



Volunteer Handbook

Welcome to a very important part of this school district's education team ~ VOLUNTEERS! It takes an exceptional person to give their time and energy to help make our schools stronger.

Your caring enables us to work better and more productively, and your involvement brings to our students and teachers the extra time and personal contact that is vital to academic success. You are giving students the powerful message that people care about them.



The opportunities for involvement are limitless. You can spend from one to six hours a day, one to five days a week, working in our schools. You may work with children of all ages and abilities and in a variety of areas from working with students in the classroom, assisting with clerical tasks for staff, or helping on the playground. Regardless of the area you choose to be involved, you will be enriching the programs of Stanwood-Camano Schools.

Giving our children the best education possible is an investment in the strong future of our community and nation. Thank you for recognizing this need and reaching out to help. We would like to provide you with every tool necessary to make your volunteer experience a great one. This Volunteer Handbook is designed to answer many of the questions you may have as a volunteer. However, if you have other questions, or need further clarification, just ask!

As a member of our volunteer team, you will have the opportunity to build relationships with other volunteers and staff at your school. These relationships are invaluable as we work together – we are glad you're here!

Sandy Kintner
(360) 629-1223
skintner@stanwood.wednet.edu

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SCHOOL AND CONTACT INFORMATION



Cedarhome Elementary 27911 68th Avenue NW Stanwood, WA 98292	629-1280	Jeff Lofgren, Principal
Elger Bay Elementary 1810 Elger Bay Road Camano Island, WA 98282	629-1290	Victor Hanzeli, Principal
Stanwood Elementary 10227 273rd Place NW Stanwood, WA 98292	629-1250	Staci Lauinger, Principal
Twin City Elementary 26211 72nd Avenue NW Stanwood, WA 98292	629-1270	Jennifer Allen, Principal
Utsalady Elementary 608 Arrowhead Road Camano Island, WA 98282	629-1260	Julie Echols, Principal
Port Susan Middle School 7506 267th Street NW Stanwood, WA 98292	629-1360	Cherae Almanza, Principal
Stanwood Middle School 9405 271st Street NW Stanwood, WA 98292	629-1350	Tod Klundt, Principal
Stanwood High School 7400 262nd Street NW Stanwood, WA 98292	629-1300	Christine Del Pozo, Principal
Lincoln Hill High School 7400 262nd Street NW Stanwood, WA 98292	629-1340	Ryan Pike, Principal
Saratoga School 7400 262nd Street NW Stanwood, WA 98292	629-1372	Monica McDaniel, Program Lead
Administration & Resource Office 26920 Pioneer Highway Stanwood, WA 98292	629-1200	Dr. Deborah Rumbaugh, Superintendent
Transportation Office 9101 272nd Street NW Stanwood, WA 98292	629-1229	Lisa Orton, Transportation Supervisor



2021-2022 Student Calendar

Calendar Dates:

September 2	First Day of School
September 6	Labor Day
October 15	Teacher In-Service Day (no school)
October 27, 28, 29	Fall Conferences K-12, Early Release (No late start Wednesday, Oct. 27)
November 5	1st Quarter Ends (6-12)
November 11	Veterans' Day (observed)
November 24	Early Release (no late start)
November 25-26	Thanksgiving Break
December 20-31	Winter Break
January 17	Martin Luther King, Jr. Day
January 27	1st Semester Ends (K-12)
January 28	Semester Grading (no school)
February 18-21	Mid-Winter Break/President's Day
March 30	Teacher Professional Development, Early Release
March 31-April 1	Spring Conferences K-12, Early Release
April 4-8	Spring Break
April 12	3rd Quarter Ends (6-12)
May 30	Memorial Day
June 15	Last Day of School (Early Release Times are 6-12, 9:40; K-5, 11:00) End of Second Semester

Key			
	First/Last Day of School		Important Dates
	No School		Early Release

Times	Regular Schedule	Wednesday Late Start	Early Release
Grades 6-12	7:40 AM - 2:10 PM	9:00 AM	10:40 AM
Grades K-5	9:00 AM - 3:30 PM	10:20 AM	12:00 PM

July 2021

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May 2022

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June 2022

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26920 Pioneer Hwy • Stanwood, WA 98292 • (360) 629-1200 • Information Line: (360) 629-1240 • www.stanwood.wednet.edu

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Marlene Stanton, mstanton@stanwood.wednet.edu, or the Section 504/American Disabilities Act Coordinator, Robert Haeall, rhaeall@stanwood.wednet.edu, Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360) 629-1200.

El Distrito Escolar de Stanwood-Camano School District no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación. Título IX / Oficial de Acción Afirmativa y Coordinador de Cumplimiento de Derechos Civiles, Marlene Stanton, mstanton@stanwood.wednet.edu, o la Sección 504 / Coordinador de la Ley de Discapacidades Estadounidenses, Robert Haeall, rhaeall@stanwood.wednet.edu, Distrito Escolar Stanwood-Camano, 26920 Pioneer Hwy, Stanwood, WA 98292. Teléfono: (360) 629-1200.

VOLUNTEER PROGRAM GOALS

The Volunteer Program will enhance students' learning opportunities by:

- ❖ Enhancing school curriculum, making available additional experiences and instruction
- ❖ Establishing school-community partnerships through opportunities for families and community members to be active participants in educational programs.
- ❖ Expanding opportunities for individualized attention to students
- ❖ Assisting students in developing positive relationships with role models
- ❖ Providing opportunities for volunteers to best use their time and talents in the education of children and find satisfaction and fulfillment in these opportunities.



ADVANTAGES OF VOLUNTEERING

****Satisfaction***

- ~of seeing a student gain skills and self-confidence
- ~of sharing special talents and resources
- ~of helping to fulfill a need in the school
- ~and fulfillment of being needed and useful

****Opportunities***

- ~to increase personal skills and gain experience
- ~to establish professional references
- ~to try something new and take a "safe" risk
- ~to establish long-term personal relationships

QUALITY VOLUNTEERS

Successful volunteers of quality are known by their:

INTEREST IN YOUNG PEOPLE

- ❖ Believes in each child's ability to learn and grow
- ❖ Accepts children of all ages, abilities, backgrounds and personalities
- ❖ Recognizes that well-educated children are our greatest natural resource

DESIRE TO TEACH, TO LEARN AND TO HELP

- ❖ Has the time and willingness to serve
- ❖ Has or is willing to acquire the skills and talents that can enrich the educational process
- ❖ Is supportive of the school's efforts to educate each student to his or her potential

COMMITMENT, DEPENDABILITY, FLEXIBILITY

- ❖ Is reliable and prompt, and realizes that the teacher and students count on him or her to be there
- ❖ Is capable of adjusting to the teacher's way of doing things and following his or her directions
- ❖ Is friendly, enthusiastic and positive
- ❖ Understands and appreciates the work of the school, staff and the volunteer program

CONFIDENTIALITY

- ❖ Respects the confidentiality of his or her relationship to the school
- ❖ Is careful to ensure that a child's work and behavior in school are held in confidence



VOLUNTEER RESPONSIBILITIES

Our student safety is of utmost importance to us. The first line of responsibility as a volunteer is to complete a volunteer clearance prior to attending classroom field trips and/or volunteering in a classroom. The clearance is good for two (2) years and should be renewed as required.

In order for the volunteer program to work effectively, we depend on our volunteers to assume responsibilities and a level of commitment, which allows for more quality education and opportunities for our students. The effectiveness of the program can be seen as the staff are able to better meet the needs of kids and develop closer ties to the parents and community. In addition, an effective volunteer program brings satisfaction to you, personally, as the volunteer. The inexplicable rewards, such as a true smile of delight from a child, are beyond description!

As a school volunteer, you become part of a team working toward the best possible education for our students. The guidelines listed here will help you meet your responsibilities as a volunteer...

❖ **BE DEPENDABLE**

Your help is needed to provide the best opportunities for children. If you are unable to be at school when expected, be sure to notify the secretary in time for them to make adjustments. People depend on you.

❖ **USE GOOD JUDGMENT IN TALKING ABOUT VOLUNTEER EXPERIENCES**

Volunteers must have an open mind. Maintain a professional attitude regarding confidential information about children, parents and staff. Use discretion in commenting about a matter that can easily be misinterpreted by others who aren't as familiar with the situation as you are.

❖ **BE A RESPONSIBLE KEY COMMUNICATOR**

As a volunteer, you not only serve the needs of students directly, but you also provide a vital link between the school and the community. Communicate the need for others to become involved with their schools and help them know how important their participation is.

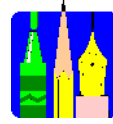
❖ **DON'T LET PROBLEMS BUILD**

Everyone has a stake in making this program work and wants to succeed as volunteers. It is the intent of the program to place people together who are compatible and to assign volunteers to rewarding jobs. If you have a concern, or if the program hasn't succeeded in doing this for you, talk to the volunteer coordinator or principal ~ they can help you enjoy your experience as a volunteer *only* if they are aware of your concerns.

❖ **RECOGNIZE THE RESPONSIBILITIES OF THE PRINCIPAL, TEACHERS AND SUPPORT STAFF**

As a school volunteer, you will be a part of and observe many decisions and judgments made by the principal, teachers and support staff. They will work closely with you because you have become part of a team. It is they, however, as employees of the school district, who are held responsible for the decisions that are made regarding instruction and building management. Because of this responsibility, it is necessary to recognize that the staff has final authority in all matters.

RULES OF CONDUCT



Improper conduct is not acceptable for volunteers at this school. These behaviors include, but are not limited to:

- Willful neglect and/or physical, verbal or written abuse of a student
- Unauthorized use of school equipment and/or supplies
- Neglect, willful abuse or destruction of school property
- Misuse of confidential information, including student grades
- Breach of confidentiality
- Disregard of school policies and/or procedures
- Fighting on school property
- Dishonesty
- Chronic absence and/or tardiness
- Working while under the influence of, or suffering from the effects of, alcohol, non-prescribed drugs or other intoxicants
- Falsification of official records, including student grades
- Insubordination
- Practice, or toleration of, discrimination or harassment.

All volunteers shall review the Stanwood-Camano School District Policies and Protocols for Maintaining Professional Staff/Student Boundaries, Policy 5253.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Policy No. 5253 - Personnel

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Stanwood-Camano board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, including the establishment and maintenance of professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect, maintenance of appropriate boundaries between adults and students in and outside of the educational setting, and conduct consistent with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational purpose. An educational purpose is one that is required by the staff member's position in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

A staff member who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another staff member is required by law to report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

The Stanwood-Camano board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from online socializing with students or from engaging in any conduct on social media that violates the law, district policies or generally recognized professional standards. Employees whose conduct violates this policy will face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

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

Legal References:

RCW 28A.400.320-330	Crimes against children
RCW 28A.400.317	Physical abuse and sexual misconduct by school employees
RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
WAC 181-87	Professional Certification - Acts of Unprofessional Conduct
WAC 181-88	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

Adoption Date: 05.04.2010
Stanwood Camano School District

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Policy No. 3207 – Students

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. " As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal or physical act including but not limited to, one shown to be motivated by any characteristic in RCW28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. 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 individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

This policy recognizes that 'harassment', 'intimidation,' and bullying' are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors; however, this differentiation should not be considered part of the legal definition of these behaviors.

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. Specific training requirements are included in the accompanying procedures.

Prevention

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

Interventions

Interventions will be designed to address the impact of harassment, intimidation, and bullying on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, 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 aggressor or 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 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 against those who report or participate in an investigation of harassment, intimidation and bullying and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation.

Knowingly reporting false allegations of harassment, intimidation and bullying is prohibited. 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 harassment, intimidation, and bullying incident report forms and to ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

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

Cross References:	Policy 2161 Policy 3200 Procedure 3206P Procedure 3207P Policy 3210 Policy 3211 Policy 3241	Special Education and Related Services For Eligible Students Rights and Responsibilities Sexual Harassment of Students Prohibited Procedures Prohibition Prohibition of Harassment, intimidation, and Bullying Procedures Nondiscrimination Transgender Student Student Discipline
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Legal Reference:	RCW 28A.300.285	Harassment, Intimidation, and Bullying Prevention Policies- Model policy and procedure-Training Materials-Posting on web site- Rules-Advisory Committee
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WAC 392-190-059	Harassment, intimidation and bullying prevention policy and procedure – School districts.
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Management Resources:	Office for Civil Rights, Dear Colleague Letter: Responding to Bullying of Students with Disability (OCR 10/21/2014) 2019 August Policy Alert 2019 July Policy Issue 2014 December Issue 2010 December Issue 2008 April Issue 2002 April Issue
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Adoption Date: 05.20.03

Stanwood-Camano School District

Revised: 03.07.06; 09.02.08; 04.17.11; 07.05.11; 02.18.14; 05.05.15;12/03/19

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Policy No. 3207P - Students

A. Introduction

The Stanwood Camano School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Students(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression, gender identity mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying, or to whom such actions have been reported must take prompt and appropriate action to stop the harassment, intimidation, or bullying, and to prevent its reoccurrence.

B. Definitions

Aggressor means a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying means an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to: slurs, rumors, jokes innuendos, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Retaliation occurs when an individual is intimidated, threatened, coerced, or discriminated against for reporting harassment, intimidation, or bullying, or participating in an investigation.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student means a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Behaviors / Expressions

"Harassment," "intimidation," and "bullying" are separate but related behaviors. Each must be addressed appropriately. Although this procedure differentiates the three behaviors, this differentiation should not be considered part of the legal definition of these behaviors, this differentiation should not be considered part of the legal definition of these behaviors, Harassment refers to any malicious act, which causes harm to any person's physical well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment. Intimidation refers to implied or overt threats of physical violence. Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or

perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying can also occur through technology and is called electronic bullying or cyberstalking.

D. Relationships to Other Laws

This procedure applies only to RCW 28A.300.285-Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

1. RCW28A.300.285- Harassment, Intimidation and Bullying
2. RCW 28A .640.020- Sexual Equality
3. RCW28A.642- Prohibition of Discrimination in Public Schools
4. RCW 49.60.010- The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation, or bullying. Nothing in this procedure prevents a student, parent/ guardian, school or district from taking action to remediate harassment or discrimination based on a person's membership in a legally protected class under local, state or federal law.

D. Prevention

1. Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation or bullying; the name and contact information for making a report to the school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer and parent handbooks, is available in school and district offices and/or hallways or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of chapter 392-405 WAC

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web- based form.

3. Training

The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. Staff will receive annual training on the school district's policy and procedure, including at a minimum, staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

4. Prevention Strategies

The district will implement a range of strategies including individual, classroom, school, and district-level approaches, to prevent harassment, intimidation and bullying.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation, or bullying. If the allegations in a written report of harassment, intimidation, or bullying indicates a potential violation of Policy 3207, the district staff member who receives the report must promptly notify the district compliance officer.
2. Provide support and assistance to the principal or designee in resolving complaints;
3. Receive copies of all Incident Reporting Forms, Discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Communicate with the school district's designated civil rights compliance coordinator. If a written report of harassment, intimidation, or bullying indicates a potential violation of the district's nondiscrimination policy (Policy 3210), or if during an investigation, the district becomes aware of a potential violation of the district's nondiscrimination policy, the compliance officer must promptly notify the district's civil rights compliance coordinator. At that time, the compliance officers must promptly notify the complainant that their complaint will proceed under both this policy / procedure and the nondiscrimination policy / procedure. The investigation and response timeline for the nondiscrimination procedure begin when the school district knows or should have known that a written report or investigation of Harassment, Intimidation, or Bullying involves a potential violation of the district's nondiscrimination policy;
5. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern;
6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough;
7. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
8. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis; and
9. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: <http://www.k12.wa.us/student-success/health-safety/school-safety-center>.

F. Staff Intervention

All staff members will intervene when witnessing or receiving reports of harassment, intimidation. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure, other than tracking, to ensure they are not repeated.

G. Filing an Incident Reporting Form

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instructions (OSPI) School Safety Center website:

<https://www.k12.wa.us/sites/default/files/public/safetycenter/bullyingharassment/pubdocs/samplehibincidentreporting.pdf>

Any student or students who believe they have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying may report incidents verbally or in writing to any staff member.

H. Addressing Harassment, Intimidation, or Bullying- Reports

Step 1: Filing an Incident Report Form

In order to protect a targeted student from retaliation, a student need not reveal his or her identity on an Incident Report form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

- a. **Anonymous** - Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may use complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)
- b. **Confidential** - Individuals may file a report asking that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")
- c. **Non-Confidential** - Individuals may file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Report Form

All staff members are responsible for receiving oral and written reports. Whenever possible staff members who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation and bullying will be recorded on a District Incident Report Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the reporting and investigative process.

- a. Upon receipt of the Incident Report Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin an investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan (<https://www.k12.wa.us/student-success/health-safety/school-safety-center/safety-planning-toolkit>) for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

If, during the course of an investigation, the district employee conducting the investigation becomes aware of a potential violation of the districts nondiscrimination policy (policy 3210), the investigator will promptly notify the district's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-

190-065 through WAC 392-190-075 as well as the HIB complaint procedure. The notice must be provided in a language that the complainant can understand. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations of a violation of the district's nondiscrimination policy.

- c. Within two (2) school days after receiving the Incident Report Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel have reasonable cause to believe that a student is subject to child abuse or neglect, they must follow district policy for reporting such cases to Child Protective Services or the police.
- e. The investigation shall include, at a minimum:
 - An interview with the complainant ;
 - An interview with the alleged aggressor ;
 - A review of any previous complaints involving either the complainant or the alleged aggressor ; and
 - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practical but generally no later than five (5) school days from the initial complaint . If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - The results of the investigation;
 - Whether the allegations were found to be factual;
 - Whether there was a violation of policy; and
 - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the laws regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the complainant must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family.

If professional school personnel have reasonable cause to believe that a student is subject to child abuse or neglect, as mandatory reporters they must follow district policy for reporting such cases to Child Protective Services or the police.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district compliance officer.

Step 4: Corrective Measures for the Aggressor

- a. After completion of the investigation, the school or district designee will institute any corrective measures

necessary.

- b. Corrective measures will be instituted as soon as possible, but in no event more than five (5) school days after contact has been made with the families or guardians regarding the outcome of the investigation.
- c. Corrective measures that involve student discipline will be implemented according to district Policy 3241 – Student Discipline. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- d. If in an investigation a principal or principal’s designee finds that a student, knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student’s Right to Appeal

- a. If the complainant or his or her parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal with the superintendent within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
- b. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student or his or her parent/guardian may appeal by filing a written notice of appeal with the secretary of the school board within five (5) school days of receiving the superintendent’s written decision.
- c. An appeal before the school board or disciplinary appeal council must be heard within ten (10) school days of receipt of the written notice of appeal. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal within five (5) school days following the termination of the hearing and shall provide a copy of the decision to all parties involved. The board decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for the student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student’s history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district Policy 3241, Student Discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the school should strongly consider school wide training or other activities to address the incident.

If a staff member has been found to be in violation of this policy and procedure, the district may impose disciplinary action, up to and including termination of employment. If a certificated employee is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI’s Office of Professional Practices may impose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may result in the loss of contracts.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

A staff member, student, or other member of the school community who promptly reports an incident of harassment, intimidation, or bullying to an appropriate school official, and who makes this report in compliance with the district's policy and procedure relating to harassment, intimidation and bullying is immune from a cause of action for damages arising from any failure to remedy the reported incident.

No staff member, student, or other member of the school community may engage in reprisal or retaliation against a student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation or bullying.

Nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a student's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- [https://www.k12.wa.us/policy-funding/equity-Washington State Human Rights Commission](https://www.k12.wa.us/policy-funding/equity-Washington%20State%20Human%20Rights%20Commission) 800.233.3247
www.hum.wa.gov/index.html
- Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600
Email: OCR.Seattle@ed.gov www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service 877.292.3804
www.justice.gov/crt/
- Office of the Education Ombudsman 866.297-2597
Email: oeoinfo@gov.wa.gov www.governor.wa.gov/oeo/default.asp <http://oeo.wa.gov/>
- OSPI Safety Center 360.725.6044
<http://www.k12.wa.us/student-success/health-safety/school-safety-center>

K. Other District Policies and Procedures

Nothing in this procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are or may be prohibited by other district or school rules.

Cross Reference: Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying

Adopted: 07.05.11
Stanwood-Camano School District
Revised: 03.07.06; 09.02.08; 09.03.14; 05.05.15; 01.02.20

SEXUAL HARASSMENT Policy No. 5011 - Personnel

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

Definitions

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

Under federal and state law, the term “sexual harassment” includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication 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 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.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3206 and Procedure 3206P.

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

Notice and Training

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

Policy Review

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

Cross References:	Procedure 5011P Policy 3206 Procedure 3206P Policy 5161 Policy 3210 Policy 3421 Policy 5010 Policy 3207 Policy 3211	Sexual Harassment Sexual Harassment (Students) Sexual Harassment (Students) Civility in the Workplace Nondiscrimination (Students) Child Abuse, Neglect, and Exploitation Prevention Nondiscrimination and Affirmative Action Prohibition of Harassment, Intimidation and Bullying Gender Inclusive Schools
Legal References:	RCW 28A.640.020 WAC 392-190-058 20 U.S.C. § 1681-1688	Regulations, guidelines to eliminate discrimination – Scope—Sexual harassment policies Sexual Harassment
Management Resources	2015 – July Policy Alert 2014 – December Issue 2010 – October Issue	

Adoption Date: 04.15.03

Stanwood-Camano School District

Revised: 12.17.13; 09.06.16; 12.18.18; 05.21.19; 2021

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Policy No. 5010P

Nondiscrimination

The district shall provide equal employment opportunity for all applicants and employees in recruitment, hiring, re-tention, assignment, transfer, promotion and training. The district shall also make reasonable accommodation to the known sensory, mental or physical limitations of an otherwise qualified disabled applicant or employee unless an accommodation would impose an undue hardship on the operation of the district program. District employees shall be free from harassment based on legally protected attributes or characteristics.

In cases where employees or applicants believe that they have been discriminated against on the basis of their legal-ly protected status or that their disabilities have not been reasonably accommodated, the employee or applicant may file a complaint using the complaint process set forth in this procedure. (Complaints that an employee or vol-unteer has been harassed on the basis of their legally protected status should be brought using the complaint proce-dure in Procedure 5160P.) To ensure fairness and consistency, these procedures are to be used to address com-plaints covered by state and federal equal employment laws, including the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), Titles VII and IX of the Civil Rights Act, the Washington Law Against Discrimination, and/or the district's Affirmative Action Plan. No person shall be adversely affected in any way because of the utilization of these procedures. The Executive Director of Human Resources or designee shall investigate all allegations of noncompliance or discrimination.

Affirmative Action

The board of directors of the Stanwood-Camano School District recognizes that an Affirmative Action Employ-ment Plan is a sound employment practice, as well as a positive approach toward achieving lasting and equitable human resources policies and procedures.

In accordance with state and federal requirements, the district shall develop an Affirmative Action Plan. Such a plan shall include a work force analysis, a projection of possible work force vacancies, an analysis of activities de-signed to take appropriate affirmative action and a grievance procedure.

The superintendent, or designee, shall be responsible for the development, implementation and annual reporting of the Affirmative Action Plan. The overall responsibility for monitoring an auditing this plan shall be assigned to the human resources department.

Complaint Process

LEVEL I: Informal Complaints and Requests for Accommodation

With regard to ADA matters, a distinction is to be made between a request for accommodation and a complaint. A request for accommodation should be submitted to the Executive Director of Human Resources. The parties should cooperate to resolve any issues of accommodation through an interactive process prior to the filing of a formal complaint outlined in Level IIA complaint is to be filed only in the event there is a complaint of noncompli-ance after a request for accommodation has been made.

At the employee's option, attempts will be made to resolve complaints of discrimination informally, expeditiously and at the closest point of administrative responsibility to the alleged offense. Informal complaints of discrimina-tion of an employee may be reported to his/her supervisor, the affirmative action officer, or the Executive Director of Human Resources. The supervisor will be responsible for investigation and resolution of informal complaints. The supervisor may seek assistance or guidance from the district's affirmative action officer or Executive Director of Human Resources. The supervisor must notify the complainant of his/her right to file a formal complaint under this policy and procedure. The notice shall be provided in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency.

LEVEL II: Formal Complaints

The District's Executive Director of Human Resources or designee shall be responsible for monitoring and coordinating the district's compliance with WAC 392-190 and related procedures and ensuring that all complaints communicated to the District are promptly investigated and resolved.

The Executive Director of Human Resources is:

Maurene Stanton
Stanwood-Camano School District
26920 Pioneer Highway
Stanwood, WA 98229
mstanton@stanwood.wednet.edu
360-629-1200

The Executive Director of Human Resources or designees will receive and investigate (or assign an investigator) formal complaints. School or district administrators who receive a formal complaint of discrimination will promptly notify the Executive Director of Human Resources and forward a copy of the complaint.

- A. The allegations of discrimination shall:
 1. Be in writing.
 2. Describe the specific acts, conditions or circumstances alleged to violate the district's policies or obligations in regard to nondiscrimination, accessibility and/or reasonable accommodation.
 3. Be filed with the Executive Director of Human Resources as soon as possible, but no later than one (1) year following the alleged discrimination or harassment, unless the delay is due to specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint or the district withheld information that was required to be provided under WAC 392-190 or related guidelines.

- B. Upon receipt of a complaint, the Executive Director of Human Resources or designee will provide the complainant a copy of Procedure 5010P in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency. The district will promptly and thoroughly investigate the complaint. Following the completion of the investigation, the Executive Director of Human Resources will provide the superintendent or designee with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a full written report.

- C. The superintendent or designee will respond in writing to the complainant within thirty (30) calendar days after the district received 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. If an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency, the district responds to the complainant. The district will send a copy of the response to the Office of the Superintendent of Public Instruction.

- D. The response by the superintendent or designee will include:
 - a. A summary of the results of the investigation;
 - b. Whether the district failed to comply with WAC 329-190 or related guidelines;
 - c. If the district failed to comply with WAC 392-190 or related guidelines, the corrective measures deemed necessary to correct the non-compliance; and
 - d. Notice of the complainant's right to appeal under WAC 392-190, including where and with whom the appeal must be filed.

The District's response to the complaint will be provided in a language the complainant can understand, which may require language assistance for complainants with limited-English proficiency.

E. Corrective measures necessary to correct any non-compliance shall be instituted as expeditiously as possible but no later than thirty (30) calendar days following the superintendent's or designee's written response to the complainant, unless otherwise agreed to by the complainant.

LEVEL III: Appeal to the Board of Directors

- A. In the event a complainant remains aggrieved following a written response from the superintendent or designee, the complainant may appeal to the district's board of directors by filing a written notice of appeal with the secretary of the school board on or before the tenth (10th) day following; (1) the date upon which the complainant received the superintendent's or designee's written response, or (2) the expiration of the thirty (30) day response period in Section II.E., above, whichever occurs first.
- B. Upon receipt of the appeal, the board of directors shall schedule a hearing to commence on or before the twentieth (20th) day following the filing of a written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or designee, or for good cause.
1. The complainant and the superintendent or designee shall be allowed to present such witnesses and testimonies, as the board of directors deems relevant and material.
 2. Unless otherwise agreed to by the complainant and the superintendent or designee, or for good cause, the board of directors shall render a written decision on or before the tenth (10th) day following the termination of the hearing and shall provide a copy to all parties involved. The decision must include notice of the complainant's right to appeal to the superintendent of public instruction and identify where and with whom the appeal must be filed.

LEVEL IV: Appeal to the Superintendent of Public Instruction

In the event a complainant disagrees with the appeal decision of the Board of Directors or if the district fails to comply with the procedures in WAC 392-190-065 or WAC 392-190-070, the complainant may file a complaint with the Office of the Superintendent of Public Instruction (OSPI) within twenty (20) calendar days after the complainant received the board's written appeal decision.

Mediation of Complaints

The District may offer mediation, at its expense, to resolve a complaint at any time during the complaint procedure. If the district does so, the mediation process must comply with WAC 392-190-0751.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Title IX/Compliance Officer following the State of Washington's School Districts Records Retention Schedule.

Cross Reference: Board Policy 5010 Nondiscrimination and Affirmative Action

Adoption Date: 12.89
Stanwood-Camano School District
Revised 12.03, 12.17.13, 3.19

CIVILITY IN THE WORKPLACE

The Stanwood-Camano School District Board of Directors believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment and provides our students with appropriate models for respectful problem solving. Conversely, uncivil conduct, like other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The Board of Directors commits the district in it's entirely to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. If differences exist, stakeholders will use clear, concise and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors or visitors is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors)

In support of this policy, the Board of Directors expects its members and all stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Reduce actions or behaviors which might provoke fear, anger, frustration, and alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in disagreement;
- Address incivility, appropriately and privately, when it is observed;
- Seek to understand others' points of view and cultural perceptions.

Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another individual;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs;
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.
- Making disparaging remarks, privately or publicly, in an effort to criticize another person.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does "uncivil conduct" include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;

- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with a supervisor or administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, reflect back to the offender on the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Employees who engage in uncivil behavior may be subject to corrective action or discipline.

Retaliation for reporting allegations will result in discipline.

Cross References:	Board Policy 1620	Board Superintendent Relationship
	Board Policy 4220	Complaints Concerning Staff or Programs
	Board Policy 5010	Nondiscrimination and Affirmative Action
	Board Policy 5160	Sexual Harassment

Adoption Date: 03.03.15
Stanwood-Camano School District

DRUG-FREE WORKPLACE

In accordance with the Drug-Free Workplace Act of 1988, as amended, the district prohibits:

1. The unlawful manufacture, distribution, dispensation, possession, or use, of alcohol, illegal drugs, controlled substances including marijuana (cannabis), or other intoxicants in the workplace;
2. Reporting to work or the workplace under the influence of alcohol, illegal drugs and/or controlled substances including marijuana (cannabis), or other intoxicants; and
3. Any other manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, controlled substances including marijuana (cannabis), or other intoxicants in a manner that is detrimental to the interests of the district.

Notification Requirements

Any staff member who is taking prescribed or over-the-counter medication 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, supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

"Workplace" for purposes of this policy includes any district building or any district property; any district-owned vehicle, or any other district-approved vehicle used to transport students to or from 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.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute for a violation occurring in the workplace. Such notification will be provided no later than five (5) days after such conviction. The district will inform the federal granting agency within ten (10) days after such conviction. As a further condition of employment, each employee shall abide by the terms of this policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be suspended, discharged, or non-renewed in accordance with the provisions of board policy, state law, and/or applicable collective bargaining agreements. The district may also refer the matter for criminal prosecution. In cases where the district in its sole discretion determines that reinstatement of the employee is appropriate, it may require as a condition of eligibility for reinstatement that an employee satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy shall be construed, however to guarantee reinstatement of any employee who violates this policy, nor does the district accept any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.

The superintendent or designee is directed to:

1. Provide a copy of the district's Drug-Free Workplace statement to new employees;
2. Maintain a drug-free awareness program; and
3. Comply with other specific requirements of the Drug-Free Workplace Act of 1988, as amended.

The drug-free awareness program shall include: informing employees about the dangers of drug abuse in the workplace; the district's policy establishing a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs, if any; and the penalties that may be imposed for drug abuse violations.

Cross References:	Board Policy 4215	Use of Tobacco on School Property
	Board Policy 5203	Staff Assistance Program
	Board Policy 5280	Termination of Employment

Legal References:	41 USC §§ 701-707	Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989
	41 USC 8103	Drug Free Workplace Requirements for Federal Grant Recipients
	20 USC §§ 7101-7118	Safe and Drug-Free Schools and Communities Act
	21 U.S.C. 812	Controlled Substance Act

21 CFR 1300.11-1300.15
RCW 69.50.435

Violations committed on school bus or in or near school grounds or school bus route stop

Management Resources:

Policy News, February 1999

Bus drivers still tested for marijuana

Adoption Date: 12.89
Stanwood-Camano School District
Revised: 5.6.03; 09.06.16

SCHOOL POLICIES & PROCEDURES



Volunteers are asked to give special attention to the following procedures:

- The principal is responsible for the overall supervision of school workers.
- Please attend the orientation. At that time you will be shown around the school office and workroom, as well as receive tips on helping out in the classroom. Also, this year each teacher will be training volunteers in his or her classroom—so you will be familiar with special tasks you will be asked to assist with.
- Your personal belongings (coat, purse, umbrella, etc.) may be safely stored in the wardrobe closet in the classroom in which you are volunteering. Feel free to ask the teacher or other staff member to store these items for you when you arrive. They can lock the cupboard if you feel the need.

If you are volunteering somewhere in the school other than a classroom, ask one of the secretaries to store your belongings for you when you arrive.

- The parking lot in front of the school is reserved for bus traffic. Please park in the other parking areas or on the street.
- Volunteers work in cooperation with an assigned teacher or other staff member. Questions, suggestions and feedback should be directed to the teacher, volunteer coordinator or to the principal.
- Volunteers must **sign in and out** on the registration form provided in the school office. The school staff needs to know who is in the building, and it is helpful in identifying the number of volunteer hours given to our building. **Please also wear your nametag whenever you volunteer at school.**
- Tobacco is prohibited on school grounds.
- Any volunteer who is injured at school should report to the nurse and administrators immediately.
- Please observe the volunteer bulletin board. Information affecting you will be posted there.
- Be prompt. Many activities depend on your volunteer assistance for successful completion. If you are unable to come at your appointed time or will be late, please call the office. You are a valuable resource and you are missed when you are unable to come. Your teacher and students will appreciate this courtesy!
- Know and observe the school and classroom rules and regulations. Your teacher will have this information for you.
- While we attempt to make everyone feel welcome, it is sometimes a distraction to bring pre-school age children along with you to volunteer, especially if you plan to work in a classroom. If you have no daycare available, please consider one of the following options: ask the classroom teacher's permission before bringing your pre-schooler, trade daycare with another volunteer, offer to work on tasks that can be completed at home, or to work in areas of the school other than the classroom. Please do not have preschool children with you while working on equipment such as paper cutter, laminator, etc. It is a dangerous place for little fingers to be.

Keep in mind that our #1 responsibility is to provide a quality learning environment for the children who are enrolled in Stanwood-Camano schools. You might also consider how special it makes your child feel when they receive your undivided attention during your visit.

VOLUNTEER POLICIES



CHAIN OF COMMAND

The Stanwood-Camano School Board is responsible for setting policies for school staff and volunteers. The board is comprised by elected board members and employs the principal, to whom it delegates responsibility for day-to-day school administration. The principal manages teachers, staff and volunteers, using policies approved by the board.

Any questions or difficulties should be presented initially to the staff member or teacher involved. Should further resolution be required, the appropriate chain of command is to talk with the principal, superintendent and school board in that order.

Community members interested are welcome to attend the Board meetings which are open to the public. Meetings are scheduled for the first and third Tuesdays of each month and convene in the Board Room at Stanwood Middle School.

STUDENT CONFIDENTIALITY

As a volunteer, you may observe activities or be exposed to information that is confidential in nature. It is mandatory that you respect the rights of everyone you work with, be it adult or child. Volunteers need to ensure confidentiality and privacy in regard to history, records and discussions about students.

This means that volunteers shall not disclose any information about a student, including his or her grades, behavior and any academic assistance given the individual, to anyone outside the school unless authorized by the principal. A good guide is to leave whatever you see or hear at school. Consider what you would want other volunteers sharing about your child after they have volunteered. This is a critical issue and deserves your most careful attention.

If you are made aware of information that you believe impacts the personal safety of a child, you are obligated to share that information with a school staff person; teacher, counselor or principal. You may then choose to remain anonymous once the information has been shared. **PLEASE NOTE: While school volunteers are not legally mandated reporters of suspected child abuse, the District's expectation is that volunteers speak to an administrator promptly regarding any inappropriate incident, conduct, or behavior.**

No information requested by someone outside the school will be given over the telephone. An appropriate responding statement is: "School policy does not permit me to give out this information."

Volunteers should not discuss any student's grades, behavior or records with unauthorized individuals, whether at or away from school. All volunteers are required to sign a confidentiality acknowledgment stating their responsibility and commitment in regard to student information and complete the required security information.

SMOKING/TOBACCO



This school district adheres to a tobacco-free policy. No smoking, vaping or tobacco products are allowed inside the building or on the outside grounds.

DRESS CODE

As representatives of the school, volunteers are expected to dress in an appropriate fashion for school activities. The primary objective as a volunteer in the school should be to enhance the education of our students. Clothing which causes disruption from the learning process, such as advertising alcohol, drugs or tobacco, is prohibited by school policy.

When operating school equipment, care should be given to ensure safety, such as securing loose hair and/or clothing. The school will not be held liable for damage to clothing or accessories while you are on duty.

EDUCATIONAL JARGON

As with any profession, there is an entire vocabulary of educational terms. We, as practitioners, may well use terms or phrases that we assume everyone understands, while, in fact, no one understands what we mean other than ourselves. (And sometimes we don't even understand one another.)

If a staff person provides you with directions, instructions, or explanations that aren't clear because of jargon, be sure to ask for further information. (It could be a challenge for us to put it into English!) A helpful Education Jargon Glossary is included in this handbook.

TELEPHONE CALLS

Local outside calls can be made from any intercom phone in the building simply by dialing "9". You may also use either of the telephones at the front desk by asking the secretary. If calling another building in the district dial only the last four digits.

If, in an emergency, you need to place a long-distance telephone call, please contact one of the secretaries for directions.

RESTROOMS

There are adult bathrooms located in each building.

SIGN-IN AND SIGN-OUT

Please sign the volunteer log when you arrive. At this same time, pick up your nametag. ***Please wear your name tag while at school.*** Sign-in when you arrive, and record the number of hours you have volunteered when you are ready to leave. This sign-in and sign-out procedure will help in several ways:

- To ensure student safety, the staff needs to know who is in the building at all times.
- In case of an emergency that requires building evacuation, these sheets assist in accounting for all people in the building.
- To assist in volunteer introductions, recognition and program evaluations.
- You can claim certain expenses associated with volunteering on your federal income tax and these records can serve as documentation of time spent at school. You may also want to record any time spent at home on volunteer work for this same reason.

NAME TAGS

You will be provided with a nametag, and we ask that you wear it whenever volunteering. You can pick the nametag up at the location you volunteer and you should leave it at school each time you finish volunteering.

These nametags serve many purposes. They allow all of us to call one another by name, they serve as identification that you are an adult who has legitimate reason for being on school grounds, and we hope they help make you feel a part of the staff.



EXPECTATIONS OF TEACHERS

What a teacher may expect from volunteers...

- Confidentiality and respect for the confidential nature of anything the volunteer hears or sees.
- Promptness.
- Business-like attitude and dependability.
- Advance notice of upcoming absence.
- Willingness to accept directions and constructive criticism.
- Acceptance of the fact that the teacher is the professional educator and that the volunteer is there to assist—not replace!
- Desire to motivate children to work and to help them succeed in school.
- Neat appearance.
- Trained volunteers...in most cases. Workshops in most areas are available to school volunteers. We will schedule these during the school year.

Responsibilities of teachers...

1. Provide meaningful tasks.
2. Plan.
3. Get to know the volunteer.
4. Orient the volunteer to the classroom.
5. Give recognition and appreciation of volunteer efforts.

Responsibilities of volunteers...

1. Be dependable.
2. Be professional.
3. Maintain confidentiality.
4. Follow directions and ask questions when necessary.



TIPS FOR WORKING WITH STUDENTS

Developing a positive relationship with students will make your volunteer experience more enjoyable, as well as more beneficial to the kids. Here are some tips for:

GETTING TO KNOW STUDENTS

- A student's name is very important. Learn the students' names right away, how to pronounce and spell them correctly, and use them often.
- Be sure that all students know your name, introduce yourself to them.
- Get to know each other by first talking about things students like. Listen carefully to what the student has to say. By your words and actions, let the students know you care.
- Let students take their time warming up to you. Trying too hard to establish a relationship with them may intimidate or alienate kids who don't know how to deal with that kind of "enthusiasm." Instead, make yourself accessible to them and be kind—students gravitate toward these qualities!
- Respect students' privacy and don't goad them into telling you something they're uncomfortable with. Most of all, listen to them!

EDUCATION JARGON GLOSSARY

What in the world are school staff members talking about? Here is a list of acronyms and educational jargon that may help you understand some of the things happening in education today. Please, if you don't understand vocabulary being used, ask your staff to explain.

ADHD, ADD—Attention Deficit Hyperactivity Disorder means a childhood disturbance of at least six months duration with an onset before age 7, at a rate of frequency which significantly exceeds those of similar age, in at least eight of the following areas: fidgets, easily distracted, difficulty waiting turn, blurts out answers before questions are complete, difficulty following instructions (not due to intellect, comprehension, or oppositional behavior), difficulty playing quietly, often interrupts or intrudes on others, often does not seem to listen, often loses things necessary for completion of tasks, and often engages in physically dangerous activities. (DSM III- r, medical term.) Remember, it has to be at least eight of these areas. Age appropriate: typical of a particular chronological age group.

BD—Behavior Disordered is age-inappropriate behavior, well-documented over an extended period of time in different environments (school, home, community), which interferes with educational performance and is not the result of intellect or untreated sensory, cultural or health factors.

Developmentally Delayed—Refers to 0-5 age group, with two or more diagnosed potential handicapping conditions that cannot be medically corrected, who test more than 25% below chronological age norms in one or more of the following areas: cognitive development, sensory motor development, fine motor skills, social affective skills, self- help skills, auditory, visual, or haptic sensory processing.

HI—Hearing Impaired.

IDEA—Individuals with Disabilities Education Act of 1990 funds local education agencies to pay excessive cost of educating children with disabilities. It funds programs for infants with disabilities that put them at risk of delay in development. It also funds the preschool program under the Education for All Handicapped Children Act of 1975 (Public Law 94-142) ensuring all children, age 3 and above, free and appropriate education.

Certificated—Staff with State Certification

Classified—Staff not requiring State Certification

Portfolio—Collection of a student’s work selected either by the student or teacher to keep in a master file to demonstrate academic and social growth over time.

ALIT—Academic Learning Improvement Team, based on specific school site. **SLIG**—Student Learning Improvement Grant

CPT—Community Planning Team

MDT—Multi-Disciplinary Team

PTA—Parent Teacher Association

IEP—Individual Education Plan, curriculum plan for handicapped students developed by teachers, parents and school psychologists and other professionals involved in the student’s public education.

LD—Learning Disability is a discrepancy between a specific academic achievement and aptitude when presented with appropriate regular instructional environment, which involve receiving, organizing, or expressing academic information not primarily due to vision, hearing, motor impairment, mental retardation, emotional disabilities, environmental, cultural, economic disadvantage, or a history of inconsistent education program.

LEA—Local Education Agency, usually the school district.

LRE—Least Restrictive Environment for educating handicapped children.

Mastery—Ability to use a skill; proficiency; at an identified level.

Paradigm—A pattern of perceiving, believing and behaving that defines and limits how we relate to our world. Paradigms govern what we see and cannot see. Paradigms act as a filter.

Performance-Based Assessment—Measures results of goals established for 1) individual learners, or 2) institutional units; e.g., school districts, states. The major elements of this concept, regardless of which entities it is applied to, are 1) establishment of goals or targets, 2) application of processes to reach goals/targets, 3) measurement/ assessment of progress, and 4) reporting results to appropriate individuals and/or organizations.

ESEA – Elementary & Secondary Education Act

NCLB – No Child Left Behind

EALRs – Essential Academic Learning Requirements

VOLUNTEER CONFIDENTIALITY STATEMENT, POLICIES & PROTOCOL AND HANDBOOK ACKNOWLEDGMENT

I shall respect the privacy concerns of students and staff, and I shall hold in confidence all information learned in the course of my volunteer service, whether that information is obtained through written records or daily interaction. I will not disclose an individual's confidences to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons.

I shall store or dispose of records in ways that maintain confidentiality.

I shall possess a professional attitude, which upholds confidentiality, and hold confidential any information about sensitive situations within this school.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

I have received a copy of the volunteer handbook for this school and have either read it or had it read to me carefully. I understand that the manual is intended to cover the procedures, rules and policies most often applied to day-to-day volunteer activities, and that some of the information will change from time to time as procedures evolve. I understand that I am a volunteer and respect the privilege afforded me to serve in that capacity is at the direction and decision of the staff and administrators.

Volunteer's Name - PLEASE PRINT

Location/School

Volunteer's Signature

Date

I have received and reviewed the following Stanwood-Camano School District policies/protocols:

- Policy 5253 – Maintaining Professional Staff/Student Boundaries
- Procedure 5253P – Maintaining Professional Staff/Student Boundaries
- Policy 3207 – Prohibition of Harassment, Intimidation, and Bullying
- Procedure 3207P – Prohibition of Harassment, Intimidation, and Bullying
- Policy 5011 – Sexual Harassment
- Procedure 5010P – Nondiscrimination and Affirmative Action
- Policy 5161 – Civility in the Workplace
- Policy 5201 Drug-Free Workplace

I understand there are two kinds of boundary invasions – those that are appropriate because they have educational or health reasons and those that are inappropriate.

I understand that I am responsible for following District procedures regarding maintaining professional staff/student boundaries, incident reporting, and consequences of engaging in boundary invasions.

I understand that while school volunteers are not legally mandated reporters of suspected child abuse, the District's expectation is that volunteers speak to an administrator promptly regarding any inappropriate incident, conduct, or behavior.

I will adhere to these guidelines and acknowledge my role in protecting children from inappropriate conduct by adults.

Volunteer's Name - PLEASE PRINT

Location/School

Volunteer's Signature

Date