

## **SECTION III. RESPONDING TO NOTICE OF SEXUAL HARASSMENT, INCLUDING INFORMAL COMPLAINTS**

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment. This includes (1) informal (i.e., verbal) reports of sexual harassment, referred to in this procedure as "informal complaints," and (2) formal, written complaints made to the Title IX Coordinator, as described in Section VII, below.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator/designee. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately: (1) inform the Title IX Coordinator/designee; (2) inform law enforcement; and (3) notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator/designee will promptly contact the complainant to discuss the availability of supportive measures (as described in Section IV, below), consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

When an informal complaint of sexual harassment is made, the Title IX Coordinator/designee may inquire of the complainant regarding the report of sexual harassment to determine whether a formal complaint is warranted. The Title IX Coordinator/designee will inform the complainant that imposition of disciplinary sanctions or other actions that are not supportive measures against a respondent will not be available unless a formal complaint occurs.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent/guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for the individual(s) alleged to have engaged in sexually harassing conduct.

#### **SECTION IV. SUPPORTIVE MEASURES**

Supportive measures must be offered to the complainant, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive, or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;

- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building; or
- Providing staff and/or student training.

## **SECTION V. CONFIDENTIALITY OF COMPLAINTS**

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator. The Title IX Coordinator/designee should inform the complainant that honoring the request may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

## **SECTION VI. RETALIATION PROHIBITED**

Title IX and state law prohibit retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

## **SECTION VII. FORMAL COMPLAINTS**

### **A. Filing of Formal Complaints**

Anyone may file a formal complaint of sexual harassment. All formal complaints will be in writing and will set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator/designee may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on

information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The time period for filing a formal complaint to which Title IX does not apply is one year from the date of the occurrence that is the subject matter of the complaint. However, this complaint filing deadline may not be imposed if the complainant was prevented from filing due to: (1) specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or (2) withholding of information that the district was required to provide under Chapter 392-190 WAC or guidelines supplementing that chapter issued by the Office of Superintendent of Public Instruction (“OSPI”).

Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Title IX Coordinator/designee.

### **B. Title IX Coordinator Review of Formal Complaints**

The Title IX Coordinator will assess whether a formal complaint of sexual harassment meets the criteria for a Title IX complaint. If so, the district will implement investigation and response procedures under state law and follow additional procedures as required by Title IX regulations.

Under Title IX, the term “sexual harassment” means:

- An employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- Conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- “Sexual assault,” as defined in 20 U.S.C. § 1092(f)(6)(A)(v); “dating violence,” as defined in 34 U.S.C. § 12291(a)(10); “domestic violence,” as defined in 34 U.S.C. § 12291(a)(8); or “stalking,” as defined in 34 U.S.C. § 12291(a)(30).

The district will implement additional Title IX procedures in response to a sexual harassment complaint when the alleged conduct constitutes sexual harassment as defined by Title IX regulations and:

- The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant’s legal guardian, or by the Title IX Coordinator;
- The complaint requests that the district investigate the allegation(s) of sexual harassment, as defined under Title IX regulations;
- The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the district (such as a student, employee, or volunteer);

- The alleged sexually harassing conduct occurred in the United States; and
- The complainant is participating in or attempting to participate in the district's educational program or activity at the time.

If the formal complaint is determined not to meet the criteria for a Title IX complaint, the district will conduct the investigation without implementing additional Title IX procedures and will investigate in accordance with Section VII.C, below.

If the formal complaint is determined to meet the criteria for a Title IX complaint, the district will conduct the investigation by implementing additional Title IX procedures and investigate in accordance with Section VII.D, below.

### **C. Formal Complaint Process**

#### **1. Acknowledging a Formal Complaint**

Upon receipt of a formal complaint, the Title IX Coordinator/designee will provide the complainant a copy of this procedure in a language that the complainant can understand.

In response to notice of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and as appropriate, remedy its effects. To that end, the Title IX Coordinator/designee will receive and investigate all formal, written complaints of sexual harassment or information in his or her possession that the Coordinator believes require further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest.

#### **2. Investigating a Formal Complaint**

Investigations will be carried out in a manner that is prompt, thorough, reliable, and impartial. During the investigation process, the complainant and respondent(s), if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants, respondents, and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The district and complainant may also agree to resolve the complaint in lieu of an investigation.

When the investigation is completed, the investigator will compile a full written report of the complaint and the results of the investigation.

#### **3. Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through -075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: (a) be an employee of any district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or (b) have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing, or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

#### **4. Response of the Superintendent's Designee to a Formal Complaint**

The superintendent's designee will respond in writing to the complainant within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to OSPI.

The response of the superintendent's designee to the complainant will include: (1) a summary of the results of the investigation; (2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; (3) if sexual harassment is found to have occurred, the corrective measures or remedies for the complainant the district will take (e.g., sources of counseling, advocacy, and academic support), including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; (4) notice of the right to appeal to the superintendent or designee and the necessary filing information; and (5) a statement concerning whether the district has failed to comply with Chapter 392-190 WAC or guidelines supplementing that chapter issued by OSPI and, in the event of noncompliance, the corrective measures deemed necessary to correct the noncompliance.

The response of the superintendent's designee will be provided in a language that the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

If the complaint alleges harassment by a named respondent or respondents, the district will provide the respondent(s) with notice of the outcome of the investigation, notice of any

discipline or corrective action imposed by the district on the respondent, and notice of their right to appeal any discipline under relevant policies and procedures.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the mailing of the written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

The complainant and the district may agree to resolve the complaint in lieu of an investigation. If the complaint is resolved to the satisfaction of the parties involved, no further action is necessary.

The decision of the superintendent's designee may be appealed as provided in Section VIII.

#### **D. Formal Complaint Process with Additional Title IX Requirements**

The following sections outline the process the district will take to respond to complaints of sexual harassment when state law and Title IX both apply.

##### **1. Acknowledging a Title IX Formal Complaint**

The Title IX Coordinator/designee will receive and investigate all formal, written complaints of sexual harassment or information in his or her possession that the Coordinator believes require further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator or designee will offer supportive measures to the complainant and may offer such measures to the respondent(s).

The district will acknowledge receipt of the formal complaint by providing the following written notice to the respondent(s) and complainant:

- A copy of the district's discrimination complaint procedure in a language the parties can understand.
- Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such sufficient detail includes the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

- Notice that the parties may have an advisor of their choice, who may be an attorney or non-attorney and who may inspect and review evidence of the alleged sexual harassment.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.
- Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the initial notice described above, the district must provide notice of the additional allegations to the parties whose identities are known.

## **2. Investigating a Title IX Formal Complaint**

The district must investigate allegations contained in a formal complaint. If the conduct alleged would not constitute sexual harassment under Title IX regulations even if proven, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the district must dismiss the formal complaint under Title IX. Such dismissal does not preclude action under another provision of district policy or procedure or under sexual harassment investigation procedures as required by state law (see Section VII.C of this procedure). The district may dismiss a Title IX formal complaint when: (1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled in or employed by the district; or (3) specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Upon dismissal for any of the above reasons, the district must promptly send written notice of dismissal and the reason(s) therefore simultaneously to the parties.

The district adopts a "preponderance of the evidence" as the standard of proof it will use in reaching decisions regarding complaints.

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

The district's investigation of a Title IX complaint must:

- Include a prompt and thorough investigation into the allegations in the complaint.
- Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment. The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional

capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties.
- Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate.
- Include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- Ensure that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., the attorney-client privilege), unless the person holding such privilege has waived the privilege.

Prior to the completion of an investigative report, the investigator must provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.

At least ten (10) days prior to a determination regarding responsibility, the investigator must create an investigative report that fairly summarizes relevant evidence and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.

After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision-maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party

with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

Temporary delay of the investigation process and/or limited extension of timeframes described in this Section VII.D are allowed for good cause with written notice to the complainant and the respondent of the delay or extension and the reason for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

### **3. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX**

A respondent who is accused of sexual harassment under Title IX is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The district may not impose any disciplinary sanctions, or other actions that are not supportive measures, against the respondent until the district has determined the respondent was responsible for the sexual harassment at the conclusion of the grievance process.

These additional Title IX sexual harassment procedures do not preclude a district from removing a student from school on an emergency basis consistent with Policy 3241 and Procedure 3241P ("Student Discipline") and the associated OSPI regulations for emergency expulsion.

### **4. Title IX Informal Resolution Process**

At any time prior to a determination in a formal Title IX complaint, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent. The district must not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district.

When facilitating an informal resolution process, the district will provide the parties with written notice disclosing: (1) the allegations; (2) the requirements for the informal resolution process; (3) the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations; (4) a party's right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution; and (5) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process. The district will not offer an informal resolution process unless a formal complaint is filed.

The Title IX informal resolution process will conclude within forty-five (45) calendar days of the complainant's decision to waive the formal complaint process, unless good cause exists for extension of the timeframe. If the informal resolution process has not concluded by that time and the complainant has not withdrawn the complaint, the Title IX Coordinator will proceed with the investigation of the formal complaint in accordance with this procedure.

#### **5. Response of the Superintendent's Designee to a Title IX Formal Complaint**

The superintendent's designee will respond to the Title IX formal complaint as the decision-maker. If the superintendent selects a designee, the designee will not be the Title IX Coordinator/designee or the investigator. At the conclusion of the investigation, the decision-maker must issue a written determination of responsibility regarding the alleged sexual harassment within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date.

The written determination of the decision-maker must be issued to the parties simultaneously and must include the following:

- Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
- A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination;
- A summary of the results of the investigation;
- Conclusions regarding the application of the district's code of conduct policies to the facts;
- A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary or other sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant;

- If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
- A statement concerning whether the district has failed to comply with Chapter 392-190 WAC or guidelines supplementing that chapter issued by OSPI; and
- Notice of the parties' right to appeal to the district's superintendent or designee and the necessary filing information.

The response of the decision-maker will be provided in a language the complainant and respondent can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

At the time the district responds to the parties, the district must send a copy of the response to OSPI.

Disciplinary sanctions and remedies for students that may be implemented following any determination of responsibility include those corrective actions described in Policy 3241 and Procedure 3241P including, without limitation, short- and long-term suspension, expulsion, and emergency expulsion. Disciplinary sanctions and remedies for employees that may be implemented following any determination of responsibility include, without limitation, written reprimands, suspensions without pay, demotion, transfer, nonrenewal, and termination consistent with any relevant collective bargaining agreement and district policy and procedure.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The decision of the superintendent's designee may be appealed as provided in Section VIII.

## **SECTION VIII. APPEALS**

### **A. Appeal to the Superintendent or Designee**

#### **1. Notice of Appeal and Hearing**

If the complainant disagrees with the written decision of the superintendent's designee, the complainant may appeal the decision by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response. If the additional Title IX requirements are used under Section VII(D), both the complainant and the respondent will have an equal opportunity to appeal under this procedure, and the district will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.

A party who is permitted to appeal under this procedure may appeal due to one or more of the following reasons, which are not exclusive: (1) the sufficiency of the factual findings made during the investigation; (2) the validity of the conclusions of the superintendent's designee regarding whether there have been violations of law or district policy and procedure; (3) the appropriateness of the corrective actions or other remedies determined by the designee; (4) procedural irregularity that affected the outcome of the matter; (5) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and (6) the Title IX Coordinator/designee, investigator, or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appealing party will be allowed a reasonable opportunity to submit a written statement for the appeal. If the additional Title IX requirements are used under Section VII(D), the other party will be allowed an equal opportunity to submit a written statement. The written statement should clearly identify the reason(s) for the appeal, explain the party's arguments in support of or challenging the outcome of the initial determination, and set forth the party's desired remedy (if any). The written statement must be submitted to the decision-maker within twenty (20) calendar days following the filing of the notice of appeal, unless good cause exists for extension of the timeframe.

## **2. Appeal Decision**

The decision-maker for the appeal will be the superintendent or the superintendent's designee. The decision-maker who reached the determination regarding responsibility or dismissal, the investigator, and the Title IX Coordinator/designee will not be the decision-maker for purposes of an appeal under this procedure. The district will ensure that any individual serving as a decision-maker for an appeal under this procedure has received the training required for decision-makers as described by this procedure.

The decision-maker for the appeal will review any written statements by the parties, the investigative report and associated evidence, the decision regarding responsibilities, and other material deemed relevant and material. The decision-maker will provide a written appeal decision to the appealing party within thirty (30) calendar days following the filing of the notice of appeal, unless good cause exists for extension of the timeframe. If the additional Title IX requirements are used under Section VII(D), the written appeal decision will be simultaneously sent to both parties.

The written appeal decision will describe the result of the appeal and the rationale for the result. The decision will include notice of the complainant's right to file a complaint with OSPI and will identify where and to whom the complaint must be filed. The district will send a copy of the appeal decision to OSPI.

The decision will be provided in a language that the parties receiving the decision can understand, which may require language assistance for parties with limited English proficiency in accordance with Title VI of the Civil Rights Act.

## **B. Complaint to OSPI**

### **1. Filing of Complaint**

If a complainant disagrees with the appeal decision of the district's superintendent or designee, or if the district fails to comply with the procedures in WAC 392-190-065 through -070, the party may file a complaint with OSPI.

A complaint must be received by OSPI on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the appeal decision of the superintendent or designee, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

A complaint must be in writing and include: (1) a description of the specific acts, conditions, or circumstances alleged to violate applicable anti-sexual harassment laws; (2) the name and contact information, including address, of the complainant; (3) the name and address of the district subject to the complaint; (4) a copy of the district's complaint and appeal decision, if any; and (5) a proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information, and the name of the school district that the student attends.

### **2. Investigation, Determination, and Corrective Action**

Upon receipt of a complaint, OSPI may initiate an investigation, which may include conducting an independent onsite review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or designee.

Following an investigation, OSPI will make an independent determination as to whether the district has failed to comply with Chapter 392-190 WAC or the guidelines supplementing that chapter issued by OSPI and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including, but not limited to, referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

### 3. Administrative Hearing

A complainant or the district desiring to appeal the written decision of OSPI may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of OSPI's written decision. OSPI will conduct a formal administrative hearing in conformance with the Washington Administrative Procedures Act, Chapter 34.05 RCW.

#### **SECTION IX. OTHER COMPLAINT OPTIONS**

The following complaint options exist in addition to the procedures described above.

##### *Office for Civil Rights (OCR), U.S. Department of Education*

OCR enforces several federal civil rights laws that prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

##### *Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (Chapter 49.60 RCW), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

#### **SECTION X. INVESTIGATION RECORDKEEPING**

The district will maintain for a period of seven years records of:

- Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required by federal law, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.
- All materials used to train Title IX Coordinators/designees, investigators, decision-makers, and any person who facilitates an informal resolution process.

Investigative records will be stored by the district office located at 107 First Street North, Yelm, WA 98597.

## **SECTION XI. TRAINING AND ORIENTATION**

A fixed component of all district orientation sessions for staff, students, and regular volunteers will introduce the elements of this procedure and the corresponding policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of their responsibilities when on notice of sexual harassment, the formal complaint procedures, and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will receive the portions of this component of orientation relevant to their rights and responsibilities.

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/guardians.

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

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- 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;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering, or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

## **SECTION XII. POLICY AND PROCEDURE REVIEW**

The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

## **Sexual Harassment of District Staff Prohibited**

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

### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature that constitutes sexual harassment under Title IX or Chapter 28A.640 RCW. The term "sexual harassment" under this policy relates to legal definitions, which are described below. The district will refer to legal definitions when responding to potential sexual harassment.

The district prohibits sexual harassment of staff by students, other employees, or third parties involved in district activities. Sexual harassment can occur adult-to-student, student-to-student or can be carried out by a group of students or adults. The district will respond to sexual harassment even if the alleged harasser is not a part of the school staff or student body.

Under Chapter 28A.640 RCW, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature if:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile or offensive educational or work environment.

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

Under Title IX, the term "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the district conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct;
- B. Conduct that creates a "hostile environment," meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- C. "Sexual assault," as defined in 20 U.S.C. § 1092(f)(6)(A)(v); "dating violence," as defined in 34 U.S.C. § 12291(a)(10); "domestic violence," as defined in 34 U.S.C. 12291(a)(8); or "stalking," as defined in 34 U.S.C. § 12291(a)(30).

### **District's Response**

If the district knows, or reasonably should know, about sexual harassment, it will promptly take:

- A. Appropriate action to investigate, and

B. Effective steps reasonably calculated to end harassment, eliminate any hostile environment, prevent its recurrence and remedy its effects as appropriate.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly respond to sexual harassment to the extent that the response does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to respond to sexual harassment.

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

### **Retaliation and False Allegations**

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

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

### **Staff Responsibilities**

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

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

Reports of discrimination and discriminatory harassment will be referred to the district's Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

### **Notice and Training**

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduce in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX Coordinator/designee and provide contact information, including the Title IX Coordinator/designee's email address.

### **Policy Review**

The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

Cross References:                    3205 - Sexual Harassment of Students Prohibited  
   3207 - Prohibition of Harassment, Intimidation, and Bullying

3210 - Nondiscrimination  
3211 - Gender-Inclusive Schools  
3421 - Child Abuse, Neglect, and Exploitation Prevention  
5010 - Nondiscrimination and Affirmative Action

Legal References:

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies  
WAC 392-190-058 Sexual harassment  
20 U.S.C. §§ 1681-1688

Management Resources:

2015 - July Policy Alert  
2014 - December Issue  
2010 - October Issue  
2022 - June June

Adoption Date:

Classification: **Essential**

Revised Dates:

## **Procedure - Sexual Harassment of District Staff Prohibited**

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

### **Title IX Coordinator, Investigator and Decision-Maker**

Any individual designated as Title IX Coordinator/designee, an investigator, or a decision-maker for purposes of a Title IX formal complaint must meet the qualifications and training requirements described in Procedure 3205P for those roles.

### **Notice of Sexual Harassment Policy and Procedure**

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5013, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 107 First Street North, PO Box 476, Yelm, WA 98597

### **Responding to Notice of Sexual Harassment, Including Informal Complaints**

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment.

This includes:

- A. Informal (i.e., verbal) reports of sexual harassment, referred to in this procedure as "informal complaints" and
- B. Formal, written complaints made to the Title IX Coordinator/designee, as described in the Formal Complaint Process section below.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator/designee. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX Coordinator/designee so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator/designee will promptly contact the complainant to discuss the availability of supportive measures (as described in the Supportive Measures section below), consider the complainant's wishes with respect to supportive measures, inform the

complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

When an informal complaint of sexual harassment is made, the Title IX Coordinator/designee may inquire of the complainant regarding the report of sexual harassment to determine whether a formal complaint is warranted. The Title IX Coordinator/designee will inform the complainant that imposition of disciplinary sanctions or other actions that are not supportive measures against a respondent will not be available unless a formal complaint occurs.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for the individual(s) alleged to have engaged in sexually harassing conduct.

### **Supportive Measures**

Supportive measures must be offered to the complainant, before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- A. An opportunity for the complainant to explain to the alleged harasser that their conduct is unwelcome, offensive or inappropriate either in writing or face-to-face;
- B. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- C. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- D. Mutual restrictions on contact between the parties;
- E. Modifications of work or class schedules;
- F. Mutual restrictions on contact between the parties;
- G. Increased security and monitoring of certain areas of the campus or school building; or
- H. Providing staff and/or student training.

### **Confidentiality of Complaints**

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator/designee for evaluation. The Title IX Coordinator/designee should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

### **Retaliation Prohibited**

Title IX and state law prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **Formal Complaint Process**

Anyone may file a formal complaint of sexual harassment. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. Complaints may be submitted by mail, fax, email or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Title IX Coordinator/designee.

All formal complaints in which an employee is the complainant (i.e., the individual who is alleged to be the victim of conduct that could constitute sexual harassment) shall be subject to the procedure and requirements for formal complaints under Procedure 3205P.

### **Other Complaint Options**

*Office for Civil Rights (OCR), U.S. Department of Education*

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

*Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

### **Training and Orientation**

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

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.

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

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- 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;
- Using derogatory sexual terms for a person;



## 4210 Regulation of Dangerous Weapons on School Premises

Unless authorized by this policy, it is a violation of district policy and state law for any person to knowingly carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense, or areas of facilities being used for official meetings of the school board. The term “school premises, includes property, or portions (s) of property, owned, rented or leased by the District when the property, or portions(s) of property, is being used exclusively for school district activities.

The District superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction. The District superintendent will post signs providing notice of the restrictions on possessing dangerous weapons at each facility being used for official meetings of the board.

### Dangerous Weapons

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, 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;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, 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;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;

- Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
- Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

### Reporting Dangerous Weapons

#### Students

If District staff believe that a student has violated this policy, an appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who ~~violate this policy will be subject to discipline. Students who~~ have possessed a firearm on any school premises, school-provided transportation, ~~or~~ school-sponsored activities at any facility, ~~or in areas of facilities while being used for official school board meetings~~ shall be expelled for not less than one year pursuant to RCW 28A.600. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

Further, ~~t~~he district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

~~All expulsion and/or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline adjust number of policy as accurate~~

~~No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a~~

~~student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.~~

## Staff

If a District employee believes that another District employee has violated this policy, the employee will report his or her concerns to an appropriate school or District authority for further inquiry. Any disciplinary action of an employee who willfully violates this policy will be subject to District Policy 5281 – Disciplinary Action and Discharge adjust number of policy as accurate.

## Exceptions ~~to State Law and this Policy~~

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in an ~~school~~ authorized convention, showing, demonstration, lecture or firearm safety course ~~authorized by the Superintendent~~;
3. Persons competing in ~~school authorized~~ firearm or air gun competitions ~~authorized by the Superintendent~~; and
4. Any federal, state or local law enforcement officer.

The following persons ~~who are~~ over eighteen years of age, ~~not employed by the District~~ and not enrolled as students may have firearms in their possession on school property outside of school buildings ~~only under the following limited circumstances~~:

1. Persons ~~with who have a~~ concealed weapons permits issued pursuant to RCW 9.41.070 ~~and are (1) who are~~ picking up or dropping off students ~~at school or (2) attending official meetings of the school board held off District owned or leased property~~; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. ~~Under RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.~~

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized ~~activity or class such as a~~ martial arts class.

## **Personal Protection Spray**

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

### **Cross References:**

Board Policy 3240 Student Conduct, Expectations and Reasonable Sanctions  
Board Policy 3241 Classroom Management, Discipline and Corrective Action  
Board Policy 4260 Use of School Facilities  
**Board Policy 5281 Disciplinary Action and Discharge**

### **Legal References:**

RCW 9A.16.020 Use of Force – when lawful  
RCW 9.41.250 Dangerous weapons - Penalty  
RCW 9.41.280 Dangerous Weapons on facilities – Penalty – Exceptions  
RCW 9.91.160 Personal protection spray devices  
RCW 9.94A.225 Deadly weapon special verdict – definition  
RCW 28A.600.420 Firearms on school premises, transportation or facilities – Penalty – Exemptions

### **Management Resources:**

*Policy News* Oct. 1997; Aug. 1998; Aug. 2006  
*Policy & Legal News* July 2016; **June 2022; April 2023**

**ADOPTED: 12/12/1996**

**REVISED: 11/24/98; 10/26/06; 12/15/16; new date**



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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Kasey Wyatt/Teri Melone  
**DATE:** March 13, 2025  
**SUBJECT:** Recommendation to Approve OSPI Asset Preservation Report for 2024/2025

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### **Background Information:**

The Asset Preservation Program (APP) (WAC 392-347-023) is a systematic approach to ensure performance accountability; promote student health and safety through maintaining and operating building systems to their design capacity; maintaining an encouraging learning environment and extending building life, thus minimizing future capital needs.

APP applies to school districts that received state assistance for new and new-in-lieu school buildings accepted by local school board directors after December 31, 1993. Participation in the APP is one requirement of eligibility for future state assistance.

The following data is included in the 2024/2025 report of the current building condition of Fort Stevens Elementary - Covered Play Area, Mill Pond Elementary, Yelm High School Bldg. 100/200 and Ridgeline Middle School enrolled in the Asset Preservation Program:

- Summary sheet condition evaluation scoring.
- Individual component scoring breakdown by school.

### **Action Required**

Board approval of the Asset Preservation Program 2024/2025 Report.

### **Recommended Motion**

I move that the Board of Directors approve the 2024/2025 Asset Preservation Report.



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
**Asset Preservation Program (APP) Report by Building**

**YELM**  
 Board Report Present Date: 3/13/2025

-----2024-2025-----

SITE	BUILDING	BUILDING BOARD ACCEPTANCE DATE	APP YEAR	BUILDING CONDITION ASSESSMENT %	ANNUAL REVIEW COMPLETED BY	NEXT CERTIFIED BCA DUE
Fort Stevens Elementary School	Covered Play Area	9/1/2010	14	85.21	Consultant	2031
Mill Pond Elementary School	Main Building	9/22/1994	30	87.56	Consultant	2031
Yelm High School	Building 100/200	5/22/2008	16	81.62	Consultant	2031
Ridgeline Middle School	Main Building	1/28/2010	15	83.01	Consultant	2031
Ridgeline Middle School	Gymnasium	1/28/2010	15	86.63	Consultant	2031



**FORT STEVENS ELEMENTARY SCHOOL - COVERED PLAY AREA**

Building Details

PROFILE TYPE	Covered Play
NUMBER OF FLOORS	1
BOARD ACCEPTANCE DATE	9/1/2010
CHARACTERISTICS	Occupied
ANNUAL REVIEW COMPLETED BY	Consultant

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2024-2025	14	85.21	Consultant	3/13/2025
2023-2024	13	85.21	Consultant	2/22/2024
2022-2023	12	Not Reviewed	Incomplete	3/23/2023
2021-2022	11	85.21	District	2/24/2022
2020-2021	10	85.21	Consultant	3/25/2021
2019-2020	9	85.21	District	3/26/2020

The next certified BCA is due: **2031**

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2010	Area 1	3,381	3,381	1,691		9/1/2010
<b>Building Totals</b>		<b>3,381</b>	<b>3,381</b>	<b>1,691</b>		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010	Low	90.00% Good
Slabs on Grade	Standard Slabs on Grade	A4010	Low	90.00% Good
	<i>Deficiencies:</i>	Minor Cracking		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Minor cracking due to age.		



**FORT STEVENS ELEMENTARY SCHOOL - COVERED PLAY AREA**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Superstructure</b>	Roof Construction	B1020	Low	90.00% Good
<b>Exterior Vertical Enclosures</b>	Exterior Walls	B2010	Low	90.00% Good
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Expansion joint caulking needing minor repairs. Rain gutter downspouts paint is peeling/blistering. A work order has been input for these repairs when time allows.		
<b>Exterior Horizontal Enclosures</b>	Roofing	B3010	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	No major roofing deficiencies other than the roofing material is starting to show its age. Some discoloring of the white roofing material.		
	Roof Appurtenances	B3020	Low	90.00% Good
	<i>Comments:</i>			
<b>Interior Finishes</b>	Wall Finishes	C2010	Low	90.00% Good
	Ceiling Finishes	C2050	Low	90.00% Good
<b>Equipment</b>	Entertainment and Recreational Equipment	E1070	Low	90.00% Good



**Mill Pond Elementary School - Main Building**

**Building Details**

<b>PROFILE TYPE</b>	Elementary School - Single Story
<b>NUMBER OF FLOORS</b>	1
<b>BOARD ACCEPTANCE DATE</b>	9/22/1994
<b>CHARACTERISTICS</b>	Occupied
<b>ANNUAL REVIEW COMPLETED BY</b>	Consultant

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2024-2025	30	87.56	Consultant	3/13/2025
2023-2024	29	91.66	Consultant	2/22/2024
2022-2023	28	Not Reviewed	Incomplete	3/23/2023
2021-2022	27	91.66	District	2/24/2022
2020-2021	26	80.62	Consultant	3/25/2021
2019-2020	25	80.62	District	3/26/2020

The next certified BCA is due: **2031**

**Building Inventory**

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
1993	Area A thru M	50,075	50,075	50,075	9/7/1994	9/22/1994
<b>Building Totals</b>		<b>50,075</b>	<b>50,075</b>	<b>50,075</b>		

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010		100.00% Excellent
Slabs on Grade	Standard Slabs on Grade	A4010		100.00% Excellent
Water and Gas Mitigation	Building Subdrainage	A6010		90.00% Good
Superstructure	Roof Construction	B1020		90.00% Good
Exterior Vertical Enclosures	Exterior Walls	B2010		90.00% Good

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Exterior Vertical Enclosures</b>	Exterior Windows	B2020		90.00% Good
	Exterior Doors and Grilles	B2050		90.00% Good
	Exterior Louvers and Vents	B2070		90.00% Good
<b>Exterior Horizontal Enclosures</b>	Roofing	B3010		90.00% Good
	Roof Appurtenances	B3020	Medium	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Flashing Failure		
	<i>Comments:</i>	Some of the lead flashing's for plumbing vents are starting to fail.		
	Horizontal Openings	B3060		90.00% Good
	Overhead Exterior Enclosures	B3080		90.00% Good
<b>Interior Construction</b>	Interior Partitions	C1010	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Operable wall in the gymnasium is showing its age. Mechanical / electrical overhaul recommended when funding is available, Partitions between classrooms are inoperable and obsolete, consider framing in walls with future capital improvements.		
	Interior Windows	C1020		90.00% Good
	Interior Doors	C1030		90.00% Good
	<i>Comments:</i>			
	Interior Grilles and Gates	C1040		90.00% Good
	Raised Floor Construction	C1060		90.00% Good
	Suspended Ceiling Construction	C1070		90.00% Good
<b>Interior Finishes</b>	Wall Finishes	C2010		90.00% Good
	Interior Fabrications	C2020		90.00% Good
	Flooring	C2030	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
<i>Causes:</i>	Other			

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Interior Finishes</b>	<i>Comments:</i>	Gym Floor replaced Spring 2021 Interior carpeting is frayed and seams are showing through, recommend replacement when funding is available		
	Ceiling Finishes	C2050		90.00% Good
<b>Plumbing</b>	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		90.00% Good
	Building Support Plumbing Systems	D2030		90.00% Good
<b>HVAC</b>	Heating Systems	D3020	Low	90.00% Good
	<i>Comments:</i>	HVAC Systems replaced Summer 2021		
	Cooling Systems	D3030	Low	90.00% Good
	<i>Comments:</i>	HVAC Systems replaced Summer 2021		
	Facility HVAC Distribution Systems	D3050	Low	90.00% Good
<b>Fire Protection</b>	Ventilation	D3060		90.00% Good
	Fire Suppression	D4010		90.00% Good
	Fire Protection Specialties	D4030		90.00% Good
<b>Electrical</b>	Electrical Services and Distribution	D5020		90.00% Good
	General Purpose Electrical Power	D5030		90.00% Good
	Lighting	D5040	Low	90.00% Good
	<i>Comments:</i>	All interior and exterior lighting upgraded to LED summer / fall 2021		
<b>Communications</b>	Data Communications	D6010		90.00% Good
	Voice Communications	D6020		90.00% Good
	Audio-Video Communications	D6030		90.00% Good
	Distributed Communications and Monitoring	D6060		90.00% Good
<b>Electronic Safety and Security</b>	Detection and Alarm	D7050		90.00% Good
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010		90.00% Good
	<i>Comments:</i>	EMS / BAS upgraded Summer / Fall 2021		

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Equipment</b>	Commercial Equipment	E1030		90.00% Good
	<i>Comments:</i>	Reach-In Coolers/Freezers in the kitchen have been replaced.		
	Institutional Equipment	E1040		90.00% Good
	Entertainment and Recreational Equipment	E1070		90.00% Good
	Other Equipment	E1090		90.00% Good
<b>Furnishings</b>	Fixed Furnishings	E2010	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Deterioration		
	<i>Comments:</i>	Exterior walk off mats are failing with age. Replace when funding is available.		
	Movable Furnishings	E2050		90.00% Good



**YELM HIGH SCHOOL - BUILDING 100/200**

Building Details

<b>PROFILE TYPE</b>	High School - Multi-Story
<b>NUMBER OF FLOORS</b>	2
<b>BOARD ACCEPTANCE DATE</b>	5/22/2008
<b>CHARACTERISTICS</b>	Occupied
<b>ANNUAL REVIEW COMPLETED BY</b>	Consultant

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2024-2025	16	81.62	Consultant	3/13/2025
2023-2024	15	83.31	Consultant	2/22/2024
2022-2023	14	Not Reviewed	Incomplete	3/23/2023
2021-2022	13	75.97	District	2/24/2022
2020-2021	12	76.80	Consultant	3/25/2021
2019-2020	11	76.78	District	3/26/2020

The next certified BCA is due: **2031**

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2006	100A-200yy	76,396	76,396	76,396		5/22/2008
<b>Building Totals</b>		<b>76,396</b>	<b>76,396</b>	<b>76,396</b>		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Foundations</b>	Standard Foundation	A1010		90.00% Good
<b>Slabs on Grade</b>	Standard Slabs on Grade	A4010	Low	62.00% Fair
	<i>Deficiencies:</i>	Minor Cracking, Settlement		
	<i>Causes:</i>	Other		



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
**Detailed Condition Assessment by Building**  
 Reporting Year 2024-2025

**YELM**

**81.62%**

**YELM HIGH SCHOOL - BUILDING 100/200**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Slabs on Grade</b>	<i>Comments:</i>	Cracking and settling in the commons floor. No changes from previous assessment.		
	Pits and Bases	A4040		90.00% Good
<b>Water and Gas Mitigation</b>	Building Subdrainage	A6010		90.00% Good
<b>Superstructure</b>	Floor Construction	B1010	Low	62.00% Fair
	<i>Deficiencies:</i>	Cracking		
	<i>Causes:</i>	Shrinkage		
	<i>Comments:</i>	Location: Commons Area Deficiency: Crack in slab transiting through VCT Corrective Actions: Remove VCT, patch & repair.		
	Roof Construction	B1020		90.00% Good
<b>Exterior Vertical Enclosures</b>	Stairs	B1080	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Exterior staircase has minor settling and cracks in the upper concrete landing.		
<b>Exterior Vertical Enclosures</b>	Exterior Walls	B2010	Low	62.00% Fair
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking, Damaged Masonry		
	<i>Causes:</i>	Loose, Cracked, Warped or Broken Boards/Panels		
	<i>Comments:</i>	Minor cracking in mortar of CMU and hardi-board siding. Building exterior scheduled to be caulked and repainted summer 2024.		
<b>Exterior Vertical Enclosures</b>	Exterior Windows	B2020	Low	90.00% Good
	<i>Comments:</i>	Failing windows have been replaced.		



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**YELM**

**81.62%**

**YELM HIGH SCHOOL - BUILDING 100/200**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Exterior Vertical Enclosures</b>	Exterior Doors and Grilles	B2050		90.00% Good
	Exterior Louvers and Vents	B2070		90.00% Good
<b>Exterior Horizontal Enclosures</b>	Roofing	B3010	High	100.00% Excellent
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	New roof, venting, & flashings summer 2023		
	Roof Appurtenances	B3020		100.00% Excellent
	Horizontal Openings	B3060		90.00% Good
	Overhead Exterior Enclosures	B3080		90.00% Good
<b>Interior Construction</b>	Interior Partitions	C1010		90.00% Good
	Interior Windows	C1020		90.00% Good
	Interior Doors	C1030		90.00% Good
	Interior Grilles and Gates	C1040		90.00% Good
	Suspended Ceiling Construction	C1070		90.00% Good
<b>Interior Finishes</b>	Wall Finishes	C2010	Medium	62.00% Fair
	<i>Deficiencies:</i>	Corner Guards, Other, Warped/Delaminating Finishes		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Some wall finishes/wall paper are in need of repair or re-paint due to high volume use.		
	Interior Fabrications	C2020		90.00% Good
Flooring	Flooring	C2030	Low	62.00% Fair
	<i>Deficiencies:</i>	Other, Stains, Discoloration		
	<i>Causes:</i>	Deterioration		



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
 Detailed Condition Assessment by Building  
 Reporting Year 2024-2025

**YELM**

**81.62%**

**YELM HIGH SCHOOL - BUILDING 100/200**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Interior Finishes</b>	<i>Comments:</i>	Typical wear and tear. Carpet has areas of fading and showing its age.		
	Stair Finishes	C2040		90.00% Good
	Ceiling Finishes	C2050		90.00% Good
<b>Conveying</b>	Vertical Conveying Systems	D1010		90.00% Good
<b>Plumbing</b>	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		62.00% Fair
	<i>Deficiencies:</i>	Clogged Drains, Other, Slow Draining		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Pump 1 needs replaced.		
	Building Support Plumbing Systems	D2030		90.00% Good
	General Service Compressed-Air	D2050		90.00% Good
<b>HVAC</b>	Facility Fuel Systems	D3010		90.00% Good
	Heating Systems	D3020	Low	62.00% Fair
	<i>Deficiencies:</i>	Insufficient Heat		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Boilers have reached their useful life and need replaced		
	Cooling Systems	D3030	Low	90.00% Good
	<i>Comments:</i>	HVAC upgrade admin offices summer 2022.		
	Facility HVAC Distribution Systems	D3050	Low	62.00% Fair
<i>Deficiencies:</i>	System Inefficient			
<i>Causes:</i>	Other			



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
**Detailed Condition Assessment by Building**  
 Reporting Year 2024-2025

**YELM**

**81.62%**

**YELM HIGH SCHOOL - BUILDING 100/200**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>HVAC</b>	<i>Comments:</i>	Boilers have reached the end of their useful life and need replaced.		
	Ventilation	D3060		90.00% Good
<b>Fire Protection</b>	Fire Suppression	D4010		90.00% Good
	Fire Protection Specialties	D4030		90.00% Good
<b>Electrical</b>	Electrical Services and Distribution	D5020		90.00% Good
	General Purpose Electrical Power	D5030		90.00% Good
	Lighting	D5040		90.00% Good
<b>Communications</b>	Data Communications	D6010		90.00% Good
	Voice Communications	D6020		90.00% Good
	Audio-Video Communications	D6030		90.00% Good
	Distributed Communications and Monitoring	D6060		90.00% Good
<b>Electronic Safety and Security</b>	Access Control and Intrusion Detection	D7010	Low	100.00% Excellent
	<i>Comments:</i>	Access control system upgraded summer 2021		
	Electronic Surveillance	D7030	Low	100.00% Excellent
	<i>Comments:</i>	New video surveillance system installed summer 2021.		
	Detection and Alarm	D7050		100.00% Excellent
	<i>Comments:</i>	Building security / burglar alarm system upgrade spring 2023		
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010		90.00% Good
<b>Equipment</b>	Vehicle and Pedestrian Equipment	E1010		90.00% Good



School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
**Detailed Condition Assessment by Building**  
 Reporting Year 2024-2025

**YELM**

**81.62%**

**YELM HIGH SCHOOL - BUILDING 100/200**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Equipment</b>	Commercial Equipment	E1030		90.00% Good
	Institutional Equipment	E1040		90.00% Good
	Entertainment and Recreational Equipment	E1070		90.00% Good
	Other Equipment	E1090		90.00% Good
<b>Furnishings</b>	Fixed Furnishings	E2010		90.00% Good
	Movable Furnishings	E2050		90.00% Good



**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

Building Details

<b>PROFILE TYPE</b>	Middle/Junior High School - Single Story
<b>NUMBER OF FLOORS</b>	1
<b>BOARD ACCEPTANCE DATE</b>	1/28/2010
<b>CHARACTERISTICS</b>	Occupied
<b>ANNUAL REVIEW COMPLETED BY</b>	Consultant

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2024-2025	15	83.01	Consultant	3/13/2025
2023-2024	14	83.01	Consultant	2/22/2024
2022-2023	13	Not Reviewed	Incomplete	3/23/2023
2021-2022	12	88.39	District	2/24/2022
2020-2021	11	87.95	Consultant	3/25/2021
2019-2020	10	87.95	District	3/26/2020

The next certified BCA is due: **2031**

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2005	1-25	70,998	70,998	70,998		1/28/2010
<b>Building Totals</b>		<b>70,998</b>	<b>70,998</b>	<b>70,998</b>		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010		90.00% Good
Slabs on Grade	Standard Slabs on Grade	A4010		90.00% Good
	<i>Deficiencies:</i>	Minor Cracking		
	<i>Causes:</i>	Other		



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**YELM**

**83.01%**

**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Slabs on Grade</b>	<i>Comments:</i>	Minor cracking in concrete flat work commons and several classrooms.		
<b>Water and Gas Mitigation</b>	Building Subdrainage	A6010		90.00% Good
<b>Superstructure</b>	Roof Construction	B1020		90.00% Good
<b>Exterior Vertical Enclosures</b>	Exterior Walls	B2010	Medium	62.00% Fair
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking, Damaged Masonry, Other		
	<i>Causes:</i>	Loose, Cracked, Warped or Broken Boards/Panels		
	<i>Comments:</i>	1. Cracks in CMU mortar joints. Schedule reseal of cracks and CMU if funding is available. 2. Hardi-board siding has minor cracking in places. Caulk cracks and joints next time building is painted.		
	Exterior Windows	B2020	Low	90.00% Good
	<i>Comments:</i>			
	Exterior Doors and Grilles	B2050		90.00% Good
	Exterior Louvers and Vents	B2070		90.00% Good
<b>Exterior Horizontal Enclosures</b>	Roofing	B3010	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other, Surface Weathering		
	<i>Comments:</i>	Moss kill needed in some areas. Some roof discoloration, starting to show wear.		
	Roof Appurtenances	B3020		90.00% Good
	Horizontal Openings	B3060		90.00% Good
	Overhead Exterior Enclosures	B3080		90.00% Good
<b>Interior Construction</b>	Interior Partitions	C1010		90.00% Good



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**YELM**

**83.01%**

**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Interior Construction</b>	Interior Windows	C1020		90.00% Good
	Interior Doors	C1030		90.00% Good
	Interior Grilles and Gates	C1040		90.00% Good
	Suspended Ceiling Construction	C1070		90.00% Good
<b>Interior Finishes</b>	Wall Finishes	C2010	Low	62.00% Fair
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking, Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Damaged peeling wall paper/finishes on both operable walls (commons wall and stage wall)		
	Interior Fabrications	C2020		90.00% Good
	Flooring	C2030	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
<i>Causes:</i>	Other			
<i>Comments:</i>	Carpeting is beginning to show its age, fading, discoloration in high traffic areas.			
<b>Plumbing</b>	Ceiling Finishes	C2050		90.00% Good
	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		90.00% Good
	Building Support Plumbing Systems	D2030		90.00% Good
<b>HVAC</b>	Facility Fuel Systems	D3010		90.00% Good
	Heating Systems	D3020		90.00% Good
	<i>Comments:</i>	Location: Mechanical Room Corrective Actions: Replaced both boilers August 2015		



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**YELM**

**83.01%**

**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

**Building Components**

<b>SUB-ASSEMBLY</b>	<b>COMPONENT</b>	<b>COMPONENT CODE</b>	<b>MAINTENANCE PRIORITY</b>	<b>CONDITION RATING</b>
<b>HVAC</b>	Cooling Systems	D3030		90.00% Good
	Facility HVAC Distribution Systems	D3050		90.00% Good
	Ventilation	D3060		90.00% Good
<b>Fire Protection</b>	Fire Suppression	D4010		90.00% Good
	Fire Protection Specialties	D4030		90.00% Good
<b>Electrical</b>	Facility Power Generation	D5010		62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Other		
	<i>Comments:</i>	Status display on generator transfer switch is dark. Generator and generator transfer switch working as designed.		
	Electrical Services and Distribution	D5020		100.00% Excellent
<b>Communications</b>	General Purpose Electrical Power	D5030		100.00% Excellent
	Lighting	D5040		90.00% Good
	Data Communications	D6010		90.00% Good
	Voice Communications	D6020		90.00% Good
	Audio-Video Communications	D6030	Low	100.00% Excellent
<i>Comments:</i>	Commons sound system replaced summer 2021.			
<b>Electronic Safety and Security</b>	Distributed Communications and Monitoring	D6060		90.00% Good
	Access Control and Intrusion Detection	D7010	Low	100.00% Excellent
	<i>Comments:</i>	Access control system upgraded summer 2021		



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**YELM**

**83.01%**

**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Electronic Safety and Security</b>	Electronic Surveillance	D7030	Low	100.00% Excellent
	<i>Comments:</i>	Video surveillance system was upgraded summer 2021.		
	Detection and Alarm	D7050		100.00% Excellent
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Equipment Obsolescence		
	<i>Comments:</i>	Building security alarm system upgrade April 2022.		
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010	Low	62.00% Fair
	<i>Deficiencies:</i>	System Not working to Capacity		
	<i>Causes:</i>	Equipment Obsolescence, Programming Not Kept Up to Date		
	<i>Comments:</i>	Lighting controller not working as designed. Challenges working with BACnet compatibility. Upgrade when funding is available.		
<b>Equipment</b>	Commercial Equipment	E1030	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Age Deterioration, Other		
	<i>Comments:</i>	Food service equipment is showing its age. Repair / Replace as needed and when funding is available.		
	Institutional Equipment	E1040		90.00% Good
Entertainment and Recreational Equipment		E1070		90.00% Good
	<i>Comments:</i>			
	Other Equipment	E1090		90.00% Good
<b>Furnishings</b>	Fixed Furnishings	E2010		90.00% Good



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**YELM**

**83.01%**

**RIDGELINE MIDDLE SCHOOL - MAIN BUILDING**

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Furnishings	Movable Furnishings	E2050		90.00% Good



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**YELM**

**86.63%**

**RIDGELINE MIDDLE SCHOOL - GYMNASIUM**

Building Details

<b>PROFILE TYPE</b>	Gymnasium
<b>NUMBER OF FLOORS</b>	1
<b>BOARD ACCEPTANCE DATE</b>	1/28/2010
<b>CHARACTERISTICS</b>	Occupied
<b>ANNUAL REVIEW COMPLETED BY</b>	Consultant

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2024-2025	15	86.63	Consultant	3/13/2025
2023-2024	14	86.63	Consultant	2/22/2024
2022-2023	13	Not Reviewed	Incomplete	3/23/2023
2021-2022	12	86.96	District	2/24/2022
2020-2021	11	86.75	Consultant	3/25/2021
2019-2020	10	85.58	District	3/26/2020

The next certified BCA is due: **2031**

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2005	26-34	13,988	13,988	13,988		1/28/2010
<b>Building Totals</b>		<b>13,988</b>	<b>13,988</b>	<b>13,988</b>		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010		90.00% Good
Slabs on Grade	Standard Slabs on Grade	A4010		90.00% Good
Water and Gas Mitigation	Building Subdrainage	A6010		90.00% Good
Superstructure	Roof Construction	B1020		90.00% Good



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**YELM**

**86.63%**

**RIDGELINE MIDDLE SCHOOL - GYMNASIUM**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Exterior Vertical Enclosures</b>	Exterior Walls	B2010	Low	62.00% Fair
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking, Damaged Masonry		
	<i>Causes:</i>	Loose, Cracked, Warped or Broken Boards/Panels		
	<i>Comments:</i>	Cracks in CMU mortar. Hardi-board siding cracking in some areas. Buildings are scheduled to be caulked and repainted Summer 2025.		
<b>Exterior Horizontal Enclosures</b>	Exterior Windows	B2020	Low	90.00% Good
	<i>Comments:</i>	Failed windows have been replaced.		
	Exterior Doors and Grilles	B2050		90.00% Good
<b>Interior Construction</b>	Exterior Louvers and Vents	B2070		90.00% Good
	Roofing	B3010	Low	62.00% Fair
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Surface Weathering		
	<i>Comments:</i>	Roofing material is starting to discolor due to aging.		
	Roof Appurtenances	B3020		90.00% Good
	Horizontal Openings	B3060		90.00% Good
<b>Interior Finishes</b>	Overhead Exterior Enclosures	B3080		90.00% Good
	Interior Partitions	C1010		90.00% Good
	Interior Doors	C1030		90.00% Good
	Interior Grilles and Gates	C1040		90.00% Good
<b>Interior Finishes</b>	Wall Finishes	C2010		90.00% Good
	Interior Fabrications	C2020		90.00% Good
	Flooring	C2030		90.00% Good



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**86.63%**

**RIDGELINE MIDDLE SCHOOL - GYMNASIUM**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Interior Finishes</b>	Ceiling Finishes	C2050		90.00% Good
<b>Plumbing</b>	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		90.00% Good
	Building Support Plumbing Systems	D2030		90.00% Good
<b>HVAC</b>	Facility Fuel Systems	D3010		90.00% Good
	Heating Systems	D3020		90.00% Good
	<i>Comments:</i>	Location: Mechanical Room Corrective Actions: Replaced both boilers August 2015		
	Facility HVAC Distribution Systems	D3050		90.00% Good
	Ventilation	D3060		90.00% Good
<b>Fire Protection</b>	Fire Suppression	D4010		90.00% Good
	Fire Protection Specialties	D4030		90.00% Good
<b>Electrical</b>	Facility Power Generation	D5010		90.00% Good
	Electrical Services and Distribution	D5020		90.00% Good
	General Purpose Electrical Power	D5030		90.00% Good
	Lighting	D5040		90.00% Good
<b>Communications</b>	Data Communications	D6010		90.00% Good
	Voice Communications	D6020		90.00% Good
	Audio-Video Communications	D6030		90.00% Good
	Distributed Communications and Monitoring	D6060		90.00% Good



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**YELM**

**86.63%**

**RIDGELINE MIDDLE SCHOOL - GYMNASIUM**

**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Electronic Safety and Security</b>	Access Control and Intrusion Detection	D7010	Low	100.00% Excellent
	<i>Comments:</i>	Access control system upgraded summer 2021.		
	Electronic Surveillance	D7030	Low	100.00% Excellent
	<i>Comments:</i>	Electronic surveillance system replaced/upgraded summer 2021.		
	Detection and Alarm	D7050		100.00% Excellent
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Equipment Obsolescence		
	<i>Comments:</i>	Building security system upgraded April 2022.		
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010	Low	62.00% Fair
	<i>Deficiencies:</i>	System Not working to Capacity		
	<i>Causes:</i>	Equipment Obsolescence, Programming Not Kept Up to Date		
	<i>Comments:</i>	Lighting Controller - Challenges obtaining parts and technical support. BACnet compatibility not user friendly.		
<b>Equipment</b>	Commercial Equipment	E1030	Low	90.00% Good
	<i>Comments:</i>			
	Institutional Equipment	E1040		90.00% Good
	Entertainment and Recreational Equipment	E1070	Low	90.00% Good
	<i>Comments:</i>	Gym sound system upgraded summer 2021.		
<b>Furnishings</b>	Fixed Furnishings	E2010		90.00% Good
	Movable Furnishings	E2050		90.00% Good



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**RIDGELINE MIDDLE SCHOOL - GYMNASIUM**