



**Brian Wharton**  
Superintendent

## WELCOME

*from Superintendent Brian Wharton*

*Welcome to Yelm Community Schools!*

*This year will be my 35th school year, but times and circumstances make it feel like the first. Covid19 continues to impact our world and community, and could again alter our school year. Last spring, I was so proud of our staff, students and families for learning new ways to teach students and to provide supports in very creative ways. Until we get back to "full normal" that spirit of creativity and resilience will guide our work. That is what it means to be a Yelm Community Schools staff member. I am absolutely convinced that our district will continue to shine in the face of all challenges.*

*As we return to school, our students need us to be at our very best. They have been away from school longer than we wanted. Academically, we will assess and address the impact of last spring's closure and I know our students will make appropriate gains in their learning this year. We must also be very cognizant of the social emotional learning of our students. Lastly, our strengths in building relationships with our families will be more critical than ever. I am 100% confident we are up to the task.*

*It is very important that you all stay connected and informed. This handbook will help you better understand the district's work and its goals. It also helps us create a safe work and learning environment.*

## MISSION

Communities Dedicated to Learning and Achievement

## VISION

Yelm Community Schools is a welcoming, safe, student-centered, and collaborative learning environment. In partnership with parents, students, and community leaders, YCS staff members are dedicated to helping all students meet performance expectations and achieve their full learning potential.

*This staff handbook has been developed to provide employees information regarding the services, resources, and policies of Yelm Community Schools. The more you know about our district's policies and procedures, the greater the opportunity for you to assist in meeting our mission. Any updated local policy or state law, along with any amended collective bargaining language, will take precedence over any written information in this handbook.*

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## YELM SCHOOL BOARD

School board members are elected officials who devote many hours setting policy and planning for your public schools. In addition to making decisions during school board meetings, they try to keep lines of communication open with our community and represent the needs of the district before state and national groups affecting education.

Director District No. 1  
**MARK ROHWEDDER**  
 5721 Peninsula Dr. SE  
 Olympia, WA 98513  
 (360) 561-8727  
 Served since: 7/25/13  
 Term expires: 2021



Director District No. 2  
**DONNA EDWARDS**  
 15743 127<sup>th</sup> Lane SE  
 Yelm, WA 98597  
 (360) 458-7506  
 Served since: 6/22/00  
 Term expires: 2023

Director District No. 3  
**DENISE HENDRICKSON**  
 PO Box 359  
 Yelm, WA 98597  
 (360) 458-4592  
 Served since: 12/17/98  
 Term expires: 2023



Director District No. 4  
**DEBBIE EDWARDS**  
 15739 Topaz Drive SE  
 Yelm, WA 98597  
 (360) 894-2812  
 Served since: 11/15/84  
 Term expires: 2021

Director District No. 5  
**BILL HAUSS**  
 5819 SR 702  
 Roy, WA 98580  
 (360) 458-7068  
 Served since: 8/26/04  
 Term expires: 2023



## SCHOOL BOARD MEETINGS

Meetings of the board will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. Therefore, the board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Public notice will be given for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the district board room.

### REGULAR MEETINGS

Regular meetings generally are held on the second and fourth Thursdays of each month. All board meetings will begin at 6 pm. There are two types of board meetings. One is the monthly business meeting which is generally on the fourth Thursday of the month at the district office board room. The second type is a study session. These meetings are held at various schools on a rotating basis. All scheduled meetings are posted on the district calendar and on the web site at [www.ycs.wednet.edu/board/minutes](http://www.ycs.wednet.edu/board/minutes).

**SPECIAL MEETINGS**

Special meetings may be called by the president or on a petition of a majority of the board members. A written notice of a special meeting, stating the purpose of the meeting, will be delivered to each board member not less than 24 hours prior to the time of the meeting. Written notice will also be sent not less than 24 hours prior to the meeting to each local newspaper of general circulation and to any radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

**EMERGENCY MEETINGS**

In the event of an emergency involving possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

All meetings are open to the public with the exception of executive sessions authorized by law. Any final action will be taken at an open meeting.

**MEETING CONDUCT AND ORDER OF BUSINESS**

All board meetings will be conducted in an orderly and businesslike manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies.

**OPEN MEETINGS**

All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If the board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes.

**MEETING NOTICES**

A regular meeting does not require a public notice if held at the time and place provided by board policy. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

**PRESENTING AT BOARD MEETINGS**

If you are scheduled to present to the board at either the monthly study session or business meeting, please contact the executive assistant at 458-6139 for assistance. Any written documentation you intend to provide to the board members may have to be submitted in advance to be mailed to the members in their board packets.

**STRATEGIC PLAN – 2017-2021****MISSION**

*Communities dedicated to learning and achievement*

**VISION**

*Yelm Community Schools is a welcoming, safe, student-centered, and collaborative learning environment. In partnership with parents, students, and community leaders, YCS staff members are dedicated to helping all students meet performance expectations and achieve their full learning potential.*

**BELIEFS – Lead Inspire Grow**

- **Learning Focused** – Lead a culture of high achievement for all students
  - High Quality Staff
  - Strong Professional Development
  - Standards-Aligned Curriculum

- **Student Centered** – *Inspire* all students to achieve a College & Career Ready Diploma
  - Future-Focused Student Learning
  - Personalized Learning
  - High Expectations
- **Community Connected** – Foster relationships working side-by-side with students, families & community
  - Public & Family Participation
  - Transparency & Accountability
  - Community Growth
- **Results Oriented** – *Grow* each day as students, teachers, and leaders in our learning organization
  - Student Achievement
  - High Quality Facilities
  - Safe Learning Environment

**SCHOOL BOARD GOALS**

1. Yelm Community Schools will become an exemplary school district on all academic performance measures.
2. Each student will be on a path (beginning in kindergarten) to graduation, continuing education and work.
3. Each student will learn in a modern classroom equipped with the tools necessary to achieve at exemplary levels.
4. We will recruit and retain a committed and highly trained work force.
5. We will successfully manage the current and future growth of our student population.

*The full 2017-2021 Strategic Plan is posted on our web site at [www.ycs.wednet.edu](http://www.ycs.wednet.edu).*

**BARGAINING UNITS**

Yelm school employees are represented by the following collective bargaining units:

<b>Public School Employees (PSE)</b>	
Annie Copeland, President.....	280-8443
<b>PSE Yelm Association of Educational Office Professionals (PSE/YAEOP)</b>	
Tami Connally, President.....	458-5234
<b>Yelm Education Coaches Association (YECA)</b>	
Russ Riches, President.....	458-6470
<b>Yelm Education Association (YEA)</b>	
Nicole Rutledge, President - YEA Office .....	458-6107

**APPLICABILITY OF PERSONNEL POLICIES**

Except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district’s policy, the law provides that the terms of the collective bargaining agreement shall prevail in regard to the staff covered by that agreement

When a matter is not specifically provided for in the appropriate negotiated contract, the district’s policies shall govern.

Collective Bargaining Agreements and Salary Schedules are posted on the district’s web site under Human Resources.

## **PAYROLL INFORMATION**

### **TIME SHEETS AND CUTOFF DATES**

In order to ensure proper payment, all payroll time sheets must be turned in at the building level. Please check with your location to find out the proper procedure. All payroll must be received in the Payroll Office by the 5<sup>th</sup> day of each month. Contracted regular time is paid over 12 months, September through August. Leave taken and payment for extra hours worked, committee meetings, in-services, additional days, overtime, etc., are processed the month following the activity.

### **PAY DATES**

Pay dates fall on the last weekday (M-F) of the month, excluding holidays.

### **CHANGES TO NAME, PHONE, ADDRESS**

Please keep the Payroll Office informed of any name, telephone or address change. All address or telephone changes must be made in writing or emailed to the Payroll Office. For name changes, you will need to bring your new social security card into the Payroll Office along with written notification from you requesting to change your name.

### **CERTIFICATED SALARY SCHEDULE**

Verification, in the form of an official transcript, must be received by the **Human Resources Office by October 1** of each year to ensure proper placement on the state salary schedule.

### **CHECK YOUR WITHHOLDING FORM**

Since you last filed Form W-4, did you marry, divorce, gain or lose a dependent, or change your name? Have you had major changes to your family income or itemized deductions? If you answered yes to any of these questions, you may need to file a new Form W-4. Please contact the Payroll Office to update your filing status.

## **BENEFITS PROGRAM**

All eligible employees must sign up for SEBB within 30 days of being hired. Payroll will notify all employees on eligibility. Enrollment is electronic on the HCA website: [myaccount.hca.wa.gov](http://myaccount.hca.wa.gov). If an employee fails to enroll they will be defaulted into a plan and pay a tobacco surcharge.

### **SECTION 125 PLAN – MEDICAL REIMBURSEMENT/DEPENDENT CARE**

Employees may enroll for a section 125 during open enrollment on the SEBB website. For further information please contact payroll.

### **CREDIT UNIONS**

This is a voluntary payroll deduction available to all employees. Payroll deductions can be made to either TwinStar Credit Union or Inspirus Credit Union of Washington.

### **DIRECT DEPOSITS**

An employee's wages are directly deposited into a bank or a credit union account as required by all district collective bargaining agreements. Authorization for Direct Deposit forms are in the Payroll Office.

### **ANNUITIES**

There are several annuity/mutual fund companies for employees to choose from, along with the Washington State Deferred Compensation Program. Employees must complete appropriate applications to participate in one of the approved program offerings. Salary Reduction Agreement forms are available in the Payroll Office.

*For questions about signing up for benefits, contact the Payroll Office at 458-6136 or 458-2407.*

## **PERSONNEL LEAVES**

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

### **ASSOCIATION LEAVE**

Association Leave is granted subject to the conditions outlined in the applicable collective bargaining agreement.

### **BEREAVEMENT LEAVE**

Bereavement Leave is granted subject to the conditions outlined in the applicable collective bargaining agreement.

### **BIRTH OR ADOPTION OF A CHILD**

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

### **EMERGENCY LEAVES**

The board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated sick leave for emergency leaves are to be fairly construed in a manner consistent with state and federal law and other relevant district policies. In the event the staff member's sick leave has been exhausted, the leave may be granted without pay.

### **FAMILY ILLNESS**

District staff members may use accrued sick leave to care for a member of said employee's immediate family and household where such a member of the employee's immediate family is unable to care for themselves.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for specific family and medical reasons. Employees are eligible if they have worked for Yelm Community Schools for at least one year and for 1,250 hours over the previous 12 months. Yelm Community Schools requires the use of paid leave when it is available. Yelm Community Schools defines the leave year as a rolling 12-month period measured backward from the date on which the employee uses any FMLA leave.

### **JURY DUTY / SUBPOENA LEAVE**

Jury Duty / Subpoena Leave is granted subject to the conditions outlined in the applicable collective bargaining agreement.

### **MATERNITY LEAVE**

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

**MILITARY LEAVE**

Military Leave is granted subject to the conditions outlined in the applicable collective bargaining agreement.

**PERSONAL LEAVE**

Personal Leave is granted subject to the conditions outlined in the applicable collective bargaining agreement.

**PAID FAMILY AND MEDICAL LEAVE (PFML)**

The Paid Family and Medical Leave program is administered directly by the Washington Employment Security Department. PFML provides up to 12 weeks of paid time off to "eligible" employees for specific family and medical reasons and certain military-related events. Employees may be eligible if they have worked 820 hours in Washington (approximately 16 hours per week) during the qualifying period. If you know you will be applying for Paid Family and Medical Leave, you must provide written notice to your employer(s) at least 30 days in advance of the date.

**UNPAID HOLIDAYS FOR REASON OF FAITH OR CONSCIENCE**

District employees may request up to two days of unpaid leave for reasons of faith or conscience subject to certain conditions listed in Policy 5409.

All available leave options may not be specifically listed; other personnel leave options may be available to you. Please refer to your collective bargaining agreement for additional information. You may also contact the Human Resources office (458-6105) with any inquiries. (Policy 5404 and other cross-referenced policies)

**LEAVE SHARING**

The district's leave sharing program allows district employees to donate sick leave/annual (vacation) leave days which are eligible for leave sharing to an employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition. This program is intended to extend benefits, in a manner consistent with state law, to an employee who otherwise would have to take leave without pay or terminate his/her employment with the district. For additional information, please contact Payroll at 458-6136.

**NONDISCRIMINATION****POLICY 3210**

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights:** Greg Davis, 360-458-1900, gregory\_davis@ycs.wednet.edu

**Title IX Coordinator:** Lisa Cadero-Smith, 360-458-6120, lisa\_cadero-smith@ycs.wednet.edu

**504 Coordinator:** Shannon Powell, 360-458-6124, shannon\_powell@ycs.wednet.edu.

Address: 107 First St. N, PO Box 476, Yelm, WA 98597.

Yelm Community Schools will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding bilingual education, contact the Office of Student Support at 360-458-6124.

## ACCESSIBILITY

Yelm Community Schools websites are committed to providing access to all individuals, with or without disabilities, seeking information on our website. The District, in evaluating and planning for accessibility, will comply with the standards of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web-based content.

If, because of a disability, you are unable to access content on the Yelm Community Schools' website, have questions about the accessibility of content or technology used by the District, and/or would like to report barriers to accessing any technology used by the District, including this website, please email [webmaster@ycs.wednet.edu](mailto:webmaster@ycs.wednet.edu). Please indicate:

- o The nature of your accessibility or alternative format need
- o The URL (web address) of the material you would like to access
- o Your contact information and your preferred method of contact (email, telephone, etc.)

We will contact you to attempt to provide the information you are seeking and will seek to resolve any issues regarding inaccessibility of the information on the Yelm Community Schools website. If you would like to share concerns or file a complaint regarding the accessibility of the Yelm Community Schools website for persons with disabilities, please contact the Civil Rights Coordinator at Yelm Community Schools. Complaints will be resolved through the Yelm Community Schools Nondiscrimination Procedure.

### Effective Communication – Accessibility

Yelm Community Schools is committed to ensuring that all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons who have impaired hearing, vision or speech. The District will strive to make such communications as effective as they would be for persons without disabilities. Such efforts will include furnishing appropriate auxiliary aids and services that would afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, programs, activities, meetings, or services conducted or sponsored by the District, including the District's website. For purposes of this policy, "auxiliary aids and services" include a wide range of services, devices, technologies, and methods for providing effective communication.

The Superintendent shall establish procedures to implement this policy, including forms and procedures for families, applicants, participants, and members of the public who may wish to request auxiliary aids and services, ask related questions or raise concerns. The effective communication requirements of the Americans with Disabilities Act of 1990 (Title II) shall be considered in determining how to meet a student's communication needs when an IDEA-eligible or a Section 504-eligible student's disability impacts his/her hearing, vision or speech.

To request accommodations, please submit the Effective Communication – Accessibility form to the Office of the Superintendent.

## AFFIRMATIVE ACTION PLAN

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-

represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups—aged, persons with disabilities, ethnic minorities, women and Vietnam veterans. (Policy 5010)

## **STAFF SAFETY**

### **POLICY 6511**

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

Each school and work site will have first aid supplies readily accessible and a designated first aid area. Each new employee will receive safety orientation training and must sign a form stating that training has been provided. Any existing employee who transfers to a new building or work site will also receive safety orientation training for that new location. Employee safety orientation training is generally provided each year for newly hired certificated staff members. It is important that staff, new and continuing, become informed on safety-related issues and be proactive in safety awareness.

For additional information about the district's safety program, contact Facilities Director Chris Hansen (458-6128), your building principal or immediate supervisor.

## **SAFE AND DRUG-FREE SCHOOLS, COMMUNITY & WORKPLACE**

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

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

For these purposes, the board declares that the following behaviors will not be tolerated:

- Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- Possession of firearms on school property is prohibited. (RCW 28A.600.420)

## **USE OF TOBACCO AND NICOTINE PRODUCTS ON SCHOOL PROPERTY**

### **POLICY 4215**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by, or distribution of tobacco products to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, students and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

## **SEXUAL HARASSMENT**

### **POLICY 5011**

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school 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 intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of a 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 intimidating, 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 the sexual harassment, eliminate the hostile environment, prevent its recurrence 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 other 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 a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district’s Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

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

**NOTICE AND TRAINING**

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook.

**POLICY REVIEW**

The superintendent will be responsible for an annual internal review.

**PROCEDURE 5011P**

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

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

**NOTICE**

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at the Human Resource Office, 107 1st St. N, PO Box 476, Yelm, WA 98597.

**STAFF RESPONSIBILITIES**

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

**CONFIDENTIALITY**

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

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

harassment, the district will use other appropriate means available to address the sexual harassment.

### **RETALIATION**

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

### **INFORMAL COMPLAINT PROCESS:**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Director of Human Resources. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

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

Informal remedies may include:

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

Informal complaints may become formal complaints at the request of the complainant or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

### **FORMAL COMPLAINT PROCESS**

#### LEVEL ONE – Complaint to District

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

The following process will be followed:

Filing of complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Human Resource Director, 107 1st St. N, PO Box 476, Yelm, WA 98597, (360) 458-1900. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

#### Investigation and response

The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.

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

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

#### Superintendent response

- The superintendent/designee will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the

outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

### LEVEL TWO – Appeal to Board of Directors

#### Notice of appeal and hearing

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

#### Decision

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

### LEVEL THREE – Complaint to the Superintendent of Public Instruction

#### Filing of complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the

complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

#### Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

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

#### LEVEL FOUR – Administrative Hearing

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

#### **OTHER COMPLAINT OPTIONS**

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

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

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

Washington State Human Rights Commission (WSHRC)

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

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

#### **MEDIATION**

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

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

Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

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

### **TRAINING AND ORIENTATION**

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

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

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

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

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

## **MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES**

### **POLICY 5253**

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 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, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency 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 or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties 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.

The board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may 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 allegations and develop procedures and training to accompany this policy.

### **PROCEDURE 5253P**

The purpose of this procedure 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.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose and results in abuse of the staff/student professional relationship.

### **UNACCEPTABLE CONDUCT**

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under board policies 3207 – Prohibition of Harassment, Intimidation and Bullying and 5011 – Sexual Harassment;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;

- Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone or being alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom).

### **APPEARANCES OF IMPROPRIETY**

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

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

### **REPORTING VIOLATIONS**

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

Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

### **DISCIPLINARY ACTION**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Child Abuse, Neglect and Exploitation Prevention (3421).

### **DISSEMINATION OF POLICY AND REPORTING PROTOCOLS**

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

## **TECHNOLOGY – RESPONSIBLE USE POLICY**

### **POLICY 5254 - INTRODUCTION**

Electronic Information Systems are provided to staff with the expectation of responsible and appropriate usage. The guidelines in procedure are to support and promote positive and effective digital citizenship among staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an

increasingly digital world. These procedures are intended to support the education of students and operation of district business.

### **ISSUES**

In order to ensure the responsible use of the network and conformity to this policy and legal guidelines, the district reserves the right to monitor, access, archive, and disclose any and all data contained, stored, or transmitted using district equipment. District staff will have no expectation of privacy.

Yelm Community Schools uses a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. The district recognizes that no technology measure can block 100% of the undesirable content and the district emphasizes the importance of staff supervision in monitoring student use. The district also realizes that in its attempt to block inappropriate sites some appropriate sites may be blocked. It is the responsibility of all staff to:

- Set a good example for students.
- Guide students in the selection and evaluation of educational materials.
- Follow the district's guidance to report sites needing to be blocked or allowed.
- Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
- Help students develop safe practices while learning in an online world, particularly when the educational experience involves chat rooms, email, and other forms of direct electronic communications.

### **RESPONSIBLE NETWORK USE BY DISTRICT STAFF INCLUDES:**

- Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and web pages that support educational research;
- Publication of original educational material, curriculum related materials and student work with appropriate permissions. Sources outside the classroom or school must be cited appropriately; and
- Incidental personal use in accordance with all district policies and guidelines.

### **IRRESPONSIBLE NETWORK USE INCLUDES BUT IS NOT LIMITED TO:**

- Personal gain, commercial solicitation and compensation of any kind;
- Actions that result in liability or cost incurred by the district;
- Support for or opposition to ballot measures, candidates and any other political activity;
- Information posted, sent or stored online that does not support the district mission;
- Disruption or damage of systems or changes to hardware, software, or monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Accessing, uploading, downloading, storage and distribution of criminal, illegal, obscene, pornographic or sexually explicit material;
- Attaching unauthorized equipment to district network services. Any such equipment will be confiscated;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, posts, files or comments on social media sites. The district reserves the right to remove any user-generated content from its sites at any time; and,
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries or service

interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **PRIVILEGES**

Violation(s) of the above regulations will be subject to disciplinary procedures commensurate with the violation. The matter will be referred to the superintendent of schools or his/her designee(s). Netiquette: Staff are expected to abide by the generally accepted rules of network etiquette.

### **SERVICES**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages a user suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **SECURITY**

Security is a high priority on computer networks. If a staff member identifies a security problem, he/she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

### **UPDATING:**

If any information on your account changes, it is your responsibility to notify school personnel.

*User accounts will become inactive upon leaving the district.*

### **USER APPLICATION/CONTRACT**

I certify that I have read the district's Responsible Use Policy (RUP). I understand and agree to follow the above terms and conditions for the district's Internet/network use. I understand any violation of the district's RUP will result in the loss of Internet/network access and/or my user account, may result in other disciplinary action, and may constitute a criminal offense. I agree to report any misuse of the Internet/network resources to school personnel. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet. Note: This contract will be placed in the user's permanent file.

User Name/Signature/Date: *(EXAMPLE ONLY - form available from Human Resources)*

Disclaimer: The availability of information from other organizations indirectly via this page does not constitute an endorsement by the Yelm Community Schools. If you are concerned about the accuracy or appropriateness of any information, we recommend that you contact the original publisher or distributor of that information. You may also wish to review the Yelm Community Schools Electronic Information Systems Policy 5254.

## **PUBLICATION, WEB SITE, SOCIAL MEDIA, & ONLINE COMMUNICAITON GUIDELINES**

The availability of Internet access in all Yelm Community Schools provides an educational opportunity to contribute to the World Wide Web. This medium also provides a means of meeting the National Educational Technology Standards in which staff members use technology to communicate and collaborate with peers, parents, and the larger community

in order to nurture student learning. Staff member publishing information through the use of web sites, social media or other online communications tools are public documents and subject to public records requests. Guidelines are required in the use of all school district online communication tools ensure safety for students, staff, and the district. Information on all pages must be appropriate for any Internet user from around the world to access.

Staff members posting information on the Web through websites, social media or other online communication tools are responsible for meeting the guidelines in this document. These guidelines cover the content management when staff communicates with students, parents and/or community, regardless of the provider/ownership of such sites.

### **GENERAL PUBLICATION GUIDELINES**

- All publications must comply with all state, federal, and international laws concerning ADA, copyright, intellectual property rights, and legal uses of network computers.
- All online communication tools must be approved by the district and comply with archiving requirements to meet public record request requirements.
- All publications must comply with board policies. Material presented on the publicly must meet the educational objectives of the school-related activity.
- All online communications should meet goals of high quality in style, content, and presentation.
- Correct grammar and spelling are expected. All information must be verifiable.
- Commercial use of web sites for the personal or financial gain is prohibited. No advertising or promotion of products is allowed.
- It is the responsibility of the page author to include statements of copyright, if applicable, and indicate that permission has been secured when including copyrighted material including graphics.
- Links to external web sites are allowed if the web sites have an educational purpose that supports the appropriate curriculum areas and grade levels. Page editors must ensure that all links are functional, up-to-date and linked correctly to their school/site pages. All outside links must be verified regularly for actuality (is it still there?) and educational appropriateness, and should include the following disclaimer: "All external links are intended for educational purposes only. Yelm Community Schools is not responsible for questionable or controversial content that may be found through links external to this site."
- The district-approved page or section editor is the only person authorized to upload files to the web site and is solely responsible for the content of the web site. Do not share your username and password with students, parents or other staff members.
- Staff members are responsible for keeping any dated material (e.g., calendars, homework, newsletters) current.
- Personal web pages for staff members are not permitted as any part of the district web site. Do not combine personal with school-related web pages. Linking to a student's or staff member's personal page is not permitted.
- Content must adhere to the YCS Responsible Use Policy.

### **PHOTOS, STUDENT WORK AND STUDENT INFORMATION**

- Individual student and group pictures may be used without express written parent permission in print or online publications as long as none of the students have an "Opt Out" form on file in the school office.
- Do not identify student first and last names without express written parent permission and keep the permission on file with the staff member for as long as the picture is being used. First names may be used without consent.
- Posting student work requires written parent permission. No personally identifiable information may be posted. Student name may be used with written parent permission.
- No foster children, group home students, students who are listed as under protection, or students with "Opt Out" forms on file in the school office should be in any photo posted on the Internet.

- Students receiving special services may not be identifiable as special education students or have first or last names included in the description unless parents provide written permission.
- When posting a student's work involving opinion, a disclaimer should be posted. "The ideas and opinions expressed on this page are not sanctioned by Yelm Community Schools."
- Students' personal information, (such as addresses, phone numbers, e-mail addresses, personal web site URLs) must NOT be displayed on teacher pages, including on documents, student work, links, or file names.
- Any e-mail address links, survey-response links, or other direct-response content may be made to staff district e-mail addresses only.
- It is the responsibility of the staff member posting the images and/or names to ensure proper consent has been obtained. Liability for inappropriate content lies with the employee.
- If anything is questionable, err on the side of caution.

## **ENERGY & RESOURCE CONSERVATION PROGRAM**

The following guidelines are set forth to establish standard practices to conserve energy and natural resources while maintaining optimum working conditions and sound financial management (Policy 6810).

### **Resource conservation goals for the district:**

- **Reduce the district's demand for energy and water.**
- **Avoid unnecessary utility costs.**
- **Minimize the amount of waste of consumable materials.**
- **Promote conservation principles with all students and district staff.**

It is the joint responsibility of administrators, support personnel, teachers, and students to contribute to energy efficiency and avoid unnecessary utility costs to ensure the achievement of energy savings throughout the district. The resource conservation program will provide district staff with training and guidance on the best practices to accomplish conservation goals. The site administrator will be provided with information reflecting the utility consumption for his/her building on a regular basis and reports are to be shared with the building staff. Facilities are encouraged to set an example of environmental stewardship and develop responsible behaviors toward natural resource use.

### **FACILITY LIGHTING**

- Where possible, we are all encouraged to take full advantage of natural light in classrooms and work areas. Consider leaving artificial lights off or use multi-level lighting when natural illumination is adequate.
- When classrooms, shops, and offices will be unoccupied for 5 minutes or longer, lights should be switched off. Occupancy lighting controls will be used when applicable for maximum lighting efficiencies.
- When gyms, auditoriums, and multi-purpose rooms will be unoccupied for 30 minutes or longer, lights should be off (or half-off where applicable).
- Lighting in hallways and commons areas should be turned off at the end of the school day or when no longer needed for scheduled activities and events.
- For school activities, events, and facility use beyond school hours, use the amount of lighting necessary in the occupied areas only.
- Night custodians should only turn on lights in the immediate area in which they are working.
- All outside lights will be turned off during daylight hours, using photo sensors where possible.
- Outside building and parking lot lights should be scheduled off between 11:10 pm - 5:50 am (or 10 minutes after building is secured and 10 minutes prior to first custodian arrival). Safety lighting will be operated at a necessary minimum.

**HVAC SYSTEMS - HEATING, VENTILATION & AIR CONDITIONING**

**General Guidelines**

- HVAC systems should be operated in the most economical way possible to provide the indoor climate that is appropriate for a specific activity, meets indoor air quality standards, and protects equipment.
- A school closure of three or more days, including weekends, will be viewed as an opportunity for energy conservation and HVAC systems will be set for holiday scheduling.
- After-hour operation of building HVAC systems must be authorized by the administrator and follow Facility Use and Rental procedures.
- Every opportunity to decrease HVAC system operating times should be considered by the Resource Conservation Manager and site administrator. These may include early dismissal, canceled school, inclement weather days, in-service days, and other canceled events or activities.

**School Days**

- On regular school days, the HVAC system start up times are set sequentially to minimize demand charges and to assure achievement of temperature set points prior to occupancy.

<u>Area</u>	<u>Heating set point maximum</u>
Auditoriums .....	70°F
Classrooms .....	70°F
Gyms and Exercise Rooms .....	66°F
Locker Rooms.....	70°F
Hallways.....	66°F
Kitchens, Cafeterias, Multi-Purpose Rooms .....	68°F
Libraries .....	70°F
Maintenance Shops/Warehouses.....	66°F
Offices.....	70°F
School Shops .....	66°F
Storage & Unoccupied Spaces .....	55°F

Acceptable temperature deviation from set point is 2°F heating and 4°F cooling by using local thermostat or central control energy management system. Some variations may be allowed based on specific HVAC system and facility needs. All set points are subject to change as the needs of the district change.

- Air conditioning set points shall be no less than 74°F during occupancy and 85°F during unoccupied periods. Under no circumstances will air conditioning be used in unoccupied rooms during the summer months. Exception: computer lab and server room cooling set points should be set at 72°F to protect equipment. Close doors and windows when the air conditioning equipment is in operation.
- When operable windows are available, air conditioning should not be used if the outside air temperature is cooler than the indoor space temperature.
- Staff members are responsible for closing windows, blinds, drapes, and shades in their individual work spaces at the end of each day to minimize heat loss.

**Nights, Weekends, Holidays and Vacation Days**

- At night and on weekends and holidays, the building shall be operated at an unoccupied temperature set point of 55°F. Some variations may be allowed based on specific HVAC system and facility needs.
- Beyond regular school hours and days, normal HVAC will be provided for authorized school activities and events and approved Facility Use, but will not be provided for informal or “pick up” activities.
- On weekdays when school is not in session, the entire building shall be operated at unoccupied settings. If offices and classrooms are occupied by regularly assigned staff, zone heating shall be used rather than heating the entire building. HVAC settings for zoned areas shall be the same as regular school day operation.

**DOMESTIC WATER HEATERS**

- Thermostats for water heaters servicing washrooms and classrooms will be set not to exceed 120°F.
- Thermostats for dishwashing boosters and water heaters servicing kitchens will be set not to exceed the minimum necessary to generate a water temperature of 180°F at the jets.
- Hot water boosters for dishwashers shall be operated only when the dishwasher is in service.

**ELECTRICAL APPLIANCES / EQUIPMENT**

- Individuals are responsible for the electrical appliances in their work spaces.
- All electrical office and classroom appliances should be turned off at the end of the work day, including computers, monitors, printers, copiers, scanners, desk lights and display lights. Exception: main building servers.
- For safety and energy reasons, space heaters are to be eliminated from use in all buildings.
- Consider energy efficient (i.e., "Energy Star") products when appliances are replaced or purchased new.
- Minimize the number of refrigerators and freezers outside of the kitchens. Combine multiple units in common areas.
- All refrigerators and freezers are to be cleaned out and unplugged during summer break. Leave doors propped open to prevent mold.
- Facilities and food service will control the shutdown of all kitchen refrigeration and equipment.
- Kilns, self-cleaning ovens, washers/dryers and any other high-energy use items should only be activated between 2 pm and 5 am to minimize peak electrical demand charges.

**DOMESTIC WATER USE AND IRRIGATION**

- Students and staff are expected to practice water conservation at every opportunity.
- Building plumbing and irrigation equipment leaks are to be reported and repaired as soon as possible.
- Landscaping should use draught-tolerant design and native plants whenever possible. These areas will not be irrigated once established.
- Irrigation months shall be limited to April through October. During non-irrigation months, meters shall be deactivated with the proper utility agency.
- Irrigation timers will be programmed for the most efficient watering schedule for a specified landscape and soil type. Irrigation control systems will only be operated by district grounds staff.
- All outdoor watering should be scheduled to minimize evaporation, prevent disease, and protect irrigation equipment.
- During draught seasons, irrigation will be limited to secondary school playfields and newly planted landscape beds and dress lawns.

**SOLID WASTE AND RECYCLING**

- All students and staff should consider Reducing, Reusing, and Recycling whenever possible to minimize the amount of solid waste entering our dumpsters and landfills.
- The custodial staff will monitor the quantity in the garbage and recycling dumpsters. Dumpster size and frequency of pick-ups will be adjusted according to need and cost economy.
- Regular hauling service will be discontinued and put into "On Call" status during winter and summer vacations.

**NOTIFICATION OF PESTICIDE USE**

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements (Policy 6895).

Copies of the annual pesticide use record and summary are available at:

Yelm Community Schools - Facilities Office  
16525 100<sup>th</sup> Way SE / PO Box 476  
Yelm, WA 98597  
Phone: (360) 458-6127 FAX: (360) 458-6140

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTIFICATION**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos-containing building materials. In 1989, Yelm Community Schools had an initial AHERA inspection performed. Every three years, Yelm Community Schools is required to be re-inspected.

It is the intention of the Yelm Community Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

## **PUBLIC RECORDS**

Requests for public records should be made to the district public records coordinator, Director of Human Resources, per Policy 4040.

## **PUBLICATIONS & POLICIES**

Copies of the staff and student handbooks and the Technology Responsible Use contract form are available on the district's web site at [www.ycs.wednet.edu](http://www.ycs.wednet.edu). All district policies are posted at [www.ycs.wednet.edu/policies](http://www.ycs.wednet.edu/policies).

## DIRECTORY

*A more extensive directory is published in Staff-Share / District Resources / Internal District Phone Directory*

### DISTRICT OFFICE ..... 458-1900

#### Business Office

Toni Brittain, Chief of Finance and Operations.....	458-6104
Julie Mondry, Financial Services Manager .....	458-6227
Ashley Lindsay, Payroll .....	458-2407
Jeanne Strong, Payroll .....	458-6136
Shelly Lasher, Payroll/HR Specialist.....	458-6185
Bonnie Gerber, Purchasing .....	458-6215
Shelly Fredback, Accounts Payable .....	458-6103
Amanda Bach, Staff Accountant .....	458-6102

#### Communications & Community Relations

Teri Pablo, Director of Communications.....	960-6006
Andrew Kollar, Community Relations .....	458-6106

#### Career and Technical Education

Teri Pablo, Director of CTE.....	458-6543
Terri Evans, Office Professional .....	458-6543

#### Facilities

Chris Hansen, Director of Facilities .....	458-6128
Rick Amidon, Assistant Director of Facilities.....	458-6130
Micki Yoder, Office Professional .....	458-6127
Lisa Zawislak, Volunteer Coordinator, Facilities Use .....	458-6100

#### Food Services

Sandy Conradi, Director of Food Services .....	400-1154
Jodie Rothwell, Office Professional .....	400-1151

#### Human Resources

Greg Davis, Director of Human Resources .....	458-6101
Dee Dee Buckingham, HR Asst. Coordinator (6-12 Certs/Admin/Exempt) .....	458-6105
Kari Polzin, HR Asst. Coordinator (K-5 Certs/K-12 Student Support Certs/Coaches).....	458-6118
Debbie Turley, HR Asst. Coordinator (Classified) .....	458-6522

#### Information Technology

Jonathan Maynard, Director of Information Technology.....	458-6232
TECH HELP LINE .....	458-6232

#### Student Learning

Dr. Lisa Cadero-Smith, Assistant Superintendent of OSL / K-12 Ed.....	458-6120
Kurt Foure, Director of Assessment/Grants/Student Data Mgt.....	458-6120
Kendall (Karen) McNutt, Director of Student Learning .....	458-6120
Instructional Specialists .....	458-6107
Kula Pixler, Office Professional .....	458-6120
Anisa Mathson, Office Professional.....	458-6120

#### Student Support

Shannon Powell, Director of Student Support.....	458-6124
Ellen Cavanaugh, Assistant Director of Student Support .....	458-6133
Corrina DuRocher, Assistant Director of Student Support & Safety Programs ....	458-6192
Amber Trull, Office Professional .....	458-6108
Charlotte Foure, Office Professional.....	458-6124
Felisha Hillman, Office Professional.....	458-6108

#### Superintendent's Office

Brian Wharton, Superintendent.....	458-6139
Staci Kelcher, Executive Assistant .....	458-6139

**Transportation**

Dawn Avery, Director of Transportation .....	458-6153
Greg Wilson, Assistant Director of Transportation .....	458-6129
Karen Evans, Office Professional .....	458-3300

**Yelm High School ..... 458-7777**

John Johnson, Principal .....	960-6150
Laura Conklin, Asst. Principal.....	458-6223
Alicia Jacobson, Asst. Principal .....	458-6208
Zachary Suderman, Asst. Principal .....	458-7717
Rob Hill, Athletic Director .....	458-6110
Yelm Extension School.....	458-2002

**Ridgeline Middle School ..... 458-1100**

Craig Curry, Principal .....	400-0872
Kyle O’Niel, Asst. Principal .....	400-0867

**Yelm Middle School ..... 458-3600**

Steve Rood, Principal .....	458-6176
Mark Bowden, Asst. Principal .....	458-6159

**Fort Stevens Elementary ..... 458-4800**

Lisa Crowell, Principal .....	458-4804
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**Lackamas Elementary..... 894-6000**

Shauna Perez, Principal.....	894-6003
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**McKenna Elementary ..... 458-2400**

Kari Martin, Principal .....	458-6138
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**Mill Pond Elementary ..... 458-3400**

Jeri Lipe, Principal .....	458-8010
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**Prairie Elementary..... 458-3700**

Debbie McLaren, Principal .....	458-6261
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**Southworth Elementary ..... 458-2500**

Charles Cook, Principal .....	522-9014
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**District-wide Services**

Copy Room.....	458-6115
Facilities.....	458-6127
Technology.....	458-6232
Transportation .....	458-3300
Warehouse .....	458-6111



107 FIRST STREET NORTH  
 PO Box 476  
 YELM, WA 98597-0476  
[www.ycs.wednet.edu](http://www.ycs.wednet.edu)