



Columbia School District  
No. 400

2011-2012

Staff Handbook

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**Attached Policies and Procedures:**

- POLICY 2022 – Electronic Information Systems
- POLICY 3207 – Prohibition of Harassment, Intimidation & Bullying
- POLICY 3241 & 3241P –Classroom Management, Corrective Actions or Punishment
- POLICY 3421 – Child Abuse, Neglect and Exploitation Prevention
- POLICY 4210 – Regulation of Dangerous Weapons on School Premises
- POLICY 5010 – Nondiscrimination and Affirmative Action
- POLICY 5201 – Drug-Free Schools, Community & Workplace
- POLICY 5275 – Attendance Expectations and Job Abandonment
- POLIVY 5402 – Maternity Leave
- POLICY 5207 – Resolution of Staff Complaints
- POLICY 5253 – Maintaining Professional Staff/Student Boundaries
- POLICY 6540 – School District’s Responsibility for Privately Owned Property
- POLICY 6590 – Sexual Harassment
- POLICY 6895 - Pesticide Notification, Posting and Record Keeping Requirements

# Columbia School District

## Introduction

Columbia School District values each employee's contribution to our common purpose, the education of the young people within its borders. The District is indebted to each employee, past and present, who has contributed to the District's proud tradition of academics, athletics and the arts.



This employee handbook serves to communicate some of this proud tradition as well as employee opportunities and expectations. This handbook is not an all-inclusive document and is not intended to provide all information an employee may need. It does not abridge bargained agreements, and the handbook should not be considered an implied contract of employment. Because the needs of the District change, this handbook continues to evolve. Your written suggestions to the superintendent regarding changes to this handbook are encouraged and will be considered with the next handbook revision. As needed, please refer to or other resources, such as the board policy and the Curriculum Guide, for greater detail as needed.

## **BOARD OF DIRECTORS**

Members of the Board of Directors are elected for a four-year term. The board members include:

- Position 1                      Chuck Glessner
- Position 2                      Connie Smith
- Position 3                      Garrett Stark
- Position 4                      Sonny Townsend
- Position 5                      Mike Scrimsher

Annually, the directors and superintendent review and agree on operating principles that establish the roles and responsibilities of the directors and superintendent. A copy of this document is available upon request from the school or District offices.

## **DISTRICT ADMINISTRATION AND LEAD DEPARTMENT HEADS**



The superintendent, elementary, middle and high school principals, athletic director, special programs director, business manager, transportation and maintenance/custodial supervisor, and food service manager lead the District, the schools or specific departments. The following employees currently hold these positions:

- Dr. Louis Gates, Superintendent
- Ian Yale, Elementary Principal
- Mike Taylor, Middle School Principal
- Kyle Miller, High School Principal
- Jay Aune, Athletic Director
- Dr. Craig Bailey, Special Programs Director
- Debbie Williams, Business Manager
- Gary Jacobson, Transportation, Maintenance/Custodial Supervisor
- Josie Jacobson, Head Cook



Any organization is only as good as its employees, and the Columbia School District has recruited and employed high-quality employees. As vital service providers for the community, all District staff members are expected to maintain a high level of professionalism as exemplified in the following guidelines:

***Positive Attitude:*** District employees are encouraged to approach each day with a calm and positive attitude. This alone will make for a better workplace and learning atmosphere.

***District Ambassador:*** Each employee is expected to be a positive ambassador for the District. We all represent the District to students, parents and the community:

***Public Service:*** As public-funded District employees, we must commit to prompt, professional and respectful service to parents, students and other members of the community.

***Telephone Courtesy:*** The telephone is often people's first contact with our District. When answering the telephone, remember to warmly greet the caller, state your location and name, and ask how you might help. (*Example:* Good afternoon, Columbia High School! This is Mrs. Brown. How may I help you?) While this basic courtesy sounds like a mouthful, with a bit of practice it becomes natural.

***Honest Communication:*** As with all organizations, issues between staff members may arise from time to time. Rather than talking to others about the issue, try to discuss the problem with the person(s) in question in a respectful manner. If the issue remains, go through the proper chain of command to resolve the issue as described in Policy and Procedure 5270 Resolution of Staff Complaints.

***Positive and Negative Student Discipline:*** Regardless of your job description, you are here for students. Reward their successes, and if students need correction, do your part to help. The student conduct policy and student and staff dress code are described in the back of this handbook and is available online as well (Policy 3224P). In addition, Kindergarten through eighth grade uses the Make Your Day behavior program. Beginning in the 2011-2012 school year, the high school will use the Time to Teach behavior program. Remember, education includes development of character as well as the mind. (Policy 3241)

## **EMPLOYEE REGULATIONS AND RESPONSIBILITIES**

Local, state and federal requirements regulate many of the responsibilities of District employees. Some of the basic employee regulations and responsibilities include but are not limited to the following:



***Equal Employment Opportunity/Affirmative Action Plan:*** The Columbia School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all District employment and opportunities. Policy 5010 Nondiscrimination and Affirmative Action may be found at the conclusion of this handbook. The designated affirmative action officer is Margo Roberts.

***Employee Regulations:*** All District employees are subject to Board policies and administrative procedures of the District, provisions in this employee handbook, state law, and regulations of the State Board of Education and the Superintendent of Public Instruction.

***Disciplinary Action and Discharge:*** Employee behavior, conduct or action may warrant disciplinary action and/or discharge and includes, but is not limited to:

Insubordination, gross incompetence, immorality, sexual misconduct, felony conviction, unprofessional conduct, lack of mental or physical ability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the State of Washington, use of alcoholic beverages on District premises or at a District-sponsored activity off the school premises, and use of District supplies and equipment for personal betterment or financial gain. (Policy 5281)

***Evaluation:*** Each employee shall be evaluated at least once annually. A copy of the evaluation(s) will be kept in the employee's personnel file. (Policy 5240)

***Time Sheets/Leave Report:*** Every employee must personally complete and sign a monthly time/leave report. This must not be left for others to do for you,

***Normal Hours of Work:*** Teachers are required by statute to report to work at least half an hour before classes begin and to stay half an hour after students leave. Classified employees are contracted on an hourly or salaried basis. Please talk with your building principal or supervisor if you need to leave early or arrive late on occasion.

***Attendance Expectations*** – All employees who cannot report to work must follow the absence policy (Policy No. 5275). An employee must not be tardy or absent from their assigned position unless they are excused. If the reasons are not provided or do not justify the use of excessive leave, the supervisor will have a leave counseling session with the employee. If the employee's attendance continues to be an issue, progressive discipline will be utilized.

***Certified Substitute Calling:*** Teachers file a request on Sub-Finder to obtain a substitute when they will be absent. Teachers who fail to successfully secure a substitute on Sub Finder are to call the building office manager or principal of the building where they start their day.

***Classified Substitute Calling:*** Unless otherwise directed, *paraprofessionals* who need a substitute must inform the office personnel *of the school where they begin their day*. As needed, the office personnel will assist in securing a substitute. On the other hand, transportation and maintenance/custodial workers call the transportation/maintenance coordinator for a substitute; food service workers call the lead cook; and office assistants call their building principals.

***Privacy Issues:*** Workspaces and equipment, including desks, computers/workstations, closets, storage areas, remain the property of the District. Accordingly, emergency response personnel, administrators or their designees may search them without the consent or knowledge of the employee.

***Personal Property:*** The District will not be responsible for the maintenance, repair or replacement of any privately owned property brought to a school or District function unless the use of it has been specifically requested in writing by the administration. Policy 6540 and the form to be used may be found at the end of this handbook.

***Workers' Compensation:*** The District is a self-insured employer, and its workers' compensation program covers employees for work-related injuries or illnesses. Report an injury immediately to your supervisor and to the payroll officer. The District continues to pay employees while injured to the extent defined in the local contract agreements or statute, including RCW 51.32.090(6).

***Technology Equipment Use:*** The telephones, computers, fax machines, copiers and other technology equipment are the property of the District. The intended use is for educational purposes. Personal use is prohibited unless the District is reimbursed. Faxes are \$1 per page to send, \$.50 to receive; and copies are \$.10 per page for black and white and \$.25 per page for color. The District does not guarantee the privacy of communication, electronic or otherwise, and employees must consider the use of the District's e-mail, instant messaging or voice mail systems to be open for public review as allowed by the Freedom of Information Act. Computers are to be turned off when practicable at the end of each workday.

***Facility Use:*** The facilities are owned by our patrons and are available for public use outside of regular school hours. Anytime you wish to use any facility in the district beyond your regular classroom, you must submit a facility use form with the appropriate building principal. This includes using the auditorium during the school day. Priority is always given to student use and school programs before allowing community use.

***Dangerous Weapons:*** Dangerous weapons are not allowed on campus except under specific conditions. Report any weapons to the building principal or supervisors. The

sanction for a student who brings a firearm to school is a mandatory one-calendar-year expulsion with parent and law enforcement notification, subject to appeal. Those who hunt must remember to properly store hunting weapons off campus. (Policy 4210)

***Alcohol, Tobacco and Drugs:*** The use or distribution of alcohol, tobacco or illegal chemical substances or opiates is prohibited by law in 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 and off school 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 school district. Report infractions to your immediate supervisor. (Policy 5201)

***Child Abuse, Neglect and Exploitation Prevention:*** Staff members are required by law to report every instance of suspected child abuse or neglect. Policy and Procedure 3421 Child Abuse, Neglect and Exploitation Prevention may be found at the end of this handbook.

***Reporting Improper Governmental Action (Whistle Blower):*** Laws relating to the Whistle Blower Act protect employees who report improper governmental actions by their superiors or the organization (Board Policy 5271). As with many policies, primary national and state laws and regulations that support this policy are listed at the end of the policy.



## **IMPROPER STAFF AND STUDENT ACTIONS**

Board policies relating to sexual harassment (staff to staff, staff to student, student to student or student to staff) and workplace violence are to be reviewed annually by each staff member. A brief description of each of these and of their corresponding policy numbers follows:

- ***Prohibition of Harassment, Intimidation and Bullying:*** This policy is part of the District's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and working environment. "Harassment, intimidation or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status, when the act physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying may include slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. Policy

3207 Prohibition of Harassment, Intimidation and Bullying may be found at the end of this handbook.

- ***Sexual Harassment of Students, Employees and Others Involved in District Activities:*** Sexual harassment may include demands for sexual favors in exchange for preferential treatment or something of value; stating or implying that a person will lose something if he or she does not submit to a sexual request; penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does; making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures or jokes, or remarks of a sexual nature about a person's appearance, gender or conduct; using derogatory sexual terms for a person; standing too close, inappropriately touching, cornering or stalking a person; or displaying offensive or inappropriate sexual illustrations on school property. Policy 6590 Sexual Harassment may be found at the end of this handbook.
- ***Workplace Violence Prevention:*** The District does not tolerate violence in the workplace, including domestic violence or harassment of any employee or other person, and enforces a ban on verbal threats or physical actions by employees that create a security hazard for others. All violent incidents shall be reported and investigated (Policy 6513 Workplace Violence Prevention).

## **BUSINESS SERVICES**

The business office helps to monitor compliance details. Some areas of particular importance include the following:

***Travel for District Business:*** Several regulations cover District travel, including:

- Expense reimbursement forms and receipts must be turned in by the 10<sup>th</sup> day of a month for payment at the end of the month. Advance travel request forms are available in the office or on the district website under the forms link.
- Prior to transporting students or staff member, employees must provide the district office a copy of their driver's license, a driving abstract, proof of insurance, and first aid card.
- Employees are to use District vehicles, if available, for District business. If not they may rent a vehicle from Enterprise Rental or use their personal vehicle.
- Meal reimbursements vary by location. They are paid on a per diem basis at the GSA allowable rate. Please check with the administration office for these rates.
- District gas credit cards are available for use when traveling in a District vehicle or a rental car from Enterprise Rental. **District credit cards must never be used for fueling private vehicles.** Rather, turn qualified mileage in on an expense reimbursement form.

**Reimbursements:** Request for payment and/or miscellaneous reimbursement requests must be turned into the District office by the 10<sup>th</sup> day of the month for payment at the end of the month.

**Packing Slips:** When orders are received, packing slips and any other relevant paperwork must be signed and forwarded to the accounts payable clerk in the District Office. If items are returned, that information must be transmitted to the District Office so payments are made appropriately. All packing slips should be turned in no later than the 10<sup>th</sup> day of each month.

**Pre-Approval of Purchases:** Principals, athletic director, special programs director, ASB advisors or the superintendent must pre-approve purchases made by employees. Employees who order, purchase, or make requests for services without following this process risks acquiring personal responsibility for payment.

## **LEAVE**

The District supports a variety of leave, such as medical, emergency and vacation leave. Some of these include the following:

**Medical, Emergency, Personal and Bereavement Leave:** The District provides leave as identified in the collective bargaining agreements. Any unpaid leave must receive specific approval from either the superintendent or board, depending upon the situation. Teachers requesting unpaid leave of several weeks should consider requesting a leave of absence for a semester or a full academic year in order to reduce the negative academic impact on students.

**Judicial Leave:** In general, leave will be approved if an employee is summoned to serve on a jury. New legislation now allows employees to retain any expense reimbursement received for jury duty, including payment of up to \$25 per day for attendance. Any additional compensation received for jury duty performed on a contract day is to be reimbursed to the District. If a staff member is released from jury duty or as a witness and four or more hours of the scheduled workday remain, the staff member is to call his/her supervisor and report to work if requested to do so. The District may grant a maximum of two days of leave (witness fees to be reimbursed to the District) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings. In the event that an employee is a party in a court action, the employee may request a leave of absence. (Policy 5408)

**Family Medical Leave Act (FMLA):** The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of leave during any 12-month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the District for a defined amount of time. Review your collective bargaining agreement or ask the human resource department for details.

**Maternity Leave:** A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner. The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties. (Policy 5402 attached) Maternity leave does not qualify for shared sick leave unless there are extenuating medical circumstances that prevent the employee from returning to work.



## **CURRICULUM AND INSTRUCTION**

The heart of the District is its students and staff. The primary mission of the District is to offer the highest quality curriculum and instruction. Some curriculum and instruction requirements of staff include the following:

- **Lesson Plans:** Teachers are expected to keep lesson plans and to prepare lessons for the next day prior to leaving for the day. Teachers are also expected to guide the planning for all instructional paraprofessionals.
- **Films:** *All films/videos/DVDs must be linked to the curriculum being taught.* Any video from a source other than PBS or the ESD 123 media center must have approval of the principal prior to use. In general, the principal will allow K-6 students to view only videos with a G rating. Students in grades 7-12 may view PG-rated videos and PG-13 under special approval by the building principal. Only with written approval of the principal and parents may R-rated movies be shown to juniors and seniors. Movies with other ratings must never be shown.
- **Curriculum Guide:** Teachers are expected to use the approved curriculum as outlined in the Curriculum Guide. Change of curriculum must go through an adoption process, as is outlined in the Guide. (Policy 2020)
- **Animals as Part of the Instructional Program:** Due to safety, allergies and other issues, permission of the principal is required before animals are allowed in the classroom or school. Animals shall not be transported in a school bus (Policy 2029 Animals as Part of the Instructional Program).

## **STAFF AND STUDENT SAFETY**

Student and staff safety is an ongoing District priority and concern. The District's safety and emergency plans include the following:

**Safety:** In each school, at the bus garage and at the District Office is a safety bulletin board. Postings on the board include a number of safety items, including the names of the safety officer and safety committee members, safety meeting minutes and names of staff with current First Aid/CPR/AED cards. The safety bulletin board is also where other laws

and policies regarding employment will be posted. Report unsafe conditions in writing to the safety officer or superintendent.

**Campus Security:** When students are present, lock all unmonitored perimeter doors, except for the main entrances to the schools. If you find a door unlocked, lock it or call the office for assistance. During school hours, visitors are to stop at the office, sign in and acquire a visitor's badge.

**Emergency Handbook:** Emergency handbooks are prepared for all staff. In the event of an emergency, follow the guidelines as described therein.

**Interagency Response Plan:** An Incident Command System, which provides a one-page snapshot for a variety of emergencies, was developed by the District and shared with the local law enforcement and the county emergency response teams. The interagency plan is found on the back of the Emergency Handbook.

**Staff Working with Individually Student:** Staff should never put themselves in a situation where they work alone with an individual student. If individual work is necessary, do it in an open area where you are visible to others. Never work in a classroom with a closed door or covered window to the hall.

**Staff Socializing with Students:** All staff members must maintain the highest professional, moral and ethical standards in their interaction with students. The District 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. (Policy 5253)

**Delayed Start Emergency:** Any delayed start ordered by the superintendent or his/her designee will be for two hours. Typically a delayed start will be due to serious snow or ice conditions on the roads.

***Snow and ice removal (see map in back of handbook)***

If it snows, the following procedures will be used:

**Principals:**

- Maintain a map colored **red for primary snow/ice areas** (these areas will be done first).
- Maintain a map colored **blue for secondary areas** for remaining snow removal.
- Assist/direct building maintenance and custodial workers, as needed.

**Building maintenance worker, supported by principals:**

- **Call grounds keeper** with maintenance supervisor as backup.
- Report any **tractor work** areas the need ice and snow removal.
- **Cast ice melt** as needed.
- Clear all shovel **work/snow blower** areas from ice and snow.

- Once *shovel work/snow blower is completed*, assist grounds maintenance worker and maintenance supervisor with *tractor work*, if needed and as building schedule allows.

**Grounds maintenance worker**, supported by maintenance supervisor:

- Insure that *sand is ordered* (late September & as needed) and dried.
- Prepare *spreader ready* sand in advance.
- School Days: Begin as *early as 4:00am* to remove snow, if needed.
- Remove *tractor work* snow and ice from *primary areas* campus-wide.
- *Cast sand* with the tractor as needed.
- Remove *bus lot* snow/ice, as needed.
- Remove *tractor work* snow and ice from *secondary areas* as time allows.
- Call head maintenance for backup support as needed.
- Call afternoon maintenance worker and report afternoon and evening *tractor work*, if needed.
- *Non-school days & weekends*: snow to be removed from *primary areas* as directed by the head maintenance person or superintendent.

**Afternoon maintenance worker**, supported by head maintenance:

- Remove *tractor work* snow and ice from *primary areas* campus-wide.
- Remove *tractor work* snow and ice from *secondary areas* as time allows.
- Make report to grounds maintenance, head maintenance, principals and superintendent, as needed.

**Early Release Emergency:** In the event of an unplanned early release that is not of a catastrophic nature, instructional staff must accompany the students to the buses. At times, staff may be assigned to a bus to accompany the students to their homes.

**Emergency TV and Radio:** In either a delayed start or an unscheduled early release, the district will do a press release to all local radio and TV stations. The following radio and TV stations are reliable sources to listen to or watch:

<u>STATION</u>	<u>CALL #</u>
<b>KONA</b>	<b>610 AM or 105.3FM</b>
<i>KNDU TV</i>	<i>Ch. 25</i>
<i>KEPR TV</i>	<i>Ch. 42</i>
<i>KVEW TV</i>	<i>Ch. 19</i>

**Flu Shots** - The District shall provide flu shots annually for each employee who voluntarily chooses to receive one. Notification of when the flu shots will be given will be posted in each staff room as well as emailed to employees.

**Hepatitis B:** Hepatitis B vaccine is available to staff members who may have occupational exposure to blood or other potentially infectious materials. Contact the school nurse, principal or superintendent for details.

**Medication for Students:** Law prohibits the distribution of medication to students without express written consent by a licensed medical provider (RCW 28A.210.260). This

includes dispensing of simple medicines, such as topical ointments or ibuprofen. (The ruling behind this stemmed from practices such as distributing aspirin upon request before discovering the relationship between aspirin and Reye's syndrome. Due to discoveries, such as this, the onus now appropriately rests on physicians or other licensed health care professionals to make the judgment as to the appropriateness of distribution of all medicines.) A new law, however, allows students to self-administer medication for asthma and anaphylaxis under specific guidelines. See Policies and Procedures 3416 Medication at School and 3419 Self-Administration of Asthma Medication.

***Pesticide Notification:*** The District attempts to plan any necessary application of a pesticide for a time when students will not be present for at least two days. In large part, however, pesticide use is in the form of bait that is inaccessible to students. Procedure 6895, at the end of this handbook, explains posting and other requirements.

***Transporting Students in Vehicles Other Than Buses:*** To transport students in private, rented or District vehicles other than buses, a requisition must be submitted, at least one week prior to leaving, in order to obtain insurance approval. The driver **MUST** be approved by the District and he/she must file the following with the District Office:

- Copy of current car insurance
- Copy of driver license
- Copy of a current first aid card
- Satisfactory yearly driving abstract (from the WSDOL)

***Taking Students on Overnight Trips:*** The Board must approve requests for trips that take students on overnight trips. Accordingly, these requests must be submitted to the superintendent at least *two* weeks prior to the next regularly scheduled business meeting of the board. To ease the approval process, annual events such as state athletic travel, may be submitted to the board in August for the entire year.

***Transport of Injured Students or Staff:*** Transportation of students to medical providers in minor emergencies is acceptable in school vehicles; for liability reasons, transportation of seriously injured or ill students or staff is disallowed. If in doubt, do not transport; call Emergency Medical Services (EMS) at 911.

***Staff Injury and Returning to Work:*** The Columbia School District is committed to the safety and health of all employees. Through its district-wide safety program and the effort of all employees, Columbia School District seeks to achieve an accident and injury free environment. Unfortunately, incidents occur which sometimes result in the need for medical treatment that may result in restrictions for returning to work. When such incidents happen, our goal is to return the injured employee to work as soon as feasibly possible. We believe, and statistics show, that the longer employees are away from the job, the less likely it is that they will return to gainful employment. The results are a loss of experienced employees and an increase in workers' compensation costs.

When employees cannot return to their regular positions due to temporary physical restrictions, we will make every effort to accommodate the restrictions. We may be able to do this by modifying the job either reducing hours or by reducing the physical demands.

Employees or situations, which would qualify for an early, return to work program must meet the following criteria:

1. Employee is expected to return to his/her regular position within 90 days.
2. Workflow is not unduly disrupted through temporary transitional job duty or reduced hours.
3. Resources to perform remaining duties are available.
4. Employee's physician agrees to restricted duties of the position.

Payment to employees during this period of temporary transitional job duty may come from two sources. The employee may receive his/her hourly wage for the work performed. In addition, the employee may receive benefits from Southeast Washington Workers' Compensation Trust to partially compensate for the loss of earning power that he/she may experience.

Each claim will be assessed for referral to the early return to work program. The intent of this program is to provide every opportunity for injured workers to regain full employment as quickly as possible.

#### **Employee Responsibilities**

1. Report injury to your supervisor and ESD 112 Workers Comp Dept. within 24 hours. (1-800-749-5861)
2. Take documents to doctor
  - a. Physician Letter for Work Status (also available on District Forms website)
  - b. Work Status Report (also available on District Forms website)
3. Return doctor completed Work Status Report to Supervisor within 24 hours and fax a copy to ESD 112 WC Dept. (Fax 360-750-9836)
4. Work within restrictions and report any problems to supervisor and ESD 112 WC Dept.
5. Have doctor fill out Work Status Report at every appointment and return completed report to supervisor and ESD 112 WC Dept. within 24 hours of appointment.
6. Keep supervisor and ESD 112 WC Dept. updated on treatment plan and work status.
7. Attend all appointments as directed.

#### **District Responsibilities**

1. Contact ESD 112 WC Dept. to report WC claim within 24 hours.
2. Receive Work Status Report from employee and fax to ESD 112 WC Dept. If employee is released to work with restrictions, create a light duty job description and fax to ESD 112 WC Dept. (Fax 360-750-9836)
3. Send the light duty job description and cover letter to doctor for approval and copy to ESD 112 WC Dept.
4. Once job description is approved, create a written job offer and fax to ESD 112 WC Dept.

5. Obtain a signed copy of the written job offer stating whether employee accepts or does not accept the light duty job and fax to ESD 112 WC Dept.
6. Maintain records of employee's hours scheduled, hours worked, and rate of pay. Fax records to ESD 112 WC Dept. every Friday by 2:00 PM.
7. Supervisor ensures assigned job duties are within restrictions stated by doctor.

#### **ESD 112 WC Dept. Responsibilities**

1. Pay benefits appropriately.
2. Ensure all documentation has been received in order to stop benefits if light duty job offer is refused.
3. Provide assistance with light duty return to work process, when needed.

#### **Light Duty Return to Work Parameters**

Light Duty positions are temporary. Employees are limited to 90 days on restricted duty assignment. At 90 days, the doctor's latest note will be reviewed and the restricted duty status may be extended, at the District's discretion, for up to another 30 days. After 120 days the employee must be taken off the restricted duty position and returned to full duty if appropriate or put on time loss.

ATTACHMENTS:

- POLICY 2022 – Electronic Information Systems
- POLICY 3207 – Prohibition of Harassment, Intimidation & Bullying
- PROCEDURE 3224P – Student Dress
- POLICY 3241 & 3241P – Classroom Management, Corrective Actions or Punishment
- POLICY 3421 – Child Abuse, Neglect and Exploitation Prevention
- POLICY 4210 – Regulation of Dangerous Weapons on School Premises
- POLICY 5010 – Nondiscrimination and Affirmative Action
- POLICY 5201 – Drug-Free Schools, Community & Workplace
- POLICY 5275 – Attendance Expectations and Job Abandonment
- POLICY 5402 – Maternity Leave
- POLICY 5207 – Resolution of Staff Complaints
- POLICY 5253 – Maintaining Professional Staff/Student Boundaries
- POLICY 6540 – School District’s Responsibility for Privately Owned Property
- POLICY 6590 – Sexual Harassment
- POLICY 6895 - Pesticide Notification, Posting and Record Keeping Requirements

**ELECTRONIC RESOURCES**

The Columbia School District board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Columbia School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district’s technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The board directs the superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:	Board Policy 2020 Board Policy 2025 Board Policy 3241  Board Policy 4400 Board Policy 5281 Board Policy 3207 Board Policy 4040 Board Policy 3231	Curriculum Development and Adoption of Instructional Materials Copyright Compliance Classroom Management, Corrective Actions or Punishment Election Activities Disciplinary Action and Discharge Harassment, Intimidation and Bullying Public Access to District Records Student Records Electronic Communication Privacy Act
Legal Reference:	18 USC §§ 2510-2522	
Management Resources:	Policy News, June 2008 <i>Policy News</i> , June 2001  <i>Policy News</i> , August 1998	Policy News Congress Requires Internet Blocking at School Permission required to review e-mail

**Columbia School District**  
**Adopted: August 17, 2009**  
**Revised: 10.00; 10.01; 04.08; 06.08**  
**Classification: Priority**

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

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, gender identity and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). 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.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. This policy is to be implemented in conjunction with the *Comprehensive Safe Schools Plan* that includes prevention, intervention, crisis response, recovery and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation and bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
Management Resources:	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
	<i>Policy News</i> , April 2002	Legislature Passes and Anti-Bullying Bill

**Columbia School District**  
**Adopted June 2, 2008**  
**Revised: 04.02; 10.07; 04.08**  
**Classification: Essential**

**STUDENT DRESS**

Socially appropriate dress is fundamental to a student’s success in school and for future employment success. In support of the transition from child to young adult, the following K-12 attire-related rules are in place beginning **August 2011**.

	A = Allowed						N = Not Allowed						
	Grade Level/Age Appropriate												
	K	1	2	3	4	5	6	7	8	9	10	11	12
1. Shorts or skirts that extend at least to the fingertip when the arm is straight down	A	A	A	A	A	A	A	A	A	A	A	A	A
2. Tank tops with shoulder straps a <i>minimum</i> width of 2 inches	A	A	A	A	A	A	A	A	A	A	A	A	A
3. Sleeveless shirts with arm holes falling below the armpit	N	N	N	N	N	N	N	N	N	N	N	N	N
4. Shirt necklines falling below a straight line between underarms	N	N	N	N	N	N	N	N	N	N	N	N	N
5. Clothing that reveals the back, midriff and/or visibly displays undergarments or parts of them	N	N	N	N	N	N	N	N	N	N	N	N	N
6. Mesh/sheer or clothing with large holes unless approved clothing underneath; undergarments showing	N	N	N	N	N	N	N	N	N	N	N	N	N
7. Pants worn below the top of the buttocks Note: tops and bottoms must at least meet	N	N	N	N	N	N	N	N	N	N	N	N	N
8. Sleepwear and underwear worn in place of, or on-top of regular clothing	N	N	N	N	N	N	N	N	N	N	N	N	N
9. Alcohol, tobacco, drug, or weapon-related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
10. As recognized by law enforcement, any gang-affiliated clothing (Rule of 3 applies), piercing, tattoos, jewelry, or hair styles (**Rule of 3 described below)	N	N	N	N	N	N	N	N	N	N	N	N	N
11. Violent, lewd, hate, or harassing related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
12. Long duster/trench style coats	N	N	N	N	N	N	N	N	N	N	N	N	N
13. Flip Flop Footwear Note: All students must always wear footwear	N	N	N	N	N	N	A	A	A	A	A	A	A
14. Nonathletic shoes in PE	A	A	A	A	N	N	N	N	N	N	N	N	N
15. Indoors: hats, sunglasses, hoods; On campus: bandanas worn or displayed (other than with an order from a medical doctor)	N	N	N	N	N	N	N	N	N	N	N	N	N
16. Any article of clothing posing a material or substantial disruption of the education process	N	N	N	N	N	N	N	N	N	N	N	N	N

The dress code procedure will be reviewed with building staff on a yearly basis. If the student’s dress or grooming is objectionable under these provisions, the staff shall request the student to make appropriate corrections. If the student refuses, the staff shall take appropriate corrective action including disciplinary action for a dress code violation. Staff may grant exceptions for occasional special events and activities. Students who violate provisions of the dress code relating to extracurricular activities may be excluded from the extracurricular activity until proper attire is worn.

\*\*Rule of 3 – a student who has 3 or more instances of potential gang attire (i.e.—blue checkered sweatshirt, long blue t-shirt, blue shoelaces) is subject to a dress code violation.

**CLASSROOM MANAGEMENT, CORRECTIVE  
ACTIONS OR PUNISHMENT**

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

- A. "Expulsion" is the exclusion from school or individual classes for an indefinite period.
- B. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
  - 1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
  - 2. Suspensions which exceed 10 consecutive school days are long-term suspensions.
- C. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

The principal shall notify special education staff of any suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student from his or her class and shall also designate which staff has the authority to initiate or to impose discipline, suspensions or expulsions.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard. The board of directors of any school district may authorize the establishment of one or more student disciplinary boards composed of students, teachers, administrators, or parents, or any combination thereof. Disciplinary boards may be authorized to prescribe reasonable discipline and may recommend, but not prescribe, suspension or expulsion to the appropriate school authority. Such school authority shall be granted the power to set aside or modify any such prescription or recommendation.

## **1. Rights, Responsibilities, and Authority of Certificated Staff**

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

- A. Expect students to comply with school rules.
- B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two days without the consent of the teacher.
- D. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

### **Certificated staff shall have the responsibility to:**

- A. (Principals shall) Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
- B. Observe the rights of students.
- C. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
- D. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
- E. Maintain accurate attendance records and report all cases of truancy.
- F. (Principals shall) Notify parents when students are suspended or expelled.
- G. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
- H. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

### **Certificated staff shall have the authority to:**

- I. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
- J. Remove a student from a class session for sufficient cause.
- K. Detain a student after school for up to **60** minutes with due consideration for bus transportation.
- L. (Principals shall) Impose suspension or expulsion when appropriate.

## **2. Student Discipline**

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- M. Consistent from day to day and student to student,
- N. Balanced against the severity of the misconduct,
- O. Appropriate to the student's nature and prior behavior,
- P. Fair to the student, parent, and others, and
- Q. Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

### **3. Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than **60** minutes on any given day.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

### **4. 4. In-School Suspension**

The board of directors supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent shall establish guidelines for the operation of the in-school suspension program.

### **5. Appeal Process for Disciplinary Action**

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

### **6. Suspensions or Expulsions**

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

### **7. Short-Term Suspension**

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 and to 10 school days, a conference shall first be conducted with the student as follows:

- R. An oral or written notice of the charges shall be provided to the student;
- S. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- T. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- U. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

- V. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- W. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

### **8. Appeal Process for Short-Term Suspension**

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

### **9. Emergency Expulsion**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- X. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- Y. The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- Z. The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

### **10. Long-Term Suspensions or Expulsions**

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

## **11. Appeal Process for Long-Term Suspension or Expulsion**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- AA. Study the hearing record or other materials submitted and record its findings within 10 school business days;
  - BB. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
  - CC. Hear and try the case denovo before the council within 10 school business days.
- Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:
- DD. Those council members who have heard or read the evidence,
  - EE. Those council members who have not acted as a witness in the matter, and
  - FF. A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve

a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

## 12. Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

GG. The danger or threat ceases, or

HH. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

## 13. Readmission Application Process

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

II. Reasons the student wants to return and why the request should be considered;

JJ. Evidence which supports the request; and

KK. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Cross References:	Board Policy	2161	Education of Students with Disabilities
		3122	Excused and Unexcused Absences
		4210	Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 9A.16.100		Use of force on children — Policy — Actions presumed unreasonable
		9.41.280	Possessing dangerous weapons on school facilities — Penalty — Exceptions
		28A.225.020	School's duties upon child's failure to attend school
		28A.225.030	Petition to juvenile court for violations by a parent or child — School district responsibilities

28A.400.110	Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
28A.600.010	Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions
28A.600.020	Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion
28A.600.040	Pupils to comply with rules and regulations
28A.600.420	Firearms on school premises, transportation, or facilities — Penalty — Exemptions
20 USC 7101 et. seq.	Drug-Free Schools and Communities Act
WAC 392-400-205	Definitions
392-400-235	Discipline — Conditions and limitations
392-400-240	Discipline — Grievance procedure
392-400-245	Short-term suspension — Conditions and Limitations
392-400-250	Short-term suspensions — Prior conference required — Notice to parent
392-400-255	Short-term suspension — Grievance procedure
392-400-260	Long term suspension — conditions and limitations
392-400-265	Long-term suspension — Notice of hearing — Waiver of hearing
392-400-270	Long-term suspension — Prehearing and hearing process
392-400-280	Expulsion — Notice of hearing — Waiver of hearing
392-400-285	Expulsion — Prehearing and hearing process
392-400-290	Emergency removal from class, subject, or activity
392-400-295	Emergency expulsion — Limitations
392-400-300	Emergency expulsion — Notice of hearing — Waiver of hearing right
392-400-305	Emergency expulsion — Prehearing and hearing process
392-400-310	Appeals — Long-term suspension and expulsion
392-400-315	Appeals — Hearing before school board or disciplinary appeal council — Procedures
392-400-317	Appeals — Discipline and short-term suspension grievances
392-400-320	School board or disciplinary appeal council decisions

Management Resources:

**Policy News, June 2010      Students and Sexting**

**Columbia School District  
Adopted: October 25, 2010  
Revised: 04.99; 12.06; 06.10  
Classification: Priority**

**STUDENTS**

**Corrective Actions or Punishment**

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. A Columbia Education Association (CEA) committee and/or PTO/Boosters citizen committee have met to define the areas of misconduct and the range of actions to be taken for each building. The appeal process for short-term suspension, long term suspension and expulsion shall remain in effect for short-term suspension, long term suspension and expulsion imposed as a result of this procedure.

<b>EXCEPTIONAL MISCONDUCT</b>	<b>RANGE OF ACTION MINIMUM</b>	<b>RANGE OF ACTION MAXIMUM</b>
<p>While a student is on school property or riding school transportation, and is in possession of a knife. Student inadvertently brings the knife and voluntarily gives to a school authority results in:</p>	<p><i>First Offense:</i> The knife is confiscated from the student. The student will be suspended until a parent conference held. The knife is returned to the <i>parent only</i>. Action is completed. If the knife is gang related or a switch blade (mechanical or gravity open) the student is expelled.</p>	<p><i>Second Offense:</i> The knife is confiscated from the student. The student is suspended until a parent conference is held. The knife is not returned but destroyed or turned over to law enforcement. One day (1) of in school suspension. If the knife is gang related or a switch blade (mechanical or gravity open) the student is expelled.</p>
<p>While a student is on school property or riding school transportation, and is in possession of a knife. If the student is searched and a knife is found results in:</p>	<p><i>First Offense:</i> The knife is confiscated from the student. The student is suspended until a parent conference is held. The knife is not returned to the student and is destroyed or turned over to law enforcement. One (1) day of in school suspension. If the knife is gang related or a switch blade (mechanical or gravity open) the student is expelled.</p>	<p><i>Second Offense:</i> A short-term suspension of 1-5 days. Subsequent offenses will result in expulsion from school. If the knife is gang related or a switch blade (mechanical or gravity open) the student is expelled.</p>
<p>The possession of other weapons listed in the policy such as, but not limited to, throwing stars, nimchucks, club, firearm, air pistol, rifle or <b>pepper spray*</b>, while the school is responsible for the student will result in:</p>	<p><i>First Offense:</i> Expulsion from school.</p> <p><b><u>*Please see secondary student hand books for more information.</u></b></p>	

<b>EXCEPTIONAL MISCONDUCT</b>	<b>RANGE OF ACTION MINIMUM</b>	<b>RANGE OF ACTION MAXIMUM</b>
<p>The possession of a self made weapon such as, but not limited to, a rubber band slingshot, pin through an eraser, etc. will result in:</p>	<p><i>First Offense:</i> The student is suspended until a parent conference is held. Permanent confiscation of the self made instrument. One (1) day of out of school suspension</p> <p><i>Second Offense:</i> The student is suspended until a parent conference is held. Permanent confiscation of the self made instrument. Three (3) to five (5) days of out of school suspension.</p>	<p><i>Third Offense:</i> The student is expelled from school.</p>
<p>Student harassment, intimidation, or bullying of a staff member, adult visitor, or another student will result in:</p>	<p>On each offense, the student is suspended until a parent conference is held and:</p> <p><i>First Offense:</i> The student will receive one (1) to three (3) days school suspension.</p> <p><i>Second Offense:</i> The student will receive three (3) to five (5) days school suspension.</p> <p><i>Third Offense:</i> The student will receive five (5) to ten (10) days school suspension.</p> <p><b>In all cases the student/adult complaint will be investigated by a teacher or the principal.</b></p>	<p><u><i>Fourth Offense:</i> The student is expelled from school.</u></p>

<b>EXCEPTIONAL MISCONDUCT</b>	<b>RANGE OF ACTION MINIMUM</b>	<b>RANGE OF ACTION MAXIMUM</b>
Possession and/or consumption of tobacco products while the student is the responsibility of the school will result in:	<p>On each offense the student is suspended until a parent conference is held and;</p> <p><i>First Offense:</i> The student will receive one (1) to three (3) days school suspension.</p> <p><i>Second Offense:</i> The student will receive three (3) to five (5) days school suspension.</p> <p><i>Third Offense:</i> The student will receive five (5) to ten (10) days school suspension.</p> <p>In all cases, the parent and proper law enforcement will be notified.</p>	<i>Fourth Offense:</i> The student is expelled from school.
Possession and/or consumption of drugs and/or alcohol while the student is the responsibility of the school will result in:	<p><i>First Offense:</i> The student is expelled from school pending completion of a drug or alcohol assessment and urinalysis, and enrollment in appropriate program derived from the assessment results. Failure to maintain enrollment and progress in prescribed treatment plan will result in expulsion.</p> <p><b>In all cases, the parent and proper law enforcement will be notified.</b></p>	<b>Second Offense: The student is expelled from school.</b>
The distribution and/or selling of drugs, alcohol, or tobacco on school property will result in:	<i>First Offense:</i> The student is expelled from school.	

<b>EXCEPTIONAL MISCONDUCT</b>	<b>RANGE OF ACTION MINIMUM</b>	<b>RANGE OF ACTION MAXIMUM</b>
<p>Students fighting while they are the responsibility of the school will result in:</p>	<p>On each offense the student is suspended until a parent conference is held and;</p> <p><i>First Offense:</i> The student will receive one (1) to three (3) days school suspension.</p> <p><i>Second Offense:</i> The student will receive three (3) to five (5) days school suspension.</p> <p><i>Third Offense:</i> The student will receive five (5) to ten (10) days school suspension.</p> <p>In all cases, fighting is not tolerated by Columbia School District. Students who initiate a blow in anger/aggression or retaliation will be considered to be fighting.</p>	<p><i>Fourth Offense:</i> The student is expelled from school.</p>
<p>Sexual harassment/indecency toward adults or students will result in:</p>	<p>On each offense the student is suspended until a parent conference is held and;</p> <p><i>First Offense:</i> The student will receive one (1) to three (3) days school suspension.</p> <p><i>Second Offense:</i> The student will receive three (3) to five (5) days school suspension.</p> <p><i>Third Offense:</i> The student will receive five (5) to ten (10) days school suspension.</p> <p>In all cases the student/adult complaint will be investigated by a teacher or the principal.</p>	<p><i>Fourth Offense:</i> The student is expelled from school.</p>

**Adopted: May 23, 2005  
Columbia School District #400**

## **CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION**

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

- D. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- E. Creating a substantial risk of physical harm to a child's bodily functioning.
- F. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes.
- G. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- H. Assaulting or criminally mistreating a child as defined by the criminal code.
- I. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- J. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- K. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district shall also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.

The superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff shall receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

Classified and certified staffs are legally responsible for reporting all suspected cases of child abuse and neglect. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator. The administrator shall report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal

authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances. **School staff shall not make any student available for an investigative interview, with government officials, unless the child consents. If the child is under 12 years of age and the request is from law enforcement officials, the law enforcement official must obtain parental consent, a court order, a warrant, or stipulate the existence of exigent circumstances.**

Cross References:	Board Policy 4310	Relations with the Law Enforcement and Child Protective Agencies
Legal References:	RCW 13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
	26.44.020	Child abuse — Definitions
	26.44.030	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Interviews of children — Records — Risk assessment process
	28A.620.010	Community education provisions — Purposes
	28A.620.020	Community education provisions — Restrictions
	43.43.830	Background checks — Access to children or vulnerable persons
	28A.320.160	Alleged sexual misconduct by school employee — Parental notification — Information on public records act.
	28A.400.317	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
	WAC 388-15-009	Definition of child abuse, neglect or exploitation
	AGO 1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

Management Resources:

<b><u>Policy News, April 2010</u></b>	<b><u>Child Abuse Interviews at Schools</u></b>
<i>Policy News, February 2007</i>	Physical Abuse and Sexual Misconduct Notice Requirements
<i>Policy News, June 1999</i>	23% of districts out-of-compliance on child abuse policies

**Columbia School District**  
**Adopted: May 24, 2010**  
**Revised: 06.99; 02.07; 06.07; 08.07; 08.08; 04.10**  
**Classification: Priority**

## **REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.
- E. The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:
- F. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- G. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Cross References: Board Policy 3240 Student Conduct  
Board Policy 3241 Corrective Actions or Punishment

Legal References: RCW 9.41.280 Dangerous weapons on school grounds  
RCW 9A.16.020 Use of force — when lawful  
RCW 9.91.160 Personal Protection Spray devices  
RCW 28A.600.420 Firearms on school premises,  
transportation, or facilities —  
Penalty — Exemptions

Management Resources:

**Policy News, August 2006 Weapons on School Premises**

*Policy News*, August 1998 State Encourages Modification of  
Weapons Policy

*Policy News*, October 1997 Legislature also addresses “look-alike”  
firearms

**Columbia School District**  
**Adopted: October 23, 2006**  
**Revised: 08.98; 08.06**  
**Classification: Essential**

## NONDISCRIMINATION AND AFFIRMATIVE ACTION

### **Nondiscrimination**

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

The board shall designate a staff member to serve as affirmative action/Title IX Compliance officer.

### **Affirmative Action**

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, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent 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, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

### **Employment of Persons with Disabilities**

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

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

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
1. The test or criteria is clearly and specifically job-related; and
  2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

**Nondiscrimination for Military Service**

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

Cross References:	Board Policy 5270 Board Policy 5407	Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310  RCW 28A.640.020  <u><b>RCW 28A.642</b></u> RCW 49.60  RCW 49.60.030  RCW 49.60.180 RCW 49.60.400  <del>Chapter</del> <u><b>RCW 73.16</b></u> <del>RCW</del>  WAC 392-200  WAC 392-200-015	Law against discrimination applicable to districts' employment practices Regulations, guidelines to eliminate discrimination — Scope — <u><b>Sexual harassment policies</b></u> <u><b>Discrimination prohibition</b></u> Discrimination — Human rights commission Freedom from discrimination — Declaration of civil rights Unfair practices of employers <i>defined</i> Discrimination, preferential treatment prohibited <u><b>Veterans and veterans' affairs</b></u> — Employment and Reemployment  School personnel — Employment Discrimination Public school employment — Affirmative action program

~~42 USC 2000e – 2000e-9~~ Title VII of the Civil Rights Act of 1964  
 42 USC 2000e1 – 2000e10

~~42 USC 2000h – 2000h-6~~ Title IX Educational Amendments of 1972  
20 USC § 1681 - 1688  
 42 USC 12101 – 12213 Americans with Disabilities Act  
~~29 USC 706~~

8 USC 1324a and ~~1324b~~ (IRCA) Immigration Reform and Control Act of 1986

38 USC §§ ~~2021 – 2024~~ 4301-4333 Uniformed Services Employment and Reemployment Rights Act

~~45 CFR 84 Sec 504~~ 29 USC 794 Vocational Rehabilitation Act of 1973

34 CFR § 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance

~~Executive Order 11246 Amended by Executive Order 11375~~

Management Resources: Policy News, February 2011 Nondiscrimination  
*Policy News*, August 2007 Washington’s Law Against Discrimination  
*Policy News*, June 2001 State Updates Military Leave Rights

**Columbia School District**  
**Adopted: March 28, 2011**  
**Revised: 12.00; 06.01; 08.07; 02.11**  
**Classification: Priority**

**DRUG-FREE SCHOOLS, COMMUNITY AND 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 or school-approved 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:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. 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.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

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

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be

subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

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

- |                       |  |   |
|-----------------------|--|---|
| Cross References:     | Board Policy 4215<br>Board Policy 5203<br>Board Policy 5280  | Use of Tobacco on School Property<br>Staff Assistance Program<br>Termination of Employment  |
| Legal References:     | 41 USC §§ 701-707<br>20 USC §§ 7101-7118<br>21 U.S.C. 812<br><br>21 CFR 1300.11-1300.15<br>RCW 69.50.435 | Drug Free Workplace Act of Subtitle D<br>1988 and as amended in 1989<br>Safe and Drug-Free Schools and<br>Communities Act<br>Controlled Substance Act<br><br>Violations committed on school bus or<br>in or near school grounds or school<br>bus route stop |
| Management Resources: | Policy News, February 1999   | Bus drivers still tested for marijuana  |

**Columbia School District**  
**Revised: 04.01.98**  
**Classification: Essential**

**RESOLUTION OF STAFF COMPLAINTS**

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

The board intends to expedite the process for all concerned parties. Staff are urged to use the administrative procedures whenever they feel that a district action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.

All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the aggrieved.

**Columbia School District**  
**Adopted: February 23, 2009**  
**Revised: 04.01.98**  
**Classification: Priority**

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

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 Columbia School District 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 Columbia School District 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.

Legal References:	RCW 28A.400	Crimes against children
	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.
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.
RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
RCW 28A.410.100	Revocation of authority to teach - Hearings.
WAC 181-87	Professional Certification - Acts of Unprofessional Conduct
WAC 181-88	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

**Columbia School District**  
**Adopted: May 24, 2010**  
**Revised: 02.10**  
**Classification: Priority**

## **Attendance Expectations and Job Abandonment**

An employee who cannot report to work must follow the absence procedure of his/her supervisor. An employee must not be tardy or absent from an assigned school or place of work during specified work hours unless excused by their supervisor. In addition, an employee who is absent five or more consecutive work days due to illness or injury shall submit a medical report to the Human Resources office verifying their fitness for duty prior to returning to work.

Employees who have expended all leave and request additional time-off, may be requested by their Supervisor to provide a summary of reasons for all leave taken within the current year. This summary will assist the supervisor in helping the employee to improve their attendance or identifying any appropriate accommodations.

- If the reasons are not provided or do not justify the use of excessive leave (including both absences and tardiness), the Supervisor will have a leave counseling session with the employee. This leave counseling will include clear expectations for attendance, justifiable reasons for absences/tardiness and the process to follow for future absences/tardiness. The Supervisor will provide the employee with written attendance expectations.
- If the employee's attendance continues to be an issue, progressive discipline will be utilized.

An employee who receives a leave of absence and fails to return at the end of the authorized leave, or an employee who fails to report to work and does not notify the district, pursuant to the appropriate procedure, is absent without authorization. If the absence without authorization exceeds three (3) work days thereafter, said employee has abandoned his or her job together with all employment rights.

Employees claiming the benefits of any district leave provision are required to complete all appropriate forms. A leave of absence request submitted pursuant to this procedure will be considered by the Board of Directors at its next regular meeting. The leave request is subject to board approval at its discretion. If the leave is denied, the employee shall return to work immediately or shall be deemed to have abandoned his or her job, together with all employment rights.

Legal Reference: RCW 28A.400.300 Hiring and discharging employees – Leaves for Employees.

**Columbia School District #400**  
**Adopted: June 27, 2011**

## **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.

If the employee's accumulated sick leave is exhausted during the period of maternity disability, the district shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

### **Notice Required**

A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member shall submit a written request to her immediate supervisor and the superintendent for one or more of the following:

- A. **Maternity leave** for the period of her actual disability due to pregnancy or childbirth;
- B. **Family leave** for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
- C. **Leave of absence** for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. **Termination** of employment by resignation.

The notice to the district shall include the approximate beginning and ending dates for the leave.

### **Employment Conditions**

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner. The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or

licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she shall return to work. Unless the superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.

The staff member shall return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

**Assignment Upon Return**

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member shall be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.

**Right to Apply For Other Leave**

Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by board policy.

Legal References:	RCW 28A.400.300	Hiring and discharging employees — Leave for employees
	RCW 49.78	Family Leave
	WAC 162-30-020	Maternity
	WAC 296-134	Family Leave
	P.L. 103-3	Family and Medical Leave Act of 1993

**Columbia School District**  
**Adopted: February 6, 1995**  
**Classification: Essential**

**SCHOOL DISTRICT'S RESPONSIBILITY FOR  
PRIVATELY-OWNED PROPERTY**

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- B. The district shall not reimburse for loss of money or personal effects.
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- F. Proper documentation shall accompany the requisition for reimbursement.

**Adopted in conjunction with the  
WSSDA Policy Manual: October 15, 1991**

**Revised:**

**Classification: Optional**

**SEXUAL HARASSMENT**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come 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. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. 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 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.

The superintendent shall 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. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, 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, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall 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, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	Board Policy	3210	Nondiscrimination
	3240		Student Conduct
		3421	Child Abuse and Neglect
	5010		Nondiscrimination
	5281		Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020		Regulations, guidelines to eliminate discrimination — Scope
	WAC 392-190-056 - 058		Sexual harassment

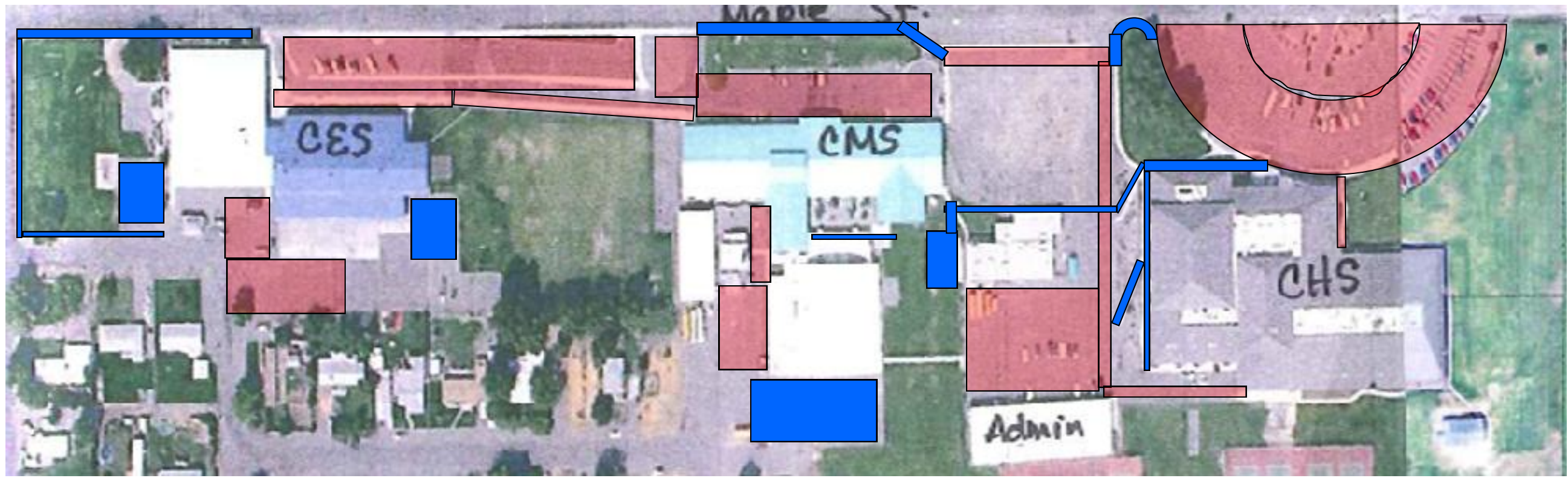
**Columbia School District**  
**Adopted: June 19, 1995**  
**Classification: Essential**



Secondary Snow Removal

Primary Snow Removal

# COLUMBIA SCHOOL DISTRICT Snow Removal Map



2009-2010