Wellpinit Open Doors Reengagement Academy

Columbia Basin Student Handbook

2020-21



Located on WSD Website www.wellpinit.org

Wellpinit School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator/Title IX Officer, Terry Bartolino, terryb@wellpinit.org, PO Box 390, Wellpinit WA 99040. 509-258-4535. Section 504 Coordinator Julie Filer, jfiler@wellpinit.org PO Box 390, Wellpinit WA 99040. 509-258-4535

Purpose

Our purpose at Wellpinit Columbia Basin High School is for students 1) complete a program leading to graduation by earning a high school diploma or GED, and a successful post-graduate career in one of four areas; college, vocational, military, or trades. 2) Provide our students with the skills to live as productive, contributing members of society. We accomplish this through innovative use of technology, broad-based curricula, diverse teaching strategies focused on students' individual needs, occupational trade-skills community involvement, and varied authentic assessment of progress and performance. Wellpinit Columbia Basin High School embodies its purpose through our expectations of students and staff.

We believe Trustworthiness, Respect, Responsibility, Fairness, and Caring should be part of every student's educational experience. Social and emotional development is considered a part of overall instruction. Students will build awareness and skills in managing emotions, setting goals, establishing relationships, and making responsible decisions that support school and life success.

Whether it be fiscal, educational, or social-emotional, every decision is focused on the purpose of helping students achieve their graduation and post-graduation goals.

Mission

Our mission at Wellpinit Columbia Basin High School is to provide a place for new beginnings for all students where they can realize their full academic potential and achieve success in a learning environment designed to ensure that their academic and social-emotional needs are met.

We believe

> that students will experience success when providing a learning environment where educational staff, curriculum, textbooks, technology, administration, and the Job Corps community work together, supporting learning for students to meet their educational goals and plan for a successful future.

We are committed

> to providing a safe, nurturing, and family-like environment, serving our diverse student population's unique educational, social, and emotional needs.

We are committed

> to individualizing instructional methods that accommodate each student's needs without compromising high academic standards, leading to success in meeting their life-time goals.

FOREWORD

Welcome to the 2020-21 school year. As a member of the Wellpinit School community at the Wellpinit Columbia Basin High School, it is important that you are familiar with school policies and procedures, our educational philosophy, and general information related to day-to-day operations. The information contained in this manual must be read and understood by everyone to ensure consistent implementation of policies and procedures. The purpose of this handbook is to clarify practices and procedures specific t the alternative school. The WCBHS Student Handbook should be read upon enrollment of the school year and should be used as a general reference to our practices and procedures.

Nondiscrimination

The Wellpinit School District/ Wellpinit Open Doors Reengagement Academy Columbia Basin does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator/Title IX Officer, Terry Bartolino, terryb@wellpinit.org, PO Box 390, Wellpinit WA 99040. 509-258-4535. Section 504 Coordinator Julie Filer, jfiler@wellpinit.org PO Box 390, Wellpinit WA 99040. 509-258-4535

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WELLPNIT ADMINISTRATION

John Adkins, Superintendent 258-4535 (4001)
Terry Bartolino, Principal 258-4535 (2195)
Shelley Sonnabend, Director 258-4535 (2196)

CONTACT INFORMATION

Wellpinit Reengagement Academy
6270 Ford/Wellpinit Rd. PO Box 390
Wellpinit, WA 99040
Fax 509-258-4035

WELLPINIT SCHOOL BOARD

Members	Phone	e-mail	
Gary Hughes	509-258-7107; 626-4465	GaryH@spokanetribe.com	Member
Angie Matt	509-258-8945; 258-7150	angiec@spokanetribe.com	Member
Terry Payne	509-258-7204; 258-4523	Terry@spokaneiha.com	Chair
Mike Seyler	509-258-7878; 458-6544	mikes@spokanetribe.com	Vice-Chair
Bobbi Williams	509-258-4616; 458-8012	bobbiw@spokanetribe.com	Member
John Adkins	509-258-4535; 631-1350	jadkins@wellpinit.org	Superintendent

Wellpinit Columbia Basin Reengagement Academy

Columbia Basin Reengagement Academy
6739 24th St
Moses Lake, WA 98837
509-793-1621
Fax 509-793-1754

Karen Perryman, Certified Instructor 509-793-1621
kperryman@wellpinit.org
Richard Contreras, GED 509-793-1683
rcontreras@wellpinit.org
Julie Filer, Special Ed 509-258-4523
jfiler@wellpiit.org

ACADEMIC

The Wellpinit Columbia Basin Reengagement Academy, believes in providing a safe, predictable, positive environment in which all students can experience success. We believe in unlocking every student's potential. Many students struggle in traditional brick-and-mortar schools - frustrated by failing classes, struggling to keep up, feeling unsafe at school, or dealing with personal problems. The school will emphasize the development of broad knowledge base problem-solving/decision-making skills, creativity, self-esteem and respect for others in an ever-changing world. The program provides both individualized and differentiated instruction practices that create a school environment that is created for the needs of each student. Students work towards earning either a diploma or GED.

In the Wellpinit Columbia Basin Reengagement Academy, we believe that ……..

- Every person is unique, important, and entitled to respect, understanding, and appreciation.
- Learning is the primary focus of all school activity.
- The purpose of our school is to prepare student to assume successful roles in society
- Student experience of in school when provided work that is meaningful and challenging.
- Students are entitled to a safe, caring, learning environment.
- Education of our youth is the shared responsibility the home, the school, and the community.
- Students deserve the necessary resources to prepare them for success in a changing, information-based society.
- The role of the school community is to cooperatively support the needs of the students.
- Staff development drives innovation and continuous improvement for individuals and the school system, leading to higher student achievement.

Individualized Approach

- Every student has unique challenges and ways of learning. In order to address each student's needs, we review transcripts, testing scores, IEP/504 plans, ELL status, etc. From there, we develop an **Individualized Learning Plan (ILP)** to place students in the appropriate courses, identify strengths and areas for improvement, and create a plan to chart their progress.

- Staff tailor instruction to each student as well as provide help outside the classroom. In coordination with experienced advisors and counselors, our teachers help students stay motivated, set goals, and work towards graduation.
- Our program also helps map out **career and higher education goals** by offering college and career planning tools and personalized support.

Engaging Tools and Powerful Resources
Curriculum is offered in a variety of delivery opportunities. The majority of our classes are offered through an online curriculum, APEX. Other courses are offered through textbooks and/or teacher developed worksheets. Students who do not have access to the internet outside of the classroom will be expected to attend more days and hours on campus in order to make satisfactory progress.

Credit recovery courses offer a condensed and focused schedule. Students who need to recover a credit often find they can get caught up more quickly.

Careers and College Planning
The entire planning process for a post-high school career, whether that includes college or not, is especially critical for a student who has struggled in the past. We help Insight students plan for a future they can attain and feel good about, which helps motivate them in their current studies.
It's important to note that our students work collaboratively and gain valuable 21st-century skills to better prepare for college and a career in our increasingly digital world.

Whether students aspire to attend a four-year college after high school or are focused on a more immediate work path, we offer the right tools to help them evaluate their own strengths and interests and explore career directions that are both satisfying and rewarding.

Students use resources to learn about themselves, discover career interests, and plan for future career success. They will:

- Learn about financial aid options
- Learn how to prepare for a job interview and write a resume
- Set both short- and long-term education goals to match career interests
- Learn how to be successful on the job

We believe that with this kind of personalized guidance and support, we can help students achieve their dreams and succeed.

ACCADEMIC PROGRESS

For a student to make satisfactory progress they will need to earn 1 credit every 20 school days. Students who fail to make satisfactory progress will be placed on a plan of improvement which could include an increase of student hours spent in the alternative classroom. Continued failure to make satisfactory progress will result in the student being referred to job corps administration and possibly dropped from the program. Students who are credit deficient may be expected to earn more in the 20 day time period in order to work towards graduation

ATTENDANCE

Once you enroll in the program, your instructors will assess your standing towards graduation by looking at your credits accumulated, state test results and passed history of academic progress. Students failing to meet attendance requirements will be referred to the job corps and possibly dropped from the program.

Like a traditional full-time public school, WCBRA encourages students to develop responsibility for academic progress. That means there are assignments, due dates, and deadlines. While some of what we do is more flexible in terms of the times and the places students do their work, it is vital that students make adequate progress in order to continue in the program.

CITIZEN'S COMPLAINT PROCEDURES CONCERNING FEDERAL PROGRAMS

In compliance with state and federal laws, Wellpinit School District honor's a citizen's right to file a complaint regarding implementation of federal programs. To learn more visit the OSPI website www.k12.wa.us/TitleI/CitizenComplaint.aspx

DRESS CODE-

Students are expected to follow the dress code as set by the Columbia Basin Job Corps.

DRUG, ALCHOL AND TOBACCO FREE-

Students are expected to follow policies as set by the Columbia Basin Job Corps.

IMMUNIZATIONS

Students are expected to follow policies as set by the Columbia Basin Job Corps, department of education and county health departments.
All students must be up-to-date for the vaccines required for school attendance as determined by the Washington State Department of Health, or the parent/guardian must fill out the immunization exemption form if they choose to not vaccinate the student due to religious or philosophical reasons. If the student is not up-to-date on his or her vaccinations and an outbreak of vaccine-preventable communicable disease is occurring, as determined by the local health authority, the student will not be allowed to attend school until the outbreak is deemed over by the local health authority. If the student is in the process of becoming current on the vaccinations, documentation must be shown indicating so, and once completed, the latest, most current immunization report must be submitted to the school office or school nurse. Please contact the school nurse for exemptions or questions.

INSTRUCTORS QUALIFICATION

Parents have the right to request information regarding the professional qualifications of their student's teacher. Please contact the Wellpinit Alternative Office at 258-4535 (2196).

MEDICATION IN SCHOOL

Students are expected to follow policies as set by the Columbia Basin Job Corps.

ELECTRONIC DEVICES

Students are expected to follow policies as set by the Columbia Basin Job Corps. Student's personal electronic devices are not permitted to be out/used during school time as set

SCHOOL CLOSURE

The Columbia Basin Job Corps will determine in the event of weather/ emergency or other issue the closure of the school.

SCHOOL HOURS

School Hours are from 8:00 a.m. to 3:30 p.m. Monday-Friday. Students will be scheduled based on individual student needs i.e.; work schedules, trades, etc.

SPECIAL EDUCATION AND 504 ACCOMODATIONS-Policy 2162

Special Education students who have an IEP/504 will continue services while attending WCBHS. We work closely with our special education instructors to ensure that student's accommodations are fully implemented in their educational program.

TECHNOLOGY USE AGREEMENT- Policy 2022

Wellpinit School District offers staff and students access to technology such as computer hardware, computer software, electronic communications and internet access. The smooth operation of these technologies relies upon the proper conduct of the users who must understand and follow strict rules so that both students and staff have a clear understanding of their responsibilities regarding technology use in the school setting. Each student and staff will be required to sign a Technology

Use Agreement authorizing their use of district technology each school year. This agreement is legally binding and indicates that the signers have read and agreed to abide by the terms and conditions specified. Penalties for violations will be immediately addressed. An agreement is included within this handbook and also available through district policy 2022 on file in the district office and in each school building and the Wellpinit School District web site. Contact Terry Patton for questions regarding technology; tpatton@wellpinit.org

WEAPONS

Students are expected to follow policies as set by the Columbia Basin Job Corps. It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

WCBHS STAFF CONTACTS

Terry Bartolino	WCBRA Principal	258-4535 (2195)
Shelley Sonnabend	WCBRA Director	258-4535 (5002
Karen Perryman	Certified Instructor	793-1621
Richard Contreras	Classroom Associate	793-1683
Julie Filer	Special Ed Director	258-4535 (3201)
Julie Filer	Special Ed Instructor	258-4535 (3201)
Terry Patton	I.T. Director	258-4535 (2215)

GRADING SCALE

A	93-100%	4.0
A-	90-92%	3.7
B+	88-89%	3.3
B	83-87%	3.0
B-	80-82%	2.7
C+	78-79%	2.3
C	73-77%	2.0
C-	70-72%	1.7
D+	68-69%	1.3
D	60-67%	1.0
F	59% and below	0.0
Pass	100-60%	0.0

STATE TESTING

Diploma and GED students are required to participate in state-mandated academic assessments. Passing the state exams for English/Language Arts, Mathematics, are required to graduate. Failure to attend required assessments could result in a student being placed on an intervention plan, and/or being ineligible for re-enrollment at WCBHS in the future.

Credit and Assessment Graduation Requirements Class of 2017-2021

.Class of:	2017	2018	2019	2020	2021
Entering 9th grade after July 1 of: See note (1).	2013	2014	2015 See note (2).	2016	2017
English	4	4	4	4	4
Math	3	3	3	3	3
	Algebra 1 or integrated math 1, geometry or integrated math 2, Algebra 2 or integrated math 3 or another third credit of math. See note (3).		Algebra 1 or integrated math 1, geometry or integrated math 2, and a third credit of math aligned with the student's interest and High School and Beyond Plan. See note (3).		
Science	2	2	2 * * * * *	2	3
	One of the two credits must be a lab science.		Two of the three credits must be a lab science.		
Social Studies	3	3	3	3	3
	One credit of US History, one credit of Contemporary World History, Geography and Problems, 0.5 credits of Civics, 0.5 credits of social studies electives, and Washington State History and Government as a non-credit requirement. See note (4).				
Arts	1	1	1	1	2
			One of the two credits may be a PPR. See note (5).		
Health and Fitness	2	2	2	2	2
	1.5 Fitness and .5 Health. Students may be excused from Fitness under RCW 28A.230.050. See note (6).				
Career and Technical Education (CTE)	1	1	1	1	1
	CTE program or occupational education. See note (7).				

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World Languages		(Not a requirement for these classes.)		0 One or two credits may be a PPR. See note (5).	0	2
Electives		4	4	4	4	4
Total Required Credits		20	20	20 ((	20	24
Non-credit Requirements		High School and Beyond Plan and Washington State History and Government (Subject to the provisions of RCW 28A.230.170, RCW 28A.230.090, and WAC 392-410-120).				
Assessments Required for Graduation (See **OSPI state testing webpage**)	**English Language Arts**	Smarter Balanced Exam. See note (8).				
	Math	Year 1 End-of-Course Exam **or** Year 2 End-of Course Exam **or** Smarter Balanced Exam. See note (8).		Smarter Balanced Exam. See note (8).		
	Science	(The science assessment is not required for graduation.)				Comprehensive science exam. See note (9).

Credit Requirements

Total number of credits: 24

Subject	Number of Credits	Additional Information
English	4	
Math	3	Algebra 1 or Integrated Math 1 Geometry or Integrated Math 2 A 3rd credit of math*
Science	3	At least two lab A 3rd credit of science*
Social Studies	3	1.0 U.S. History and Government .5 Contemporary World History, Geography, and Problems .5 credits of Civics 1.0 credits of Social Studies Elective (may include .5 credits of a second semester of Contemporary World History or the equivalent)
Arts	2	Performing or visual arts 1 credit may be a Personalized Pathway Requirements**
World Language	2	Both credits may be a Personalized Pathway Requirements**

Subject	Number of Credits	Additional Information
Health and Fitness	2	.5 credits of Health 1.5 credits of Fitness Students must earn credit for physical education unless excused per RCW 28A.230.050
Career and Technical Education	1	May be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards
Electives	4	

*The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal (WAC 180-51-068).

**Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

Notes:

Core 24: Note that Wellpinit School District has a 2 year waiver for the classes of 2019 & 2020

(1) Graduation requirements apply to a student based on the year the student commences 9th grade. The graduation requirements for the student's expected graduation year must be met, regardless of which year the student actually graduates (WAC 180-51-035). The table below shows which rules apply to which expected graduation years.

(2) Automatic extensions (or waivers) of up to two years to implement credit graduation requirements were available to districts upon request. This delayed the implementation of the credit graduation requirement rules for the Class of 2016 to the Class of 2018, and the implementation of the credit graduation requirement rules for the Class of 2019 to the Classes of 2020 or 2021. For districts that made the request, the previous rules remain in effect for the duration of the extension.

(3) Through the Class of 2018, the students may take a third credit of math other than Algebra 2 or integrated math 3 subject to certain requirements in rule WAC 180-51-067(2)(b), such as a meeting with students, parents or guardian, and a school representative. Starting with the Class of 2019, the third credit of math should align with the student's High School and Beyond Plan, prepare students to meet state assessment system standards, and be chosen with the agreement of the parent or guardian or a school counselor or principal if the parent or guardian does not indicate a preference (WAC 180-51-068).

(4) The Washington State History and Government requirement may be met in grades 7 through 12. If the course is taken in the 7th or 8th grade it fulfills the requirement, but high school credit will be awarded only if the academic level of the course exceeds the requirements for 8th grade. Students who meet the requirement but do not earn high school credit must still take three credits of social studies in high school.

(5) Personalized Pathway Requirements (PPR) are up to three course credits chosen by a student to meet specific postsecondary career or education goals, that align with the student's interests and High School and Beyond Plan. PPR credits may replace one of two arts credits and both world language credits, in any combination of these credits up to a total of three PPR credits.

(6) The Health and Fitness requirement should align with Washington State Learning Standards in Health and Physical Education. For more information on the waiver see OSPI's guidance, Recommendations for Waivers in High School Physical Education.

(7) Career and Technical Education (CTE) courses locally determined to be equivalent to a non-CTE course may be used to meet two graduation requirements (WAC 180-51-067 and WAC 180-51-068), known as the "two for one" policy. Either a CTE course or an occupational education course may be used to meet the requirement. "Occupational education" means credit resulting from a series of learning experiences designed to assist the student to acquire and demonstrate competency of skills under student learning goal four. At a minimum, these competencies shall align with the definition of an exploratory course as contained in the CTE program standards of OSPI (WAC 180-51-067 and WAC 180-51-068). Starting with the 24-credit graduation requirement for the Class of 2019,

Private schools may substitute courses specific to the mission or focus of the school for the CTE graduation requirement under WAC 180-90-160.

(8) For graduation purposes, the State Board of Education has set exit exam passing scores on Smarter Balanced tests that are different from the consortium- determined achievement levels.

(9) The comprehensive science assessment will align to Next Generation Science Standards.

WELLPINIT STUDENT HANDBOOK LANGUAGE: NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC 392-190-058). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC 392-190-060).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

DISCRIMINATION

Wellpinit School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator/ Title IX Officer
Terry Bartolino
terryb@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2195)

Section 504 Coordinator
Julie Filer
jfiler@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2195)

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.wellpinit.org

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.wellpinit.org

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax,

email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **I** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 I TTY: 1-800-300-7525 I www.hum.wa.gov

Policy: 3205P
Section: 3000- Students

3205 - Procedure Sexual Harassment of Students Prohibited

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

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in 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.

Notice

- Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
- 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:
  Wellpinit School District
  District Office
  PO Box 390

Wellpinit, WA 99040

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;
  Title IX/Civil Rights Compliance Coordinator.
  Terry Bartolino
  terryb@wellpinit.org
  PO Box 390 Wellpinit, WA 99040
  509-258-4535 (2195)

- And 2) law enforcement. The principal will notify the targeted student(s) and their parents/guardians 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 Superintendent or designee for evaluation.
- The Superintendent or designee should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

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:

Title IX/Civil Rights Compliance Coordinator.
Terry Bartolino
terryb@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2195)

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 students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

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.

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 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;
  Title IX/Civil Rights Compliance Coordinator.
  Terry Bartolino
  terryb@wellpinit.org
  PO Box 390 Wellpinit, WA 99040

509-258-4535 (2195)

- 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 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 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 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.

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.

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 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 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I 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 I TTY: 1-800-300-7525 I 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 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.

Policy: 3207
Section: 3000 - Students

Prohibition of Harassment, Intimidation and Bullying

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

Physically harms a student or damages the student’s property;

A. Has the effect of substantially interfering with a student’s education;

B. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

C. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

Behaviors/Expressions

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

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

Training

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

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

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

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	2161 - Special Education and Related Services for Eligible Students 3200 - Rights and Responsibilities 3210 - Nondiscrimination 3211 – Transgender Students 3240 - Student Conduct Expectations and Reasonable Sanctions 3241 - Classroom Management, Discipline and Corrective Action 5011 - Sexual Harassment
Legal References:	RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.
Management Resources:	Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014) 2014 – December Issue 2010 – December Issue

2008 - April Issue
2002 - April Issue

Adoption Date: 08.22.07

Wellpinit School District
Classification: Essential
Revised Dates: 04.02; 10.07; 04.08; 03.11; 09.21.16

Policy: 3210
Section: 3000 - Students Nondiscrimination

Nondiscrimination

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, marital status, or the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district. The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References:	4260 – Use of School Facilities
	3211 – Transgender Students
	2151 – Interscholastic Activities
	2150 - Co-Curricular Program
	2140 - Guidance and Counseling
	2030 – Service Animals in Schools
	2020 – Course Design, Selection and Adoption of Instructional Materials
Legal References:	Chapter 28A.640 RCW Sexual equality
	Chapter 28A.642 RCW Discrimination prohibition
	Chapter 49.60 RCW Discrimination — Human rights commission
	WAC 392-190-020 Training – Staff responsibilities – Bias awareness WAC 392-190-060 Compliance – School district designation of responsible employee - Notification
	WAC 392-400-215 Student rights
	20 U.S.C. 7905 Boy Scouts of American Equal Access Act
	42 U.S.C. 12101-12213 Americans with Disabilities Act
Management Resources:	2014 - December Issue
	2013 - April Issue
	2012 - December Issue
	2011 - June Issue Policy News,
	August 2007 Washington's Law against Discrimination

Adoption Date: 08.22.07
Wellpinit School District
Classification: Essential

Revised Dates: 12.06; 09.21.16, 4/19/17

Policy: 5011
Section: 5000-Personnel

5011 Sexual Harassment of District Staff Prohibited

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

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carries 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.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator.

Terry Bartolino
terryb@wellpinit.org
PO Box 390 Wellpinit, WA 99040

509-258-4535 (2195)

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.
Ellen Schwannecke
ellens@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2196)

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

Legal References

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

WAC 392-190-058 Sexual harassment

20 U.S.C. §§ 1681-1688

Cross References

3205 - Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation and Bullying
3210 - Nondiscrimination
3211 - Transgender Students

3240 - Student Conduct Expectations and Reasonable Sanctions
3421 - Child Abuse, Neglect, and Exploitation Prevention
5010 - Nondiscrimination and Affirmative Action

Management Resources

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

Adoption Date: 02.17.16
Wellpinit School District Classification:
Essential Revised Dates: 05.17.17

Policy: 5011P
Section: 5000-Personnel

5011 Sexual Harassment of District Staff Prohibited

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

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by 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.

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:
Wellpinit School District
District Office
PO Box 390

Wellpinit, WA 99040

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;
Title IX/Civil Rights Compliance Coordinator.
Terry Bartolino
terryb@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2195)

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 Superintendent or designee for evaluation. The Superintendent or designee should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

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

Retaliation
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:
Title IX/Civil Rights Compliance Coordinator.
Terry Bartolino
terryb@wellpinit.org
PO Box 390 Wellpinit, WA 99040
509-258-4535 (2195)

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,

  Title IX/Civil Rights Compliance Coordinator.
  Terry Bartolino
  terryb@wellpinit.org
  PO Box 390 Wellpinit, WA 99040
  509-258-4535 (2195)

- 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 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I 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 I TTY: 1-800-300-7525 I 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.

Management Resources

2015 - July Policy Alert
2014 - March Issue

Adoption Date: 02.17.16
Wellpinit School District Classification:
Essential Revised Dates: 05.17.17

Equal Opportunity Employer

Nondiscrimination Statement

Wellpinit School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator/Title IX Officer, Terry Bartolino, terryb@wellpinit.org, PO Box 390, Wellpinit WA 99040. 509-258-4535. Section 504 Coordinator Ellen Schwannecke, ellens@wellpinit.org PO Box 390, Wellpinit WA 99040. 509-258-4535

Policy: 5010P1
Section: 5000-Personnel

5010-1 Procedure-Resolving Equal Employment Opportunity Complaints

Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in their procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps will be taken.

Grievance Procedure
To ensure fairness and constancy, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures.

A. **Grievance** means a complaint which has been filed by an employee relating to alleged violations of any state or federal anti-discrimination laws.
B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. 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 any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure and equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discrimination against any individual for the purpose of interfering with their right to file a grievance under this procedure and form retaliating against an individual for filing such a grievance.

A. **Informal Process for Resolution** When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.

B. **Formal Process for Resolution**

Level One: Complaint to District. The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written 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 decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) in non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filling information. The superintendent's or designee response will be provided in a language the complainant can understand and may require language assistance for complaints with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two- Appeal to Board of Directors. If a complainant disagrees with the superintendent's or designee's written decision, the complainant may file a written notice of appeal with the secretary of the board within ten calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth 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. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language 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. 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.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth 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.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination 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.
3. 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 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 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.

C. **Mediation**

At any time during the discrimination 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 discrimination 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 or any school district, public charter school, or their public or private agency that is providing education related services to a student who is the submit 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 district representative who has authority to bind the district.

D. **Preservation of Records**
The files contain copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

Resources

District Contacts:
Civil Rights Coordinator/Title IX Officer
Terry Bartolino
terryb@wellpinit.org
PO Box 390, Wellpinit, WA 99040
509-2584535 (2195)
Section 504 Compliance Officer
Ellen Schwannecke
ellens@wellpinit.org

PO Box 390 Wellpinit, WA 99040
509-258-4535 (2196)

State Contacts:

Superintendent of Public Instruction
Equity and Civil Rights Office
PO Box 47200
Olympia, WA 98504-7200
360-725-6162

Washington State Human Rights Commission
711 South Capital Way, Suite 402
PO Box 42490
Olympia, WA 98504-2490
360-753-6770

Office for Civil Rights
U.S. Department of Education
915 Second Ave, Room 3310
Seattle, WA 98174
206-607-1600

Adoption Date: 6/18/2008
Classification: Personnel
Revised Dates: 2.17.16, 4.19.17, 6.21.17

APPENDIX

Policy: 2022 Section: 2000 - Instruction Electronic Resources and Internet Safety

The Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Electronic Resources The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in

schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. The building principal and technology director will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities. Internet Safety to help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources. As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material. Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct. Cross References: 5281 - Disciplinary Action and Discharge 4400 - Election Activities 4040 – Public Access to District Records 3241 - Classroom Management, Discipline and Corrective Action 3231 – Student Records 3207 – Prohibition of Harassment, Intimidation and Bullying 2025 - Copyright Compliance 2020 - Curriculum Development and Adoption of Instructional Materials Legal References: 18 USC 2510-2522 Electronic Communication Privacy Act Pub. L. No. 110-385 Protecting Children in the 21st Century Act Management Resources: 2015 – June Policy Issue 2012 – October Issue 2012 – February Issue Policy News, June 2008 Electronic Resources Policy News, June 2001 Congress Requires Internet Blocking at School Policy News, August 1998 Permission required to review email Adoption Date: 07.18.07 Wellpinit School District Classification: Priority Revised Dates: 12-16-15

Policy: 2162 Section: 2000 - Instruction Education of Students with Disabilities under Section 504 of the Rehabilitation Act of 1973

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA). Section 504 of the Rehabilitation Act of 1973 is a civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504 if he or she: A. Has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating and working), has a record of such an impairment, or is regarded as having such an impairment; and B. Is between the ages of 3 to 21 years old. The district will comply with the federal policies that require free appropriate public education, Child Find, equal educational opportunity, confidentiality of information, parent involvement, participation in least restrictive environment, evaluations, placement, reevaluation, programming to meet individual needs, placement procedures, nonacademic services, preschool and adult education programs, disciplinary exclusion, transportation, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol addicted students, special considerations for students having AIDS or HIV infection, and special issues related to ADD/ADHD students. The superintendent will establish procedures to ensure that students who are disabled within the definition of Section 504 are educated in full compliance with the law. Cross References: 3247 – Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans 3210 - Nondiscrimination 2161 - Special Education and Related Services for Eligible Students Legal References: 42 USC 12212 Section 512 Americans With Disabilities Act of 1990 34 CFR Part 104 Section 504 of the Rehabilitation Act of 1973 45 CFR Part 99 Family Education and Privacy Act RCW 28A.600.485 Restraint of students with individualized education programs or plans developed under section 504 of

the rehabilitation act of 1973 — Procedures — Definitions. RCW 28A.600.486 District policy on the use of isolation and restraint — Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973. Management Resources: 2014 – June Issue 2011 – June Issue Adoption Date: 07.18.07 Wellpinit School District Classification: Essential Revised Dates: 12.16.15

Policy: 3224 Section: 3000 - Students Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that: A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups; B. Damage to school property will result from the student's dress; or C. A material and substantial disruption of the educational process will result from the students' dress or appearance. For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy. The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken. Cross References: 3220 - Freedom of Expression Legal References: RCW 28A.320.140 Schools with Special standards – Dress codes WAC 392-400-215 Student Rights WAC 392-400-225 School district rules defining misconduct – Distribution of Rules Adoption Date: 08.22.07 Wellpinit School District Classification: Discretionary Revised Dates: 12.06; 09.21.16

Policy/Procedure 3243 Student Driving

Students Procedure Student Driving Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the student's parent. A student may use the school parking lot subject to the following conditions: A. A student must register the car in the school office. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property; B. Students may not occupy a vehicle (without permission) during the school day; and C. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon will also extend to a student's vehicle. A student who does not conform to the above rules will be subject to corrective action. Adoption Date: 08.22.07 Wellpinit School District Classification: Discretionary Revised Dates: 09.21.16

Policy: 3413 Section: 3000 - Students Student Immunization and Life Threatening Health Conditions Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against diseases as required by the State Board of Health. Exemptions from Immunization The district will allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090. Meningococcal Immunizations Information Distribution The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will

address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine. Human Papilloma Virus Disease Information At the beginning of every school year, the district will provide parents and guardians of sixth through twelfth grade students, information provided by the state Department of Health about human papilloma virus (HPV) disease and its vaccine. The information will include the causes and symptoms of human papilloma virus, how the disease is spread, the places where parents and guardians may obtain additional information and vaccinations for their children and current recommendations from the Centers for Disease Control Prevention regarding the vaccine. Life-Threatening Health Conditions Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed. Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the following due process requirements: A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail; B. Notice of the applicable laws, including a copy of the laws and rules; C. The order that the student will be excluded from school immediately and until a medication or treatment order is presented; D. Explain the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school; E. If the parents request a hearing, the district will schedule one within three school days of receiving the request, unless more time is requested by the parents; and F. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to Chapter 392-400 WAC. The superintendent will adopt procedures necessary to implement this policy. Cross References: 3241 - Classroom Management, Corrective Actions Or Punishment 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973 2161 - Special Education and Related Services for Eligible Students 2100 - Educational Opportunities for Military Children Legal References: Chapter 28A.210 RCW Health — Screening and requirements Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases WAC 392-182 Student — Health records WAC 392-380 Public school pupils — Immunization requirement and life-threatening health condition Management Resources: 2012 - August Issue 2011 - August Issue 2011 - June Issue Policy News, August 2007 Human Papilloma Virus Disease Notification Policy News, April 2006 Chickenpox Immunization Required Policy News, June 2005 Distribution of Information on Meningococcal Disease Policy News, October 2002 Legislature Addresses “Life-threatening Conditions” Adoption Date: 10.02 Wellpinit School District Classification: Essential Revised Dates: 06.05; 04.06; 08.07; 10.11; 08.12; 02.14 Reviewed: 09.21.16

Policy: 3416 Section: 3000 - Students Medication at School

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication. The superintendent will establish procedures for: A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse; B. Designating staff members who may administer prescribed or non-prescribed oral medication to students; C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen (15) days; D. Storing prescribed or non-prescribed medication in a locked or limited access facility; E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; and F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school. Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered

nurses and licensed piratical nurses. No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication. If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled. Administration of legend (prescribed) drugs or controlled substances by nasal spray if a school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student. If a school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may be administered by: 1) a trained school employee, provided that person has received appropriate RN delegation and volunteered for the training pursuant to RCW 28A.210.260; or 2) a parent-designated adult. A parent designated adult is a volunteer, who may be a school district employee, who receives additional training from a healthcare professional or expert in epileptic seizure care selected by the parents who provides care for the student consistent with the student's individual health plan on file with the school. Required Notification of EMS After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable. Cross References: 3420 - Anaphylaxis Prevention and Response 3419 - Self-Administration of Asthma and Anaphylaxis Medications Legal References: RCW 28A.210.260 Public and private schools - Administration of medication — Conditions RCW 28A.210.270 Public and private schools —Administration of medication — Immunity from liability — Discontinuance, procedure Management Resources: 2014 - February Issue, Nasal spray added to list of medications that may be administered by school personnel 2012 - August Issue, "Medication" Definition Expanded Policy News, February 2001 Oral Medication Definition Expanded Adoption Date: 02.01 Wellpinit School District Classification: Essential Revised Dates: 08.12; 02.14 Reviewed Dates: 09.21.16

Policy: 4210 Section: 4000 - Community Relations Regulation of Dangerous Weapons on School Premises

Unless specifically authorized by this policy, it is a violation of district policy 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. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is also a criminal offense. It is the policy of this District that the presence of firearms and other dangerous weapons in the workplace or educational environment is to be minimized as much as possible. As such, the following activities are prohibited by this policy regardless of whether such possession would violate state law, and regardless of whether the weapon is secured in a vehicle or possessed by a person with a concealed weapons permit: No District employee may bring any firearm or dangerous weapon onto any District property without prior authorization of the Superintendent. No person or entity renting, leasing, or otherwise being granted the right to temporary use of District-owned property may possess, or allow its guests to possess, firearms dangerous weapons on District-owned property. The superintendent is directed to ensure that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction. **Dangerous Weapons** The term "dangerous weapons" under state law includes: Any firearm Any device commonly known as "nunchaku sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means; Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; Any device, object, or instrument that is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse; The following instruments: Any dirk or dagger; Any knife with a blade longer than three inches; Any knife with a blade that is automatically released by a spring mechanism or other mechanical device; Any knife having a blade that opens, or falls, or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and Any razor with an unguarded blade; Any slung shot, sandbag, or sand club; Metal knuckles; A sling shot; Any metal pipe or bar used or intended to be used as a club; Any explosive; Any weapon containing poisonous or injurious gas; Any implement or instrument that has the capacity

to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death. In addition, the District considers the following weapons in violation of this policy: Any knife or razor not listed above, except for instruments authorized or provided for specific school activities; Any object other than those listed above that is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury. **Reporting Dangerous Weapons** Students If the District believes that a student has violated this policy, an appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis. Further, the district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm. All expulsion and / or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline. Stafff a District employee believes that another District employee has violated this policy, the employee will report his or her concerns to an appropriate school or District authority for further inquiry. Any disciplinary action of an employee who willfully violates this policy will be subject to District Policy 5281 – Disciplinary Action and Discharge. **Exceptions** The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: Persons engaged in District-authorized military or law enforcement or School Resource Officer activities; Persons involved in a District Superintendent authorized convention, showing, demonstration, lecture or firearm safety course; Persons competing in District Superintendent authorized firearm or air gun competitions; and Any federal, state or local law enforcement officer. The following persons who are over eighteen years of age, not employed by the District, not renting or leasing District facilities, and not enrolled as students, may possess firearms outside of school buildings on school property under only the following limited circumstances: Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Pursuant to RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit. Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. **Personal Protection Spray** Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission, or use of personal protection spray devices under any other circumstances is a violation of district policy. Cross References: 3241- Student Discipline 4260- Us of School Facilities, 6112-Rental or Lease of District Real Property. Legal References: RCW 28A.600.420, RCW 9.94A.825, RCW 9.91.160, RCW. 9.41.280, RCW. 9.41.250, RCW 9A.16.020, Management Resources: 2019- October Policy Issue, Adoption: 2.20, Classification: Essential, Revised Dates:

Policy: 4215 Section: 4000 - Community Relations Use of Tobacco, Nicotine Products and Delivery Devices

The board of directors 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 device include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," 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. Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must have a physician's prescription for the FDA approved nicotine replacement therapy and must follow applicable policies regarding use of medication at school. Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for

violations of this policy, and school district employees are responsible for the enforcement of the policy. Cross References: 5201 – Drug-Free Schools, Community and Workplace 3416 – Medication at School 5280 - Termination of Employment 3241 - Classroom Management, Corrective Actions Or Punishment 3200 - Rights and Responsibilities Legal References: RCW 28A.210.270 Public and private schools – Administration of medication – Immunity from liability – Discontinuance, procedure. RCW 28A.210.260 Public and private schools – Administration of medication – Conditions. RCW 28A.210.310 Prohibition on use of tobacco products on school property RCW 70.155.080 Purchasing, obtaining or possessing tobacco by persons under 18 — Civil infraction — Jurisdiction Management Resources: 2014 – February Issue 2010 - December Issue 2010 - October Issue Adoption Date: Wellpinit School District Classification: Essential Revised Dates: 09.13; 09.16.15

Policy: 5201 Section: 5000 - Personnel Drug-Free Schools, Community and Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serve. For purposes of this policy, the “workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The “workplace” includes any district building or any district property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant. Prohibited Behavior to help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated: A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace. B. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including termination. C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids. D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids. Notification Requirements any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member’s responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district [insert district department/office (e.g. human resources)], 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 will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within 10 days of such conviction, regardless of the source of the information. Disciplinary Action Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. The district may notify law enforcement agencies regarding a staff member’s violation of this policy at the district's discretion or take other actions as it the district deems appropriate. Cross References: 5280 – Separation from Employment 4215 - Use of Tobacco, Nicotine Products and Delivery Devices Legal References: RCW 69.50.435 Violations committed in or on certain public places or facilities — Additional penalty — Defenses — Construction — Definitions 41 U.S.C. 8103 Drug Free Workplace Requirements for Federal Grant Recipients 21 U.S.C. 812 Controlled Substance Act 20 U.S.C 7101-7117 Safe and Drug-Free Schools and Communities Act [as amended by Title

IV – 21st Century Schools] Management Resources: 2015- December Issue 2013 - February Issue 2011 - December Issue Policy News, February 1999 Bus drivers still tested for marijuana Adoption Date: Wellpinit School District Classification: Essential Revised Dates: 04.98; 12.11; 02.13; 09.13; 02.17.16; 12.14.16