WELCOME

to

Bethel SCHOOLS

EMPLOYEE HANDBOOK

HUMAN RESOURCES DEPARTMENT
516 176th Street East • Spanaway, WA 98387-8399
253.800.2000 • bethelsd.org

Bethel SCHOOLS

Brian Lowney, Ph.D.
Interim Superintendent
David Hammond, Ed.D.
Deputy Superintendent

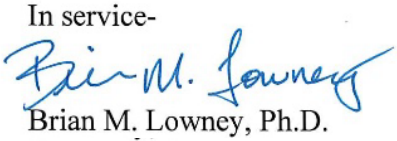
Message from the Interim Superintendent:

On behalf of the entire school district, I am thrilled to welcome you to Bethel School District! Whether you're joining us as a teacher, administrator, support staff, or in any other role, we are excited to have you as part of our team. Your dedication, skills, and passion for education will make a profound impact on the lives of the students we serve.

As a new member of our team, you are now an essential part of a community that strives to make a positive difference every day. Whether you are supporting classroom instruction, ensuring a safe and welcoming school environment, or providing the necessary resources to our educators, your contributions will help shape the future of our students.

As you join our Bethel team, please know that we understand that starting a new role can feel both exciting and challenging, and we are here to support you every step of the way. We are so excited to be working alongside you in service to our students and families!

In service-



Brian M. Lowney, Ph.D.
Superintendent

Introduction

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

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

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

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

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

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Section 1 Bethel's Mission Statement

Goals for the 21st Century

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

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

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

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

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

Please visit our webpage www.bethelsd.org or click the following links for more information.

Link to About Us

Link to Strategic Plan

Section 2 Board of Directors

Board of Directors

President Terrance Mayers, Sr., Director District 4 | Tmayers@bethelsd.org
Elected Apr. 2021, term expires Nov. 2027
Years elected: 2021, 2023
253.384.6081

Education: Associates of Applied Science from Renton Technical College
Occupation: King County Project Manager

Vice - President Marcus Young, Sr., Director District 1 | myoung@bethelsd.org
Appointed May. 2018, term expires Nov. 2025
Years appointed: 2018
Years elected: 2019, 2021
253.439.7174

Education: Doctorate of Divinity from St. Thomas Christian University; Associate of Theology, A.L. Hardy Academy of Theology
Occupation: Self Employed

Roseanna Camacho, Director District 3 | rcamacho@bethelsd.org
Appointed June 2018, term expires Nov. 2025
Year appointed: 2018, 2021
253.495.0096

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

Erasmo Ruiz, Director District 2 | eruisgonza@bethelsd.org
Elected Nov. 2023, term expires Nov. 2027
Years elected: 2023
253.384.6063 (Hablo Español!)

Education: Master of Science in Education, Bachelor of Arts in Criminoly & Criminal Justice
Occupation: Non-Profit

Teresa Casio, Director District 3 | tcosio@bethelsd.org
Appointed Nov. 2023, term expires Nov. 2027
Year appointed: 2023
253.389.8872

Education: Bethel High School, Spanaway, WA
Occupation: Bookkeeper

Section 3 General District Information

Orientation Contact Information

BEA Union		
• Janet Caldwell, President	jcaldwell@washingtonea.org	(253) 227-6025
Certificated Professional Development		
• Roslyn James, Secretary (Secondary)	prodev_sec@bethelsd.org	(253) 800-2050
• Carrie Blair, Secretary (Elementary)	prodev_elem@bethelsd.org	(253) 800-2060
Labor & Industries Workers' Compensation		
• Kathy Kemp, Manager	kkemp@bethelsd.org	(253) 800-2043
Human Resources		
• Human Resources Department	hr@bethelsd.org	(253) 800-2000 Option 8
Human Resource Team - Certificated		
• Staci Maine, Manger	smaine@bethelsd.org	(253) 800-2036
• Ann Bankhead, Specialist	abankhead@bethelsd.org	(253) 800-2037
• Sheila Oliver, Specialist	sholiver@bethelsd.org	(253) 800-2038
Human Resource Team – Classified		
• Sandy Weymouth, Manager	sweymouth@bethelsd.org	(253) 800-2039
• Amy Tate, Specialist	amtate@bethelsd.org	(253) 800-2040
• Shannon Hunter, Specialist	shunter@bethelsd.org	(253) 800-2045
Payroll/Benefits		
• Payroll Department	payroll_benefits@bethelsd.org	(253) 800-2000 Option 7
Payroll Team		
• Beverly Dolman, Manager	bdolman@bethelsd.org	(253) 800-2231
• Daniel Stallard, Coordinator	dstallard@bethelsd.org	(253) 800-2233
• Erin DePriest, Retirement Coord.	edepriest@bethelsd.org	(253) 800-2232
• Paula Thacker, Benefits Coordinator	pthacker@bethelsd.org	(253) 800-2239
PSE Union		
• Jennifer Hansen, President	jkhansen@bethelsd.org	(253) 580-7995
Substitute Team		
• Kelly Woyak, Coordinator	kwoyak@bethelsd.org	(253) 800-2041
• Payton Mayr, Specialist	pmayr@bethelsd.org	(253) 800-2042
Technology		
• Help Line		(253) 800-6767
• Emergency Line		(253) 683-6969

District Web Link to Addresses

District Map 2025-2026

Numbers refer to school locations (see map).

ELEMENTARY SCHOOLS

1. Camas Prairie
320 176th St. E., Spanaway 98387
253.800.7400
Baylee Hart, Principal

2. Centennial
24353 Mathias Rd. E., Graham 98338
253.800.7700
Angela Howard, Principal

3. Clover Creek
16715 36th Ave. E., Tacoma 98446
253.800.7800
McKenzie Walsh, Principal

4. Elk Plain
22015 22nd Ave. E., Spanaway 98387
253.800.7900
Ashley Swindahl, Principal

5. Evergreen
1311 172nd St. E., Spanaway 98387
253.800.8200
Lisa Whitmire, Principal

6. Expedition
18717 108th Ave. Ct. E., Puyallup 98374
253.800.2400
Sara Olson, Principal

7. Frederickson
17218 74th Ave. E., Puyallup 98375
253.800.6300
Marie Poch, Principal

8. Graham
10026 204th St. E., Graham 98338
253.800.8500
Jamie Burnett, Principal

9. Kapowsin
10412 264th St. E., Graham 98338
253.800.8600
Jennifer Vasilez, Principal

10. Katherine G. Johnson
16720 Waller Rd. E., Tacoma 98446
253.800.3000
Katie Schlesinger, Principal

11. Naches Trail
15505 Waller Rd. E., Tacoma 98446
253.800.8700
Sophie Brannon, Principal

12. Nelson
22109 108th Ave. E., Graham 98338
253.800.6400
Tami Nelson, Principal

13. North Star
7719 224th St. E., Graham 98338
253.800.8800
Stephen Rushing, Principal

14. Pioneer Valley
7315 Eustis Hunt Rd., Spanaway 98387
253.800.8900
Christoph Green, Principal

15. Rocky Ridge
6514 260th St. E., Graham 98338
253.800.5000
Renae Beatty, Principal

16. Roy
340 Peterson St. S., Roy 98580
253.800.5100
Denise Watson, Principal

17. Shining Mountain
21615 38th Ave. E., Spanaway 98387
253.800.5200
Julia Butela, Principal

18. Spanaway
412 165th St. S., Spanaway 98387
253.800.5300
Bryan Forsberg, Principal

19. Thompson
303 159th St. E., Tacoma 98445
253.800.5800
Arturo Gonzalez, Principal

MIDDLE SCHOOLS

20. Bethel
22001 38th Ave. E., Spanaway 98387
253.800.7200
Stephanie Lewis, Principal

21. Cedarcrest
19120 13th Ave. Ct. E., Spanaway 98387
253.800.7500
Hans Nelson, Principal

22. Cougar Mountain
5108 260th St. E., Graham 98338
253.800.8000
Brittany Corpuz, Principal

23. Frontier
22110 108th Ave. E., Graham 98338
253.800.8300
Chari Wright, Principal

24. Liberty
7319 Eustis Hunt Rd. E., Spanaway 98387
253.800.6500
Seth Humphrey, Principal

25. Spanaway
15701 B St. E., Tacoma 98445
253.800.5400
Sarah Sunday, Principal

HIGH SCHOOLS

26. Bethel Acceleration Academy
16218 Pacific Ave. S., Spanaway 98387
253.267.1045
Kevin Torres, Executive Director

27. Bethel
22215 38th Ave. E., Spanaway 98387
253.800.7000
Christy Rodriguez, Principal

28. Challenger
18117 A St. S., Spanaway 98387
253.800.6800
Bethany Aoki, Principal

29. Graham-Kapowsin
22100 108th Ave. E., Graham 98338
253.800.6100
Kevin Zamira, Principal

30. Spanaway Lake
1305 168th St. E., Spanaway 98387
253.800.5600
Susie Askew, Principal

31. Pierce County Skills Center
16117 Canyon Road, Puyallup 98375
253.800.4800
Scott Martin, Director

32. Transitions Lab
220 175th St. S., Spanaway 98387
253.800.2330

DISTRICT SERVICES

33. Bethel Hope Early Learning Center
214 167th St. S., Spanaway 98387
253.800.4100

34. Educational Service Center: Administration, Special Services
516 176th St. E., Spanaway 98387
253.800.2000

35. Bethel Support Annex: Information Service Center, Operations, Print Shop, Warehouse
5410 184th St. E., Bldg. C, Puyallup 98375
253.800.6767 *(Technology)*
253.800.6763 *(Print Shop)*

36. Maintenance
4015 224th St. E., Spanaway 98387
253.800.4410

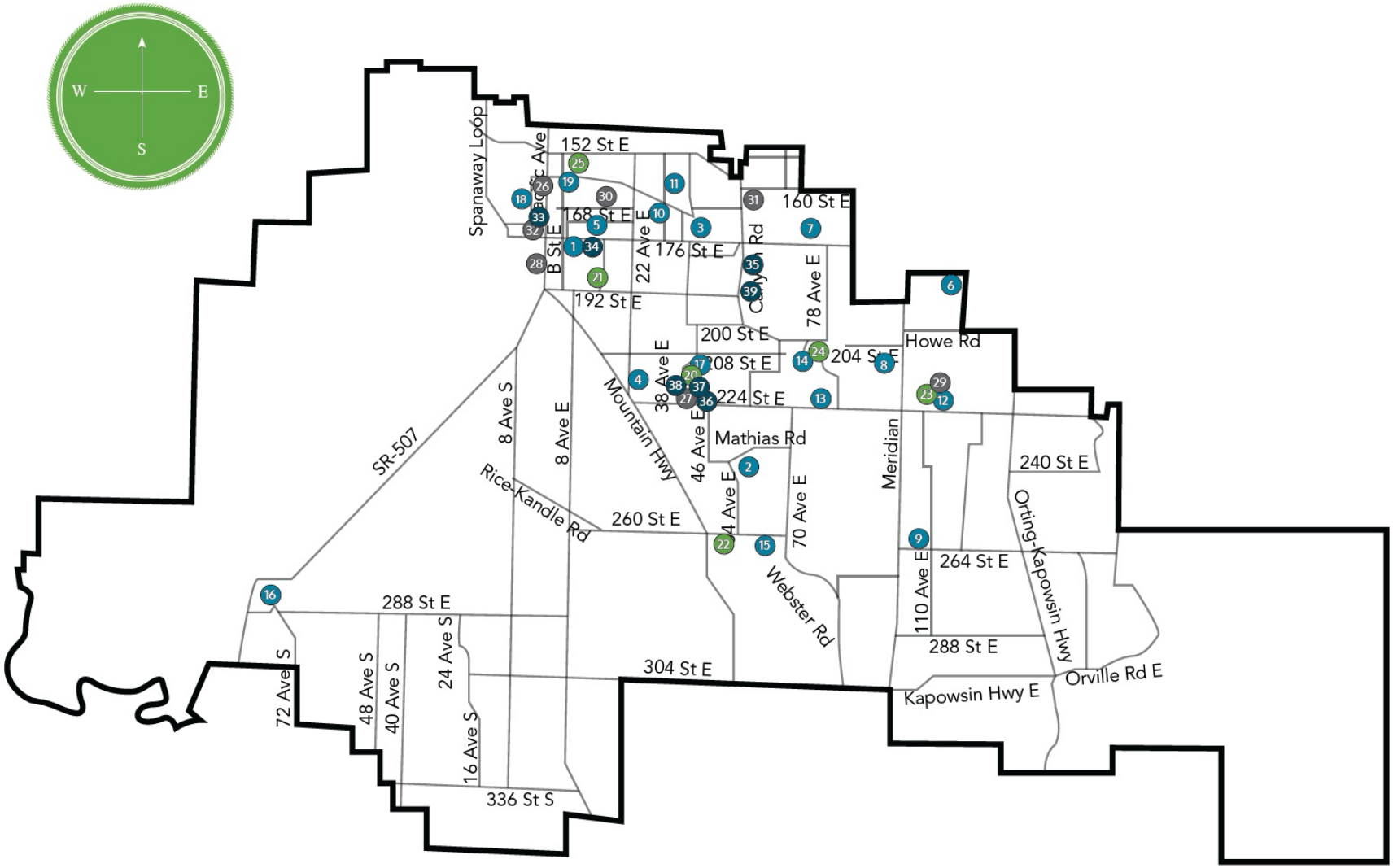
37. Art Crate Field/Stadium
22215 38th Ave. E., Spanaway 98387
253.800.7000

***38.* Thomas G. Seigel Learning Center**
21818 38th Ave. E., Spanaway 98387
253.800.4301

***39.* Central Kitchen and Transportation Center**
5625 192nd St. E., Puyallup 98375
253.800.3910 *(Kitchen)*
253.800.5900 *(Transportation)*

District Map 2025-2026

Map numbers refer to school locations (see list).



Library Media Center

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

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

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

Printing & Graphics Services

Bethel Schools Printing & Graphics Department is a full service print shop, serving our schools, departments, administrative offices, as well as ASB and school related clubs and parent teacher organizations. (No personal orders, sorry)

We have high speed, black and white production printers, full color digital presses, digital envelope printing, posters, banners and multiple bindery options.

All print orders are placed through our online ordering portal: Print Shop Pro WebDesk. (www.bethelsd.webdeskprint.com)

The print shop is located in the Bethel Support Annex at 5410 184th St E, Tacoma, WA 98375. Contact them at 253-683-6900 or email bethelprintshop@bethelsd.org. Hours are 8:00AM to 4:30PM.

Bethel Schools' Programs and Departments

Visit www.bethelsd.org for a complete list of programs and departments.

B.E.S.T. Dollars for Scholars

B.E.S.T. Dollars for Scholars
PO Box 742
Graham WA 98338

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

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

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

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

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

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

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

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

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

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

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

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

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

_____ _____

Print Name Contact Number

_____ _____ _____ _____

Address City State Zip Code

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

Please send acknowledgment to:

_____

Print Name

_____ _____ _____ _____

Address City State Zip Code

PLEASE JOIN US – "A Day's Pay for a Lifetime of Opportunity"

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

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

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

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

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

COUNT ME IN!

Payroll Deduction Guide

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

I PLEDGE…

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

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

_____ _____

Signature Date

_____ _____

Print Name Home Address

_____ _____

Work Location Work Ext. City Zip Code

SECTION 4 ABOUT YOUR JOB

Negotiated Agreements

As a new employee, you may choose to be represented by a bargaining unit. Whether you choose to be represented or not, your work activities are subject to a collective bargaining agreement (CBA) between the district and your employee organization. CBA's are available on the district website at www.bethelsd.org under Departments > Human Resources > CBAs, MOUs, Wages & Benefits. Your CBA is an extremely important document; it should be read carefully.

Salary Placement

Classified

Placement on the appropriate salary schedule is based on your position, education and prior Washington State school district experience. Your appropriate salary schedule placement and information regarding compensation is located in your negotiated agreement or can be obtained from Human Resources or on the district website at www.bethelsd.org under Departments > Human Resources > CBAs, MOUs, Wages & Benefits.

Certificated

Salary placement is based on years of certificated experience and education. Please refer to Article 25 of your negotiated agreement regarding salaries, stipends, and supplemental contracts. Salary schedules are available on the district website at www.bethelsd.org under Departments > Human Resources > CBAs, MOUs, Wages & Benefits.

Probation

Classified

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

Certificated

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

Job Performance Evaluations

Your supervisor will evaluate you in accordance with the procedures and criteria in your negotiated agreement. The purpose of this evaluation is to promote improved instruction, professional growth, and effective job-specific practices. Refer to your bargaining agreement for appropriate evaluation forms.

Subbing in Addition to Contract

Classified

If your assignment is less than 4.0 hours per day you can substitute in addition to your position. You must be on the substitute list (Instructional Paraeducator, Non-Instructional Paraeducator, and Office Clerk) in order to do so and substitute assignments may not conflict with your regular hours.

Apply online as an internal applicant. Your current supervisor must complete a digital reference survey to be considered.

https://www.applitrack.com/bethelsd/onlineapp

Certificated

If your assignment is .5 FTE (or less) you can substitute teach in addition to your contracted position. You must be on the substitute list in order to do so and substitute assignments may not conflict with your contracted hours.

Apply online as an internal applicant. Your current supervisor must complete a digital reference survey to be considered.

https://www.applitrack.com/bethelsd/onlineapp

Section 5 Professional Growth

Staff Development

Certificated

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

Section 6 When You Can't Go to Work

Attendance

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

Substitutes

Ask your supervisor if a substitute is required for your position if you are absent or late. Teachers, teacher assistants (paraeducators), campus safety, and secretary/clerks personnel may request a substitute using Red Rover Absence Management system. Other personnel would consult their supervisor for guidance.

For help on how to navigate the substitute system, you can view information on the district website www.bethelsd.org > Staff > Staff Intranet > Leave & Time Off > Red Rover Absence Management.

Snow and Inclement Weather

Occasionally it is necessary to alter the district's operating schedule due to snow and/or inclement weather. The local radio and television stations are your source of information when this occurs. In addition, you can view general information on the district website www.bethelsd.org > Resources > Emergency Info.

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

All Certificated

When school is closed due to inclement weather, certificated staff are not to report to work. Staff will make up the day with the students on the designated make-up day(s). For more information regarding delays or early closures, please refer to CBA Article 49, Section 10**.**

Classified & Non-Represented

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

Other

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

Leave of Absence Request/Notification

Instructions

For serious health conditions for yourself or a family member, planned surgeries or anticipated disablements which will necessitate intermittent or full-time leave, the affected employee shall notify his/her supervisor and complete a Leave of Absence Request Form a reasonable time before the leave is required to notify the district of his/her intent to take such leave. Documentation from the attending physician is required. If eligible under Family Medical Leave Act, FMLA medical certification forms will be provided by Human Resources Leave Manager upon request.

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

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

Sick Leave

Classified

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

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

A verification of an employee's illness or injury must be certified by a recognized medical authority in the event of an absence of five (5) or more consecutive work days, if such verification is requested by the administrator or the Human Resource Department.

Certificated

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

A verification of an employee's illness or injury must be certified to by a physician in the event of an absence of more than five (5) consecutive days if such verification is requested by the building administrator. See CBA Article 31.

Personal Leave

Classified

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

Certificated

Three (3) paid personal days to attend to personal matters which cannot be dealt with outside of the workday shall be granted at the discretion of the employee, provided that this leave may not

be used for Association business or to extend holidays or vacations. Personal leave may not be taken during the last ten (10) school days of the school year. See CBA Article 36.

Other Leave(s)

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

Forms

District forms can be found on our staff intranet, you will need to log in using your MyBethel credentials. www.bethelsd.org > Staff > Staff Intranet > Leave & Time Off

Section 7 On the Job Injury

On-the-Job Injuries and Illnesses

Bethel Schools is self-insured through the Puget Sound Workers Compensation Trust (PSWCT). If you are injured on the job or involved in a near miss incident, it is your responsibility to inform your supervisor immediately and complete an accident/incident report for the PSWCT. If medical treatment is needed a claim will be opened for you through this report.

To report a worksite accident or injury click the link below:

Accident/Injury/Claim Reporting

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

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

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

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

Additional information about on the job injuries, to include incident reporting, claim opening and return to work opportunities are located on our website at:

https://staff.bethelsd.org/human-resources/work-injuries

General Safety Rules

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

- Use common sense in performing duties.
- Report any work injury or illness to a supervisor.
- Report unsafe conditions to a supervisor or safety committee member.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
- Keep the work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.

- Properly store all sharp objects when not in use.
- Open and close doors cautiously, and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded form bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.

Safety Bulletin Board

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

Improper Health and Safety Practices

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

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

Section 8 How You Get Paid

Payroll

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

Classified

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

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

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

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

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

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

Certificated

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

Official transcripts must be received in Human Resources by October 1 or sixty (60) days from hire to be applied on the salary schedule for the current year. Any official transcripts received after October 1 will not be recognized until the following school year.

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

- Base
- Enrichment
- State Professional Learning Days
- Extra-curricular activities, if applicable

The Base and Enrichment pay will be divided over 12 months (September through August), so that your pay and benefits remain constant throughout the summer months.

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

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

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

Union Dues

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

Social Security (FICA)

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

Retirement

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

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

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

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

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

Section 9 Insurance

Insurance via School Employee Benefit Board (SEBB)
Benefits include medical, dental, vision, employer paid life insurance, and employer paid long term disability

- SEBB benefit eligibility is evaluated based on rules and policies defined by WAC 182-31-040. Once deemed eligible, employees must enroll in benefits within 31 days from an employee's eligibility date. Failure to do so will result in defaulting into plans that the Health Care Authority has designated with no further change until the next open enrollment or qualifying event. Annual Open enrollment is scheduled in late fall for a benefit change as of January 1 of the following year. Outside of open enrollment, changes can only be made if a "Qualifying Event" has occurred, as defined in section 125 of the Internal Revenue Code. For additional information please contact Bethel's Employee Benefits Coordinator in the Payroll and Benefits Department.
- Eligible dependents as defined by WAC 182-31-140, can be enrolled in benefits under a SEBB subscriber. All dependents must be verified via acceptable documentation as defined by the Health Care Authority.

Supplemental insurances available through SEBB

- Employees may apply for or increase self-life insurance or apply for life insurance for dependents.
- Employees may maintain auto enrollment in employee paid long term disability at 60%, decrease to 50% or decline
- Employees may enroll in flexible spending arrangements offered to include Flexible Spending Account (FSA), Limited Purpose FSA, or Dependent Care and Assistance Program (DCAP)

SEBB Continuation Coverage (COBRA)

If you or your dependents become ineligible for coverage under SEBB, you may be eligible to enroll in coverage under the SEBB Continuation Coverage. If you choose to do so, you would enroll directly through the Health Care Authority.

Voluntary benefits

- Available through a third-party administrator.
- Some benefits are allowed to be payroll deducted; others would be set up on a personal enrollment basis.
- Enrollment opportunities are offered to benefit eligible positions upon hire and again during open enrollment.

Family Medical Leave

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

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

Employee Assistance Program (EAP)

In today's world, individuals can face a wide range of concerns, including alcohol and drug abuse, stress, parenting issues, caring for an elderly parent, or financial worries, to name a few. When these problems become too big, they can interfere not only with an individual's quality of life, but also with the ability to carry out job responsibilities.

- EAP is offered to employees and their family members as a free service. Visit the link listed on the Payroll & Benefits webpage through the Bethel website after signing on as staff.
- Or call 877-313-4455
- Organization code is "BSD403"

Section 10 Definition of Terms

AYP: Annual Yearly Progress

BEA: Bethel Education Association. Certificated Educator's bargaining unit.

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

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

CBA: Collective Bargaining Agreement

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

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

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

CTE: Career and Technical Education

EAP: Employee Assistance Program

ESD: Educational Service District

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

ESSA: Every Student Succeeds Act

EOY: End of year

FMLA: Family Medical Leave Act

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

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

Supervision Assistant: Providing student supervision in areas such as playground, crossing hazardous streets and intersections, library and clerical assistance.

LOA: Leave of Absence

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

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

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

OSPI: Office of Superintendent of Public Instruction

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

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

PESB: Professional Educator Standards Board

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

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

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

RCW: Revised Code of Washington

SEBB: School Employee Benefit Board

SEIU: Service Employees International Union

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

SY: School year

TRI: Time Responsibility Incentive (Certificated)

TSR: Technology Service Request

WAC: Washington Administrative Code

WEA: Washington Education Association

WIAA: Washington Interscholastic Activities Association

Section 11 Policies and Procedures

Policy/Procedure Index Page

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3205	Sexual Harassment Related to Students (policy and complaint procedures)
3249	Possession of Weapons by Students
4020	Confidential Communications
5005	Employment and Volunteer Disclosures, Certification Requirements, Assurances, and Approval
5009	Employee Ethics
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5013	Slurs, a Form of Discrimination
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5253	Maintaining Professional Staff/Student Boundaries (policy and complaint procedure)
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5011	Sexual Harassment (policy and complaint procedures)
6802	Use of Supplies and Equipment (home use of district equipment)

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

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

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

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

Section	**3000**
Title	**SEXUAL HARASSMENT RELATED TO STUDENTS**
Code	**3205**
Status	**Active**
Adopted	**March 22, 1994**
Last Revised	**January 14, 2020**

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

DEFINITIONS

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

the telephone to harass, following, stalking or any other conduct that creates a hostile environment for staff.

c. A substantiated charge against a student for harassing a district employee shall subject the student to disciplinary actions which may include, but are not limited to, verbal warnings, suspension, expulsion and could result in the filing of criminal charges against the student by the employee.

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

STAFF RESPONSIBILITIES

School district employees and agents are responsible for reporting alleged violations of this policy in accordance with procedures to be issued by the superintendent. Any district employee or student who believes that he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of her/his complaint. In all phases of the complaint resolution process, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with the district's responsibility to investigate and address such complaints.

District/school staff, including employees, contractors, and agents shall 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.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against an individual who either orally reports or files a written complaint regarding sexual harassment or who participates in or cooperates with an investigation is prohibited. Persons who knowingly make a false accusation will be in violation of this policy.

IMPLEMENTATION

The superintendent is responsible for implementing this policy. Implementation activities will include, but not be limited to:

- Education of all staff and students about this policy and associated federal and state laws prohibiting sexual harassment.
- Publication and dissemination of information to all district employees and students that will inform them of what sexual harassment is, what the individual can do, and where to go for help.
- Development of mandatory training seminars and in-service programs for all teachers, support staff, principals, and administrators to ensure the appropriate implementation of this policy. These training programs shall be designed to inform district employees of their duties, responsibilities, and potential liabilities when dealing with incidents involving sexual harassment; and provide clear guidelines and assistance for handling appropriately all incidents of sexual harassment in the district.

Education of all students about matters related to sexual harassment in order to develop behaviors and attitudes that mitigate inappropriate sexual overtures and pressures in school, work, and social settings. K-12 curricular modifications that integrate age-appropriate activities and skill building to help students understand and overcome sexual harassment problems shall be introduced as soon as possible.

COVERAGE

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

Legal
RCW 28A.640.010
RCW 28A.640.040

Section	**3000 Students**
Title	**SEXUAL HARASSMENT RELATED TO STUDENTS**
Code	**3205PR**
Status	**Active**
Last Revised	**January 14, 2020**
Last Reviewed	**October 13, 2020**

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 school 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.

Title IX Coordinator, Investigator, and Decision-maker

The district will designate and authorize one employee to act as "Title IX Coordinator" 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 or designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator 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, 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, and must 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 and informal resolution process;
- How to serve impartially;
- Their responsibilities chapter WAC 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 fair**ly** summarizes relevant evidence.

District decision-makers must also receive training on any technology to be used during hearings if the district provides for a hearing, and 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 is 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 is offered to prove consent..

Any training materials used to train Title IX Coordinators, 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. The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district's website.

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, 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 516 176th St E, Spanaway, WA 98387.

Responding to Notice of Sexual Harassment

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 informal and formal reports made to any staff member.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator. In addition, in the event of an alleged sexual assault, the school principal will immediately inform law enforcement and 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 will promptly contact the complainant to discuss the availability of supportive measures, 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. 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.

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.

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

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 or instances of retaliation, 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.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or 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 individual alleged to have engaged in sexually harassing conduct.

Confidentiality

- 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 following for evaluation:

- Executive Director of Human Resources for adults; and/or
- Director of Achievement and Equity for students.

- The respective title above 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

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 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

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized.

Filing of Complaint

- 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 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 complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a 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 WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Determining Whether to Incorporate Additional Title IX Complaint Procedures

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, as well as the following 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 school 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 to meet the criteria for a Title IX complaint, the district will conduct the investigation implementing the additional Title IX procedures. **Skip to *Standard Complaint Process with Additional Title IX Requirements.***

If the formal complaint is determined not to meet the criteria for a Title IX complaint, the district will conduct the investigation without implementing the additional Title IX procedures. **Continue to *Standard Complaint Process.***

STANDARD COMPLAINT PROCESS

Acknowledging a Complaint - *Standard Complaint Process*

- Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure in a language the complainant can understand.

Investigating a Formal Complaint - *Standard Complaint Process*

- 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 school 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.

Mediation - *Standard Complaint Process*

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, 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:

1) Be an employee of any school 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 2) 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.

Superintendent's Response to a Formal Complaint - *Standard Complaint Process*

- The superintendent or their designee will respond in writing to the complainant and the respondent 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 the office of the superintendent of public instruction.
- The response of the superintendent or designee 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 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; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the

complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

- The superintendent's or designee's response will be provided in a language 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 discriminatory harassment by a named respondent or respondent(s), the coordinator will provide the respondent(s) with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's 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 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 or instances of retaliation, 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.

Resume "*Standard Complaint Process*" at *Level Two - Appeal to Board of Directors*.

STANDARD COMPLAINT PROCESS WITH ADDITIONAL TITLE IX REQUIREMENTS

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

Acknowledging a Formal Title IX Complaint

The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires 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 will offer supportive measures to both parties.

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 school's discrimination complaint procedure in a language the parties can understand.
- Notice of the allegations of sexual harassment with sufficient time for the parties to prepare a response before any initial interview and with sufficient detail. 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.

Investigation of 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 proved, 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* Standard Complaint Process).

The district adopts preponderance of the evidence/clear and convincing evidence as the standard or proof it will use in reaching decisions regarding complaints.

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;
- Prior to the completion of an investigative report, 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, 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.

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 school district from removing a student from school on an emergency basis consistent with Policy and Procedure 3241-Student Discipline and the associated student discipline regulations for emergency expulsion.

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 does not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district, the district provide reasonably prompt time frames for the informal resolution process; and the district provides the parties with written notice disclosing the allegations, the requirements for the informal resolution process, and the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations.

A party has the 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. 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 information resolution process unless a formal complaint is filed.

Superintendent's Response to a Formal Title IX Complaint

At the conclusion of the investigation, the decision-maker (superintendent or designee) 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 superintendent's written determination 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; and
- 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; and
- Notice of the parties' right to appeal to the school board and the necessary filing information.

The superintendent's or designee's response will be provided in a language 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.

At the time the district responds to the parties, the district must send a copy of the response to the office of the superintendent of public instruction.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's 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. **Continue "State Complaint Process with Additional Title IX Requirements" at *Level Two - Appeal to Board of Directors*.**

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If the complainant or respondent(s) with the superintendent's or designee's written decision, the disagreeing party may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- If the complaint involves a named respondent, the District will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.
- The district will ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- The district will ensure that the decision-maker for the appeal has received the training required for decision-makers as required by this procedure.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.

- Both parties will be allowed a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the initial determination.

Board Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The written 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 appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.
- The decision will be provided in a language that the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction 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.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site 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 board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC 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.

Level Four - Administrative Hearing, State Requirement

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

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

Investigation Recordkeeping

The district will retain records of all sexual harassment investigations until

- subject of allegation(s) reaches age 80; or
- If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of most recent accusation & completion of investigation/decision not to investigate or 30 years after date of separation from employment, whichever is earlier.

Records of sexual harassment investigations will be destroyed after the above retention timelines have been met.

The district will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

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, of 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 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;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

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

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

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

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

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

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

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

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

See Also: BSD Policy 6608, 3241

Legal RCW 9.41.070, 250, 280
RCW 28A.600.420

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

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

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

encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Legal RCW 26.44.030

Section	5000
Title	BACKGROUND CHECK PROCESS FOR DISTRICT EMPLOYMENT, DISTRICT VOLUNTEERS, AND EMPLOYEES OF CONTRACTORS
Code	5005
Status	Active
Adopted	March 8, 1994
Last Reviewed	December 12, 2017
Last Revised	October 22, 2019

Federal Immigration Law Compliance for Staff

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

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

Prior Acts of Sexual Misconduct

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

Disclosures for Staff and Volunteers

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

1. Convicted of any crimes against children as defined in RCW 28A.400.322;

2. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
5. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

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

Staff Background Check

Prospective staff members will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington State Criminal Identification Fingerprint card.

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

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

Record Check Database Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's (SPI) record check database. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Volunteer Background Check

Prospective volunteers shall also be advised that they will be subjected to a name, birth date, and social security number background check through an accredited background screening agency, under RCW 43.43.830. Provided, if convictions are shown on the background check, the superintendent or designee is directed to consult with legal counsel regarding the ramifications of those convictions. Individuals will not be allowed to volunteer until the background check process has been completed by the district.

Employees of Contractors Background Check

Pursuant to RCW 28A.400.303, the employees of contractors who provide services to the district will be subject to background checks following the same processes described in this policy for employees of the district.

Certification Requirements

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

Classified Staff

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

Board Approval

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

Revised October 22, 2019
Revised October 8, 2019
Revised December 12, 2017
Revised August 9, 2016
Revised December 12, 2006
Revised November 16, 2004
Revised May 11, 2004
Revised June 10, 2003

Legal RCW 13.34
RCW 28A
RCW 9.96A.020
RCW 43.43.830-40
RCW 50.44.050, 053
Chapter 162-12 WAC
WAC 180-16-220
Chapter 181-79A WAC
WAC 181-82-105, 100, 110
Chapter 181-85 WAC
WAC 392-300-050, 055, 060
WAC 446-20-280

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

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

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

Legal WAC 180-87-050 to 095

Section	**5010**
Title	**NONDISCRIMINATION AND AFFIRMATIVE ACTION**
Code	**5010**
Status	**Active**
Adopted	**November 13, 1979**
Last Revised	**September 24, 2019**

Nondiscrimination
The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

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

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations.

Employment of Persons With Disabilities

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

1. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination, and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
3. The district will not use of any employment test or criteria that screens out persons with disabilities unless the test or criteria is clearly and specifically job-related, nor alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
5. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

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

Legal 45 CFR 84 Sec 504
38 USC §§ 2021-2024
8 USC 1324a and 1324B
29 USC 706
42 USC 12101-12213

RCW 49.60.040 (15)
42 USC 2000c-2000c-9; 2000h-2000h-6
WAC 392-200-015
Chapter 73.16 RCW
RCW 49.60.030, 180, 400
RCW 28A.400.310; 28A.640.020

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

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

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

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

Legal WAC 180-40-215
RCW 49.60

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

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

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

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

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

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

conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.
As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than five days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

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

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

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

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

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

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

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

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

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

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

Section	**5000**
Title	**MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES**
Code	**5253**
Status	**Active**
Adopted	**December 11, 2012**
Last Revised	**October 8, 2019**

Purpose
This policy provides all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers.

General Standards
The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district.

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall proactively discuss these circumstances with their building administrator or supervisor.

Use of Technology
The board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. This prohibition includes prohibiting staff from "friending" and/or "following" students on social media.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

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

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

Section	**5000**
Title	**MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES PROCEDURE**
Code	**5253PR**
Status	**Active**
Last Revised	**September 24, 2019**

Many educators or volunteers who cross the line of professional boundaries may not consciously begin with predatory motivation in mind. Instead, they allow themselves to develop a special relationship with a student that results in situations where their professionalism is compromised. Sometimes, this leads to sexual misconduct. All of this can be prevented by maintaining professional boundaries with students.

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

Educators, volunteers, students, parents, and other concerned adults are the key to stopping unprofessional conduct against students. Hence, the following information will help you to help protect students, your school, and the profession.

Boundary Invasion

A boundary invasion is an act, omission, or pattern of behavior by a school employee or volunteer that does not have a bone fide health, safety, or educational purpose for the student; and results in abuse or likely abuse of the staff/student professional relationship.

Inappropriate Conduct

Staff members or volunteers shall not engage in boundary invasions of students, which include, but are not limited to, the following:

1. Any type of inappropriate physical or sexual contact with a student or any other conduct that violates board policy regarding student welfare, the educational environment, or conduct toward current or former students. Inappropriate

physical conduct includes hugging, kissing, or being 'overly touchy' with students without any legitimate educational or professional purpose;

2. Showing intimate or unduly revealing photos to a student or asking a student to provide intimate or unduly revealing photos; taking inappropriate photographs of a student, or taking an inordinate number of photographs of a student;
3. Any kind of flirtatious or sexual communications with a student;
4. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship. This includes, but is not limited to, favoring one or more students with special privileges, allowing them to remain in the classroom during non-class times, unilaterally removing a student from another class or activity, or engaging in 'peer like' behavior with one or more students;
5. Providing or socializing where students are consuming alcohol, drugs, or tobacco, and/or failing to report their use of these substances;
6. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
7. Sending students on personal errands unrelated to any educational purpose;
8. Banter, allusions, jokes or innuendos of a sexual nature with students;
9. Favorably commenting on a student's appearance if it is unduly revealing or if the comments have no educational value;
10. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
11. Addressing students or permitting students to address staff members or volunteers with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
12. Maintaining personal contact (including 'friending' or 'following') a student on any social networking application or device;
13. Sending phone, email, instant messenger, or other forms of written or electronic communication to students when the communication is unrelated to school work or other legitimate school business. If staff members have educational or legitimate school business to conduct, they shall include the student's

parent/guardian and an administrator. Staff members should use school email addresses and phone numbers and the parent/guardian's phone numbers for communications with students, except in an emergency situation;

14. Exchanging or providing personal gifts, cards, or letters with an individual student; socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
15. Giving a student a ride alone in a vehicle in a non-emergency situation or failing to timely report that occurrence;
16. Providing a student with information or views about other students, staff members, or volunteers without a legitimate professional purpose;
17. Asking a student to keep a secret or not to disclose any inappropriate communications or conduct; and/or
18. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom or a hotel room on a field trip).

Appearances of Impropriety

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

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the staff member's home;
3. Visiting a student's home; and/or
4. Social networking with students for non-educational purposes.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members or volunteers are required to promptly notify the principal or the supervisor of the employee or volunteer suspected of engaging in a boundary invasion/inappropriate conduct toward a student that violates this policy.

Staff members should:

- Not wait before reporting suspicious behavior to try to determine whether there is an innocent explanation;
- Not confront or discuss the matter with the staff member or volunteer at issue or with anyone else, but maintain confidentiality to protect privacy and avoid rumors; and
- Document for their own records that they notified an administrator, including to who, when, and what they reported.

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member or volunteer may be engaging in inappropriate boundary invasion conduct with a student.

Investigation and Documentation

When an administrator receives information that a boundary invasion has occurred or might have occurred, the administrator must document, in writing, the concern and provide a copy of the documentation to the Assistant Superintendent or Director of Human Resources. The Assistant Superintendent or Director of Human Resources will see that the matter is investigated and documented, and if a boundary invasion has occurred without a legitimate educational or safety purpose, that the appropriate action is taken and documented. The Assistant Superintendent or Director of Human Resources will maintain a file documenting reports, letters of directions, and discipline relating to all professional boundary invasion reports and investigations made to Human Resources.

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

Reminder About Reporting Sexual Abuse

In some situations, the person engaging in boundary invasions with a student may also have engaged in child abuse or sexual abuse, which is defined in board policy and procedure 3421: Child Abuse, Neglect and Exploitation Prevention, and per law RCW 26.44. All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services and/or law enforcement pursuant to. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff member or volunteer violations of this policy may result in disciplinary action up to and including dismissal. Violations of this policy may occur by ignoring professional boundaries as well as failing to report another staff member or volunteer who is ignoring professional boundaries. In any disciplinary situation, the violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Training

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

Dissemination of Policy and Reporting Protocols

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

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

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

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

Legal **RCW 42.41.010-060**

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

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

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

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

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

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

Legal **RCW 9.41.010, 070, 250, 270, 280**

Title	**SEXUAL HARASSMENT**
Code	**5011**
Status	**Active**
Adopted	**March 13, 1984**
Last Revised	**October 24, 2023**

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

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

Under federal and state law, the term 'sexual harassment' includes:
acts of sexual violence;
unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
unwelcome sexual advances;
unwelcome requests for sexual favors;
sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

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

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

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

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

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

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 time lines 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 or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

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.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/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 reproduced in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

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

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

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

Revised: (renumbered from 6590) 10/24/23
Revised: 2/23/88, 6/13/95, 9/9/03

Legal

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

Cross References

3205 - SEXUAL HARASSMENT RELATED TO STUDENTS

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

Title	**SEXUAL HARASSMENT**
Code	**5011PR**
Status	**Active**
Last Revised	**October 24, 2023**

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 other students, 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.

Notice

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 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at *[insert address of district administrative office]*.

Staff Responsibilities

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator 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.

Confidentiality

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 *[insert title of appropriate district employee(s)]* for evaluation. The *insert title of appropriate district employee(s)]* 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

Title IX 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.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to *insert Title IX Coordinator's name and contact information]*. 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.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).
Informal remedies 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;
- Separating staff person; or
- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant,

parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, 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.

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

- 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 may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or 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 complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a 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 WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, *insert name/title]* at [*insert office address, telephone number and e-mail address]*. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires 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 will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses

may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.

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

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator 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 complainant 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 the office of the superintendent of public instruction.
- The response of the superintendent or designee 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 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; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language 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 discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's 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 district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, 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.

Level Two -Appeal to Board of Directors
Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction
Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction 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.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site 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 board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC 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.

Level Four - Administrative Hearing

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

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

Mediation
At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, 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: 1) Be an employee of any school 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 2) 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.

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;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX/Civil Rights Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Revised: (Renumbered) 10/24/23
Revised: 6/13/03

Cross References

3205 - SEXUAL HARASSMENT RELATED TO STUDENTS
3205PR - SEXUAL HARASSMENT RELATED TO STUDENTS

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

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

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

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