We cannot always build the future for our youth, but we can build our youth for the future.

~Franklin Delano Roosevelt

Bremerton School District
134 Marion Ave No
Bremerton, WA 98312

www.bremertonschools.org
The District recognizes the valuable contribution that volunteers make to the total school program through their efforts.

Thank you for your willingness to volunteer your time and talents to benefit the students of Bremerton. Volunteers provide teachers more time and flexibility for learning in the classroom. Your commitment is appreciated and I know that our volunteers do impact the students, staff and the district as a whole. There are many programs that we would not be able to offer at the level we do if not for the assistance of our volunteers.

Volunteering is a very rewarding experience. Our students and staff appreciate our volunteers and they see what an impact they have on them every day.

Volunteers need to repeat the application process every two (2) years including the Washington State Background Check. You will be notified in advance when the application process needs to be repeated.

Thank you for sharing your valuable time with us!

Respectfully,

Dr. Aaron Leavell
Bremerton School District Superintendent

Volunteers are not paid -- not because they are worthless, but because they are priceless.

~ unknown
All Volunteers must:
- Sign in the volunteer notebook in the office and pick up a volunteer badge
- Sign out at the office and return your volunteer badge

Follow Bremerton School District Policies and Procedures

Wear professional attire for the activity as appropriate.

Be sensitive to teacher’s time needs

Communicate promptly concerning schedule changes

Respect for the Teacher/Staff Authority

Refer to a staff member for solutions of any student problems.

Be assigned to be supervised by a specific staff member when performing volunteer duties.

Volunteers are not expected to:

- Perform supervisory tasks nor tasks requiring certified or licensed personnel
- Handle behavioral issues
- Perform specific first aid tasks
- Administer student medications.

Unless someone like you cares a whole awful lot, nothing is going to get better. It's not... Dr. Seuss
Protecting student and staff privacy is a top priority. All volunteers will be required to sign a Confidentiality Agreement as part of the application.

As a volunteer, you may become aware of confidential information, such as discipline, health needs, family situations, etc. of our students and staff. We ask that you respect their privacy by not divulging this information. Similarly, if you should become aware of information that could put a Bremerton School District employee, yourself, or students at risk, we ask that you report this information immediately to a building principal or other district administrator. Knowing your concerns can help us make sure that everyone stays safe at school.
VOLUNTEER OPPORTUNITIES

Whenever possible, volunteers will be assigned to activities consistent with their knowledge, skill, and ability level.

Bremerton School District offers a wide variety of opportunities for volunteers. We welcome and appreciate your time and service to the students and staff. We offer flexible hours and days, striving to work with the volunteer’s schedule.

Please Note: Each school has individual needs, below are some possible opportunities.

- Reading Tutors
- Math Tutors
- Science Assistants
- Writing Assistants
- Office Support
- Mentors (per requests from administrators/counselors/teachers)
- Assist students with homework/classwork
- Support Special Projects and Activities
- Chaperoning (Field Trips/Dances/Socials, etc.)
- Become Involved with School Leadership

SAFETY

Please follow all safety guidelines posted in the school. In an emergency follow directions of school staff.

VOLUNTEER ATHLETIC COACHES

Persons may not volunteer to coach within the district, until they have successfully completed the requirements of the District and Washington Interscholastic Activities Association (WIAA).

Any individual who is interested in becoming a volunteer coach will need to schedule an appointment with the school’s Athletic Director, prior to volunteering. At the meeting the application procedure will be discussed. Additional information is available at: www.bremertonschools.org/cms/lib/WA01001541/Centricity/Domain/108/Volunteer%20Coach%20Procedures.pdf
The Senior Tax Exchange Program (STEP) has been established by the Bremerton School District Board of Directors in response to concerns of local senior citizens who are living on fixed incomes and experiencing rising property taxes.

It allows eligible senior residents of Bremerton School District to become volunteers in Bremerton schools in exchange for the local school portion (levy and bond) of their property taxes.

- STEP Volunteers do not replace existing staff positions.
- Placement of STEP Volunteers in schools is dependent upon suitable tasks being available and staff requests for help.
- Participation by citizens in one year does not guarantee their participation in future years.

Volunteer Coordinator, Joyce Cowdery can be contacted at 360.620.7291 or email joyce.cowdery@bremertonschools.org.

*You make a living by what you get.*

*You make a life by what you give.*

~ Winston Churchill

**SCHOOL BOARD POLICIES**

Please read the following School Board policies and procedures. All policies are also available electronically at [www.bremertonschools.org/domain/121](http://www.bremertonschools.org/domain/121):

- Access to Electronic Information Resources (2022)
- Prohibition Harassment, Intimidation and Bullying (3207)
- Non-Discrimination (3210)
- Child Abuse, Neglect & Exploitation Prevention (3421)
- Sexual Harassment (5011)
- Drug Free Schools (5201)
- Infection Control Program (6515)
Please direct any questions regarding the contents of this handbook to Joyce Cowdery, Volunteer Coordinator at 360-620-7291 or joyce.cowdery@bremertonschools.org.

Revised 9/2013

NON-DISCRIMINATION DISCLOSURE
The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participation in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX/RCW 28A.640 Officer and ADA Coordinator, Denise Zaske, at 360.473.1026, email denise.zaske@bremertonschools.org or the Section 504 Coordinator, Mike Sellers, at 360.473.4100, email michael.sellers@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.
Policy & Procedure

Policy 2022

Access to Electronic Information Resources

The Board of Directors recognizes that 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 and safe users of information, media and technology to succeed in a digital world.

Therefore, the 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 use these tools. The District’s technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bulling awareness and response.

The Superintendent or designee will create strong electronic educations 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 Curriculum Development and Adoption of Instructional Materials
2025 Copyright Compliance
3207 Harassment, Intimidation and Bullying
3231 Student Records
3241 Classroom Management, Corrective Actions or Punishment
4040 Public Access to District Records
4400 Election Activities
5281 Disciplinary Action and Discharge

Legal Reference: 18 USC §§ 2510-2522
Electronic Communication Privacy Act Pub. L. No. 110-385
Protecting Children in the 21st Century Act

Management Resources:
Policy News, February 2012 Federal Guidance Requires Changes to Electronic Resources Policy
Policy News, June 2008 Electronic Resources
Policy News, June 2001 Congress Requires Internet Blocking at School
Policy News, August 1998 Permission required to review e-mail

Bremerton School District 06/21/12
Procedure 2022P

K-20 Network Acceptable Use Guidelines/Internet Safety

Requirements

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

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff include:

A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
E. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with Technology Director to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students and staff includes but is not limited to:
A. Personal gain, commercial solicitation and compensation of any kind;
B. Actions that result in liability or cost incurred by the district;
C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the Technology Director;
D. Support for or opposition to ballot measures, candidates and any other political activity;
E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
F. Unauthorized access to other district computers, networks and information systems;
G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district’s computer network or the Internet.

Internet Safety
Personal Information and Inappropriate Content:

A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring
Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.

A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
B. Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);

C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;

E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

**Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

A. Age appropriate materials will be made available for use across grade levels.

B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

**Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

**Ownership of Work**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student’s permission prior to distributing his/her work to parties outside the school.

**Network Security and Privacy**

**Network Security**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district
purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

A. Change passwords according to district policy;
B. Do not use another user’s account;
C. Do not insert passwords into e-mail or other communications;
D. If you write down your user account password, keep it in a secure location;
E. Do not store passwords in a file without encryption;
F. Do not use the “remember password” feature of Internet browsers; and
G. Lock the screen or log off if leaving the computer.

Student Data is Confidential
District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy
The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

A. The network;
B. User files and disk space utilization;
C. User applications and bandwidth utilization;
D. User document files, folders and electronic communications;
E. E-mail;
F. Internet access; and
G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district’s network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup
Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action
All users of the district’s electronic resources are required to comply with the district’s policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district’s user agreement), Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Bremerton School District 5/2012
Policy 3207

Student and Employee Prohibition of Harassment, Intimidation, Bullying, and Retaliation Policy

It is everyone’s right to work, study, and learn in a respectful environment. The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying or retaliation. Harassment, intimidation, bullying or retaliation is prohibited and will not be tolerated by students or employees of the Bremerton School District. “Harassment, intimidation or bullying” means any intentionally written message or image, verbal or physical act, including but not limited to one shown to be motivated by (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when the act:

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

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

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

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

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

Training
This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers,
No school employee, student, or volunteer may engage in reprisal, retaliation or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation or bullying. Such behavior may result in disciplinary action.

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

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

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

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

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

The Superintendent shall develop and implement formal and informal procedures for compliance officers receiving, investigating and resolving complaints or reports of bullying. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of bullying and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The District shall make available training and written materials to employees, volunteers and students. This policy shall be posted in each building and reproduced in student, volunteer and employee handbooks.

Legal Reference:  RCW 28A.300.285  Harassment, intimidation and bullying prevention policies
Procedure 3207P

Prohibition of Harassment, Intimidation and Bullying

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

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

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

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

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

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

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

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction’s (OSPI) School Safety Center website: www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

**Retaliation** is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

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

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

**Relationship to Other Laws**
This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.
At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

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

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

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district’s website. Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

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

3. **Training**
   Staff will receive annual training on the school district’s policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district’s Incident Reporting Form.

4. **Prevention Strategies**
   The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

**Compliance Officer**
The district compliance officer will:

1. Serve as the district’s primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.

8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between district staff and the child’s parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

Staff Intervention
All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

Filing an Incident Reporting Form
Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form
In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter
a. Anonymous
   Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the boys’ locker room in 5th period.)

b. Confidential
   Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

c. Non-confidential
Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form
All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

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

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying
All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor’s schedule and access to the complainant, and other measures.

3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district’s policy and procedure on harassment, intimidation and bullying.

4. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially...
refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

5. The investigation shall include, at a minimum:
   a. An interview with the complainant;
   b. An interview with the alleged aggressor;
   c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
   d. Interviews with other students or staff members who may have knowledge of the alleged incident.

6. The principal or designee may determine that other steps must be taken before the investigation is complete.

7. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
   a. The results of the investigation;
   b. Whether the allegations were found to be factual;
   c. Whether there was a violation of policy; and
   d. The process for the complainant to file an appeal if the complainant disagrees with results.

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

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.
Step 4: Corrective Measures for the Aggressor
After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal’s designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student’s Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent’s written decision.

3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action
The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student’s history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*. 
If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

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

**Step 7: Support for the Targeted Student**

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

**Immunity/Retaliation**

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

**Other Resources**

Students and families should use the district’s complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

OSPI Equity and Civil Rights Office
360.725.6162
Email: equity@k12.wa.us
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)

Washington State Human Rights Commission
800.233.3247
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

Office for Civil Rights, U.S. Department of Education, Region IX
206.607.1600
Email: OCR.Seattle@ed.gov
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

Department of Justice Community Relations Service
877.292.3804
[www.justice.gov/crt/](http://www.justice.gov/crt/)

Office of the Education Ombudsman
866.297-2597
Email: OEOinfo@gov.wa.gov
Other District Policies and Procedures
Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.
Bremerton School District June, 2012

Policy 3210
Non-discrimination
The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender or non-program-related physical, sensory or mental disabilities. District programs shall be free from sexual harassment.

The Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the District.

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

Legal References:
RCW 28A.640  Sexuality Equality Mandated for Public Schools
49.60  Law Against Discrimination
42 USC §§ 12101-12213  Americans with Disabilities Act
WAC 392-400-215  Student rights
392-190  Equal Educational Opportunity-Sex Discrimination Prohibited
Bremerton School District  08/02/07

Procedure 3210P
Non-discrimination
Students and/or parents, staff or other individuals acting on behalf of students of the District are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, the administration and the Board of Directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy and more particularly to policies dealing with guidance and counseling, co-curricular program, instructional materials and course offerings. As used in this procedure,
"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973.

A "complaint" shall mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. (A complainant is a person who files a complaint in a student's behalf.) A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

Level One
Prior to the filing of a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the violation and/or the person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative and the affirmative action officer to discuss the issues that the student, or student representative, may wish to bring to their attention. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the affirmative action officer.

Level Two
The complaint must be signed by the complaining party and set forth the specific acts, conditions or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation. The Superintendent shall respond in writing to the complaint as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of the written report from the Officer. The Superintendent shall state that the District either:

1. denies the allegations contained in the written complaint received by the District or
2. shall implement reasonable measures to eliminate any such act, condition or circumstance.

Level Three
If a complainant remains aggrieved as a result of the action or inaction of the Superintendent in resolving a complaint, the complainant may appeal to the Board of the District by filing a written notice of appeal with the secretary of the Board by the tenth (10th) calendar day following:

1. the date upon which the complainant received the Superintendent's response or
2. the expiration of the thirty (30) calendar day response period stated in Level Two, whichever occurs first.
The Board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. The Board shall render a written decision by the tenth (10th) calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Four
In the event a complainant remains aggrieved with the decision of the Board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

Preservation of Records. The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the office of the District compliance officer for a period of five (5) years.

Bremerton School District 8/19/99

Policy 3421

Child Abuse, Neglect and Exploitation Prevention

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

1. 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;
2. creating a substantial risk of physical harm to a child’s bodily functioning;
3. 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 genital, anus or breasts of a child for other than hygiene, child care or health care purposes;
4. 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.);
5. assaulting or criminally mistreating a child as defined by the criminal code;
6. failing to provide food, shelter, clothing, supervision or health care necessary to a child’s health or safety;
7. 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;
8. failing to take reasonable steps to prevent the occurrence of the preceding actions or 9. any of these crimes as they may be renamed in the future by any person under circumstances which indicate that the child’s health, welfare and safety is harmed.

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. Principals are responsible for reviewing yearly with staff.

Staff 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 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.

Legal Reference:
RCW 13.134.300  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
26.44.070   Central registry of reported cases of child abuse
28A.620.010   Community education provisions-Purposes
28A.620.020   Community education provisions-Restrictions
43.43.830(6)   Background checks-Access to children or vulnerable persons
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

Bremerton School District 02/08

Procedure 3421P
Child Abuse, Neglect and Exploitation Prevention
The following procedures are to be used in reporting instances of suspected child abuse:
1. If a child has confided in a staff member, the staff member should reassure the child that it is okay to tell what happened, projecting a calm, understanding and supportive attitude to the child.

2. The observing person must contact the nearest office of the Child Protective Services (CPS) of the Department of Social and Health Services (DSHS), and the School Resource Officer. If these agencies cannot be reached, the report shall be submitted to the police, sheriff or prosecutor's office. Such contact must be made with forty-eight (48) hours.

The District shall within forty-eight (48) hours of receiving a report alleging sexual misconduct notify the parents of a student alleged to be the victim, target or recipient of the misconduct.

Any doubt about the child’s condition shall be resolved in favor of making the report. A staff member may wish to discuss the circumstances with an employee of CPS for assistance in determining if a report should be made.

3. The staff member shall inform the Principal or supervisor.

4. A written report shall be submitted promptly to the agency to which the phone report was made. The report shall include:
   a. name, address and age of the child;
   b. name and address of the parent or person having custody of the child;
   c. nature and extent of the abuse or neglect;
   d. any evidence of previous abuse or any other information that may be related to the cause or extent of the abuse or neglect;
   e. identity of alleged abuser (if known) and
   f. date of verbal notification to CPS and name of CPS worker.

5. Each incident of possible abuse should constitute a separate referral.

6. An original report shall be placed in the Principal's confidential file, NOT the student’s record.

7. The Principal shall inform the Superintendent or designee of the report by calling the Assistant Superintendent’s Office and sending a copy of the report to the Assistant Superintendent as soon as the report is complete.

Indicators of Physical Abuse:
- Unexplained bruises and welts on any part of the body
- Bruises of different ages (various colors)
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, back or buttocks
- Burns with a pattern from an electric burner, iron or cigarette
- Rope burns to arms, legs, neck or torso
- Injuries inconsistent with information offered by the child
- Immersion burns with a distinct boundary line
- Unexplained lacerations, abrasions or fractures

Indicators of Emotional Abuse:
- Lags in physical development
- Extreme behavior disorder
- Fearful of adults or authority figures
- Revelations of highly inappropriate adult behavior, i.e., being enclosed in a dark closet, forced to eat or drink inedible items.

Indicators of Sexual Abuse:
- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital or anal areas
- Difficulty in walking or sitting
- Refusing to change into gym clothes
- Child running away from home and not giving any specific complaint
- Pregnancy at 11 or 12 with no history of peer socialization

Indicators of Physical Neglect:
- Lack of basic needs (housing, clothing, food)
- Lack of essential health care and high incidence of illness
- Poor hygiene on a regular basis
- Inappropriate clothing in inclement weather on a consistent basis
- Abandonment

Behavioral Indicators of Abuse and Neglect:
- Wary of adult contact
- Frightened of parents
- Afraid to go home
- Habitually truant or late to school
- Arrives at school early and remains after school later than other students
- Wary of physical contact by adults
- Shows evidence of overall poor care
- Parents describe child as "difficult" or "bad"
- Inappropriately dressed for weather--no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse)
- Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful

NOTE: Behavioral indicators in themselves do not constitute abuse. Together with other indicators, they may warrant a referral.

Child abuse as defined by the statues can be inflicted “by any person” and may include student-on-student abuse. These cases also require reporting to CPS, DSHS or law enforcement. Child abuse in this and all other cases requires two elements. First, there must be injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment. Second, there must be harm to the child’s health, welfare or safety.

Bremerton School District 02/07/08
POLICY 5011

Sexual Harassment

The Board of Directors recognizes its responsibility to provide a working and learning environment that is free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances made within the work or school setting and unwelcome by the person for whom they are intended. The District prohibits harassment of students, employees and others involved in school or District activities.

Sexual harassment occurs when:
1. submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. 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 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 District services made reasonably available to them and adverse consequences of the harassment will 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 will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are 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 are also responsible for directing complainants to the formal complaint process.

The Superintendent will 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. This policy will be reproduced in each student, staff, volunteer and parent handbook.

The Superintendent will make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report.

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

WAC 392-190-056 - 058 Sexual harassment

Bremerton School District 9/20/2012

Procedure 5011

Sexual Harassment

Informal Complaint Process:
Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include the following:

An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;

a. a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
b. a general public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant.
Informal complaints may become formal complaints at the request of the complainant, parent, guardian or because the District believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:**
Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the District hold their identity confidential shall be informed that the District will almost assuredly face due process requirements that will make available all of the information that the District has to the accused. The District will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The Superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District needs to conduct an investigation based on information in his or her possession regardless of the complainant’s interest in filing a formal complaint. The following process shall be followed:

a. The Superintendent or compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the Superintendent or compliance officer’s possession that they believe requires further investigation.

b. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Superintendent or compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

c. When the investigation is completed the Superintendent or compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant’s satisfaction, the Superintendent shall take further action on the report.

d. The Superintendent shall respond in writing to the complainant and the accused within thirty days stating:

   1. that the District does not have adequate evidence to conclude that harassment occurred,
   2. corrective actions that the District intends to take and/or
   3. that the investigation is incomplete to date and will be continuing.

e. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Superintendent’s written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.
Appeal Procedure

Level One
If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the Board of Directors by filing a written notice of appeal with the secretary of the Board by the 10th calendar day following:

a. the date upon which the complainant received the superintendent’s response; or

b. the expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

The Board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. The Board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Two
If a complainant remains aggrieved as a result of the decision of the Board in resolving a complaint, the complainant may appeal to the Superintendent of Public Instruction by filing a written notice of appeal with the Superintendent of Public Instruction by the 10th calendar day following the date upon which the complainant received written notice of the Board’s decision.

The Superintendent of Public Instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the Superintendent of Public Instruction shall be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the Board.

A fixed component of all District orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

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

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

a. demands for sexual favors in exchange for preferential treatment or something of value;
b. stating or implying that a person will lose something if he or she does not submit to a sexual request;
c. penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
d. 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;
e. using derogatory sexual terms for a person;
f. standing too close, inappropriately touching, cornering or stalking a person; or
g. displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will conduct a review of the use and efficacy of this policy and procedure. Based on the review, the superintendent or designee shall recommend policy or procedural changes, if necessary.

Bremerton School District  10/04/2012

POLICY 5201

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.

A 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 and off school property during any school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on District property at any time. Any staff member convicted of a felony attributable to the use, possession or sale of illegal chemical substances or opiates will be subject to disciplinary action, up to and including immediate discharge from employment.

Using District property or the staff member’s position within the District to make or traffic alcohol, illegal chemical substances or opiates.

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 of 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 five 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 or 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.

Legal References:

41 USC " 701-707 Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989
20 USC " 7101-7118 Safe and Drug-Free Schools and Communities Act
21 USC 812 Controlled Substance Act
21 CFR 1300.11-1300.15
POLICY 6515

Infection Control Program

Vaccine Requirements

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Board encourages susceptible school staff members (including volunteers) to provide evidence of immunity against TD (Tetanus-Diphtheria) and MMR (Measles, Mumps and Rubella). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

To facilitate this prevention program, the Board authorizes the Superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the requirements for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.

In the event of an outbreak of a vaccine-preventable disease in school, the Superintendent, after consultation with the local health officer, and/or the local health officer has the authority to exclude a susceptible staff member, who has not filed an immunization record with the District. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.

Infectious Disease Reporting

A staff member who knowingly has contracted a medically-diagnosed reportable disease that could be transmitted in the school setting is expected to notify the Superintendent, or designee, immediately. A reportable disease must be reported to the local health office.

Infection Control Program

The Superintendent or designee shall evaluate all job duties of District employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The District shall maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The Hepatitis B vaccine shall be provided at the District's
Infection Control Program

Immunization
Staff members, including substitutes and student teachers are encouraged to complete an Immunization History Form to be placed on file at the District office. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude all susceptible persons, including school staff. This authority would likely be exercised in the event of one or more cases of measles or rubella within the school. Susceptible, as related to measles, means any staff member born after January 1, 1957.

A staff member may claim an exemption for health, religious or philosophical reasons. However, such a staff member who files an exemption may be excluded if an outbreak occurs at his/her school. A staff member who is excluded is not eligible to receive sick leave benefits unless he/she is ill or physically disabled or is otherwise provided for in the collective bargaining agreement.
If a staff member needs to be immunized, he/she should contact a personal physician or clinic. Immunizations may also be available at a nominal cost from the county health department.

**Infection Control Program**

The District's infection control program shall be consistent with state law and guidelines. All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material shall be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses, teachers and assistants in classrooms for the developmentally disabled, the institutionalist of group home residents, bus drivers of such students or who provide first aid, Communication Disorders Specialists for such students, coaches or assistants who provide first aid and first aid providers. All job duties should be evaluated for the risk of exposure to blood or potentially infectious material. The District shall maintain a list of job classifications with reasonably infectious material.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material shall be offered the Hepatitis B vaccine at the District's expense.

If an employee has a specific exposure to blood or other potentially infectious material while at work, the District will provide a free and confidential medical evaluation and follow-up performed by an appropriately trained and licensed health care professional. Any necessary post-exposure treatment shall be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material shall participate in District-provided training within ten days of employment and annually. The training shall include:

1. a general description of blood borne diseases,
2. an explanation of modes of transmission of blood borne pathogens,
3. an explanation of the use and limitations of methods of control,
4. information about personal protective equipment,
5. a description of procedures to follow if an exposure incident occurs,
6. an explanation of signs, labels, tags and color coding used to designate biohazards,
7. where to obtain a copy of state law on blood borne pathogens,
8. an explanation of the District's infection control plan and how to obtain a copy,
9. how to identify tasks and activities that may involve exposure to blood or other potentially infectious material and
10. appropriate actions to take in emergencies involving blood or other potentially infectious material.

The training shall be provided by a qualified person and shall include opportunities for questions.
The District shall provide training to all employees regarding HIV/AIDS. The training shall be provided within six months of initial employment. The training shall include:

1. history and epidemiology of HIV/AIDS,
2. methods of transmission of HIV,
3. methods of prevention of HIV infection including universal precautions for handling of body fluids,
4. current treatment for symptoms of HIV and prognosis of disease prevention,
5. state and federal laws barring discrimination against persons with HIV/AIDS and
6. state and federal laws regulating the confidentiality of a person's HIV antibody status.

Significant new discoveries or changes in accepted knowledge regarding HIV/AIDS shall be transmitted to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the District that prompter dissemination of the information is required.

The Hepatitis B vaccination status and records regarding occupational exposure, if any, shall be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures shall include:

1. the employee's name and social security number,
2. the employee's Hepatitis B vaccination status,
3. examination results, medical testing and follow-up procedure records,
4. the health care professional's written opinion and
5. a copy of information provided to the health care professional.

The District shall also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers and names of employees attending the training. These records shall be kept for three years.