

2026-2027

# Employee Handbook

Supporting the Best Staff for our Students



Steilacoom Historical School District

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**Vision and Mission**

# OUR VISION

The Best Education for Every Student

# OUR MISSION

The mission of Steilacoom Historical School District No. 1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

## OUR CORE VALUES

|                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                       |                                                                                                                                                                                                                                            |                                                                                                                                                                                             |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>ACADEMICS</b></p> <p>We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.</p> |  <p><b>CLIMATE</b></p> <p>We ensure a positive, respectful, and safe learning climate, responsive to students' individual needs.</p> |  <p><b>COMMUNITY</b></p> <p>We welcome and encourage family and community involvement, where each member of the school community is a valued partner.</p> |  <p><b>COLLABORATION</b></p> <p>We practice purposeful, professional, student-centered collaboration.</p> |  <p><b>INTEGRITY</b></p> <p>We commit to act with honesty and integrity, respecting all diversity.</p> |  <p><b>ACCOUNTABILITY</b></p> <p>We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Your School Board**

The Steilacoom Historical School District Board of Directors consists of five directors, elected by residents to govern the district. They are responsible for

reviewing and adopting all district policies according to the laws of the federal and state government, the State Board of Education, and the State Superintendent of Public Instruction. School director duties include setting the vision and mission of education in the district and ensuring the successful implementation of this vision using data, reports and discussions.

**STEILACOOM HISTORICAL SCHOOL DISTRICT**  
BOARD OF DIRECTORS



**Cody Balogh**  
Position 1



**Patrick Lewis**  
Position 2



**Melanie Tinsley**  
Position 3

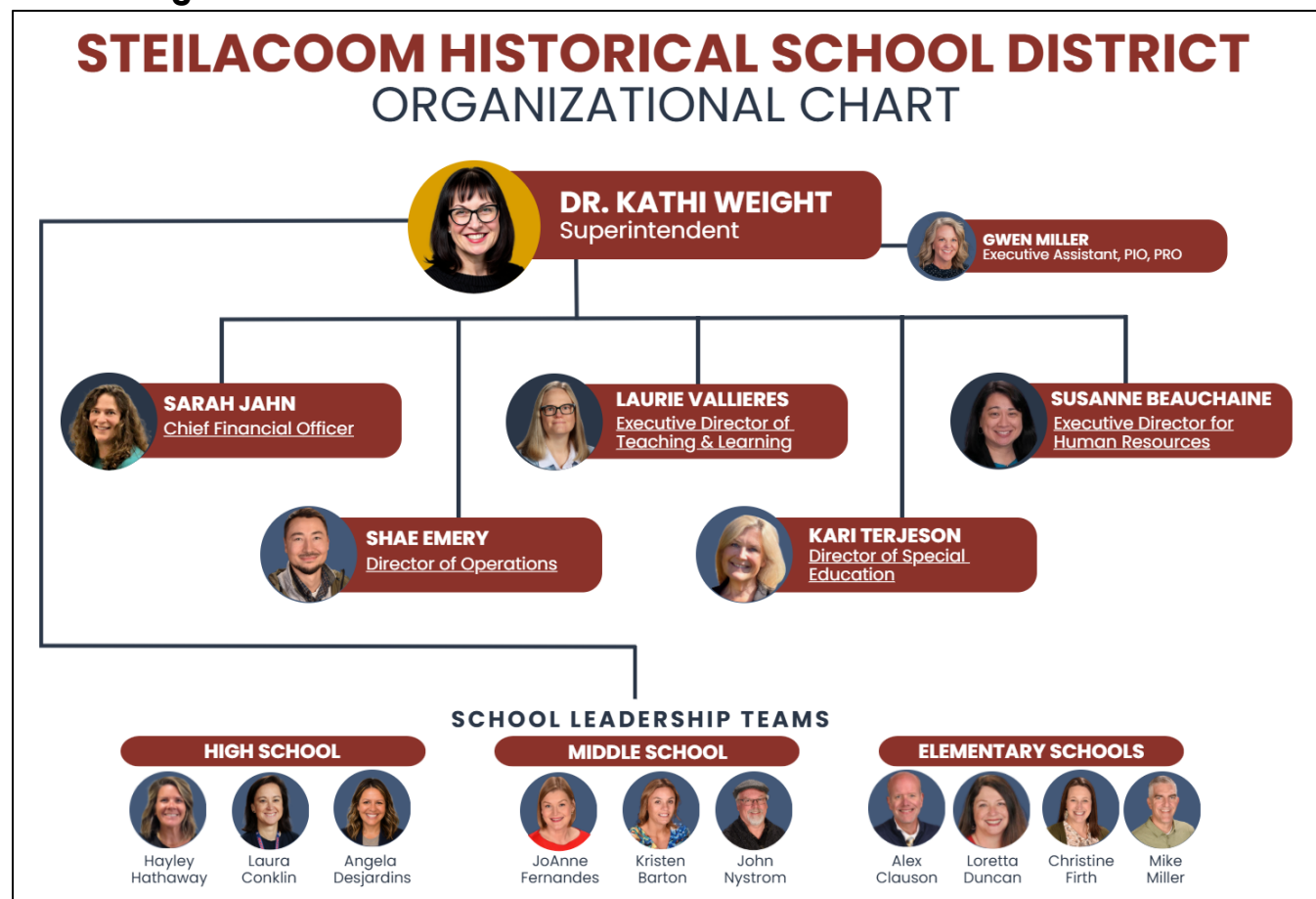


**Loujanna Rohrer**  
Position 4  
Board Vice Chair



**Sam Scott**  
Position 5  
Board Chair

## District Organizational Chart



## Department Phone Numbers

| Department and Website                                          | Phone Number |
|-----------------------------------------------------------------|--------------|
| Superintendent's Office, Communication                          | 253-983-2203 |
| District Directory                                              |              |
| Financial Services                                              | 253-983-2205 |
| Human Resources                                                 | 253-983-2204 |
| Maintenance and Facilities                                      | 253-584-7241 |
| Payroll                                                         | 253-983-2210 |
| Safety                                                          | 253-983-2222 |
| Student Records/Enrollment                                      | 253-983-2228 |
| Student Services                                                | 253-983-2238 |
| Teaching and Learning                                           | 253-983-2212 |
| Technology                                                      | 253-983-2234 |
| Child Nutrition Services (Contracted Service Provider – Sodexo) | 253-983-2229 |
| Transportation (Contracted Service Provider – Duhram)           | 253-584-1365 |

## **Board Policies and Procedures**

Policies are the legally binding and enforceable mechanism by which the board establishes the governance framework of the district, these are aligned to federal and/or state law (RCW). A procedure is the implementation of the policy, and typically found in Washington Administrative Codes (WAC). Our policies and procedures are numbered, and the 5000 series covers personnel topics.

[District Policies and Procedures](#)

## **Animals as Part of the Instructional Program**

Requests to include animals in the instructional program of the classroom or school will be approved by the principal. Health issues (allergies, vaccinated status of the animal) involving students and staff will be addressed before permission is given to allow the animal in the school. If the instructional program involving the animal is ongoing and the animal will remain at school when school is not in session, appropriate arrangements for the animal's care must be made. Animals will not be transported in a school vehicle. Animals that are part of the instructional program will be under the control of their adult-owner, the teacher or designated students at all times. This policy does not apply to service animals.

[Policy 2029, Procedure 2029](#)

## **Child Abuse and Neglect**

Child abuse or neglect, including exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of child abuse or neglect, including exploitation. For purposes of this policy, the term "child" means anyone under the age of 18. If a staff member is concerned they should immediately contact their principal, assistant principal or dean of students. It is also appropriate to contact the student's counselor.

[Policy 3241, Procedure 3421](#)

## **Collective Bargaining Agreements**

Collective bargaining agreements are located on the district's Human Resources website.

- [Steilacoom Education Association](#) (SEA)
- [Steilacoom Classified Education Association](#) (SCEA)

## **Controversial Issues**

The instructional program will respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice and to form, hold, and express their own opinions without personal prejudice or discrimination. The district encourages staff members to provide for the free and orderly flow and examination of ideas so that students may gain the skills to gather and arrange facts, discriminate

between facts and opinion, discuss differing viewpoints, analyze problems and draw their own tentative conclusions.

[Policy 2331, Procedure 2331](#)

## **Electronic Resources and Internet Safety**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

[Policy 2022, Procedure 2022](#)

## **Employee Assistance Program**

The district contracts with the Washington State Employee Assistance Program (EAP) to offer enhanced resources for our employees. These resources include Legal assistance, financial counseling and an employee support website (counseling). EAP provides professional and confidential assistance to staff members and their families seeking assistance.

[EAP Website](#) (Code: SHSD1)

## **Gender-Inclusive Schools**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

[Policy 3211, Procedure 3211](#)

## **Maintaining Professional Staff/Student Boundaries**

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. All of this can be prevented by maintaining professional boundaries with students. Educators, volunteers, students, parents, and other concerned adults are the key to stopping unprofessional conduct against students.

[Policy 5253](#), [Procedure 5253](#)

## **Nondiscrimination and Sexual Harassment**

### **Bullying, Harassment and Nondiscrimination**

#### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

#### **What is Harassment, Intimidation and Bullying (HIB)?**

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as *"any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:*

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

#### **How to Make a Report**

Talk to any school staff member, such as a teacher, counselor, coach, or other school staff (consider starting with whoever you are most comfortable with!).

You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Susanne Beauchaine, who helps prevent and respond to HIB ([sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us) or 253-983-2222).

### **What happens after I make a report about HIB?**

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#). The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

### **What is the investigation process?**

The HIB investigation begins if you submit the [Incident Reporting Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

### **What are the next steps if I disagree with the outcome?**

For the student named as the “targeted student” in a complaint:

If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint: A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

### **What information may I have about other students?**

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy 3207* and *Procedure 3207P*.

### **How do I make a HIB complaint about a staff member?**

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

### **Our Schools Stand Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because of a protected status, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*SHSD Nondiscrimination Policy 3210* and *Procedure 3210P*

### **What is sexual harassment?**

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or

hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law. *SHSD Sexual Harassment Policy* [3205](#) and *Procedure* [3205P](#) and *Policy* [5201](#) and *Procedure* [5201P](#)

### **What should my school do about discriminatory and sexual harassment?**

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

### **What can I do if I'm concerned about discrimination or harassment?**

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination, sex discrimination, including sexual harassment and gender identity:

Civil Rights, Title IX and Gender-Inclusive Coordinator:

Susanne Beauchaine, Executive Director of Human Resources

511 Chambers Street

Steilacoom, WA 98388

[sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us) or 253-983-2222

Concerns about disability discrimination:

Section 504 Coordinator:

Dr. Kari Terjeson, Director of Special Education  
511 Chambers Street  
Steilacoom, WA 98388  
[kterjeson@steilacoom.k12.wa.us](mailto:kterjeson@steilacoom.k12.wa.us) or 253-983-2239

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the district's Nondiscrimination Procedure [3210P](#) and Sexual Harassment Procedure [3205P](#).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's based on a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [3210P](#) and the HIB Procedure [3207P](#) to fully resolve your complaint.

## **Our Schools are Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

*SHSD Gender-Inclusive Schools Policy [321I](#) and Procedure [321IP](#).* If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator, Susanne Beauchaine ([sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us) or 253-983-2222).

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, see the discrimination section of this handbook for more information.

## **Our School is Committed to Students and State Law**

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

### **What does state law say?**

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

### **How is this different from HIB?**

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is

enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities – students, parents, and community members alike – and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

### **What should I do if I experience or witness this conduct?**

- Call 911 if there is an immediate safety concern
- Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken
- If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy – see the HIB section of this handbook for more information.

### **Who can I contact with questions?**

For questions about safety at school events, contact your school principal or Susanne Beauchaine, District Safety Officer at [sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us) or 253-983-2222. For questions about whether student-to-student conduct may also be HIB, contact the HIB Compliance Officer: [sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us) or 253-983-2222.

### **Personnel Leaves**

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise.

Personnel Leaves – [Policy 5400](#)

Emergency and Discretionary Leave – [Policy 5403](#)

Family, Medical, Maternity, and Military Caregiver Leave – [Policy 5404](#)

Jury Duty Subpoena Leave – [Policy 5408](#)

Leave Sharing – [Policy 5406](#)

Military Leave – [Policy 5407](#)

Sick Leave – [Policy 5401](#)

Staff Vacation – [Policy 5411](#)

### **Regulation of Dangerous Weapons on School Premises**

Unless specifically authorized by this policy, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on district property or school-provided transportation. This prohibition applies to any facility owned, rented, or leased by the district. If the district leases or rents part of a property for district use, firearms and

dangerous weapons are prohibited on any portion of the premises where the district has the right of exclusive use.

[Policy 4210](#)

### **Resolution of Staff Complaints**

Staff may use the administrative procedures to allege a violation of existing district policies or procedures that has directly aggrieved them. The procedures are established to provide a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued. A complaint is a written claim by a staff member that alleges a violation of existing district policies or procedures that has directly aggrieved them.

[Procedure 5270](#)

### **Restraint, Isolation and Other Uses of Reasonable Force**

The district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment. This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

[Procedure 3246](#)

### **Staff Safety (Report an Accident)**

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

[Procedure 6511](#)

[Report an Accident](#)

[Employee Safety & Health Handbook](#)

### **Use of Tobacco on School Property**

The board recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery

devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

[Policy 4215](#)

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Steilacoom Historical School District No. 1 does not discriminate in any programs or activities on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups. Allegations or concerns can be reported to Susanne Beauchaine, Executive Director of Human Resources, 511 Chambers Street Steilacoom, WA 98388 – 253-983-2222 or [sbeauchaine@steilacoom.k12.wa.us](mailto:sbeauchaine@steilacoom.k12.wa.us). Concerns related to discrimination based on disability can be reported to Dr. Kari Terjeson, Executive Director of Student Services, [fterjeson@steilacoom.k12.wa.us](mailto:fterjeson@steilacoom.k12.wa.us) or 253-983-2239.