



2021-2022 Employee Handbook

Bremerton School District
134 Marion Ave. N.
Bremerton, WA 98312
360-473-1026

www.bremertonschools.org

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, Garth Steedman, at 360.473.1031, email garth.steedman@bremertonschools.org or the Section 504 Coordinator, John Welsh, at 360.473.4400, email john.welsh@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

Table of Contents

INTRODUCTION.....	4
OUR DISTRICT.....	4
OUR MISSION	5
OUR VISION.....	5
WE BELIEVE	5
OUR VALUES.....	5
WE ARE BREMERTON (OUR RECIPE).....	6
ACADEMIC CALENDAR.....	7
BOARD OF DIRECTORS.....	8
DEPARTMENT AND SCHOOL PHONE NUMBERS.....	9
EMPLOYMENT.....	10
BACKGROUND CHECK AND FINGERPRINT REQUIREMENTS	10
SALARY PLACEMENT	10
COLLECTIVE BARGAINING AGREEMENTS.....	10
INSURANCE BENEFITS	11
RETIREMENT PROGRAMS	11
EMPLOYMENT ASSISTANCE PROGRAM (EAP)	11
HEALTH AND SAFETY.....	11
PAYROLL INFORMATION	11
ATTENDANCE AND ABSENCE MANAGEMENT.....	12
EMPLOYEE ACCESS (EA+).....	12
EMPLOYEE EXPECTATIONS (CODE OF CONDUCT).....	12
BOARD POLICIES AND PROCEDURES	12
ACCESS TO ELECTRONIC INFORMATION RESOURCES (2022 & 2022P)	13
COPYRIGHT COMPLIANCE (2025 & 2025P)	13
ANIMALS AS PART OF THE INSTRUCTIONAL PROGRAM (2029 & 2029P).....	13
MULTICULTURAL (2133).....	13
RELIGIOUS-RELATED ACTIVITIES AND PRACTICES (2340)	13
HOMEWORK GRADES K-12 (2422).....	13
STUDENTS EXPERIENCING HOMELESSNESS (3115 & 3115P).....	14
SEXUAL HARASSMENT OF STUDENTS PROHIBITED (3205 & 3205P)	14
PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (3207 &3207P).....	14
NONDISCRIMINATION (STUDENT 3210 & 3210P)	14
GENDER-INCLUSIVE SCHOOLS (3211 & 3211P)	14
USE OF REASONABLE FORCE (3211 & 3211P).....	15
USE OF RESTRAINT AND ISOLATION (3247 & 3247P).....	15
RESPONSE TO STUDENT INJURY (3418)	15
CHILD ABUSE, NEGLECT, AND EXPLOITATION PREVENTION (3421, 3421P & 3421F).....	15

STAFF COMMUNICATIONS RESPONSIBILITY (4010)	15
CONFIDENTIAL COMMUNICATIONS (4020).....	16
REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES (4210)	16
USE OF TOBACCO ON SCHOOL PROPERTY (4215).....	16
CERTIFICATION REVOCATION (5006)	16
NONDISCRIMINATION AND AFFIRMATIVE ACTION (5010 & 5010P).....	16
TITLE IX OFFICER AND COMPLIANCE COORDINATOR.....	17
SECTION 504 COORDINATOR.....	17
SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED (5011 & 5011P)	17
DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE (5201).....	17
EMPLOYEE ASSISTANCE PROGRAM (5203).....	17
LENGTH OF WORKDAY (5231).....	18
OVERTIME AND/OR COMPENSATORY TIME (5231P)	18
EVALUATION OF STAFF (5240 & 5240P)	18
CONFLICTS OF INTEREST (5251).....	18
STAFF PARTICIPATION IN POLITICAL ACTIVITIES (5252 & 5252P)	18
MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES (5253 & 5253P)	18
RESOLUTION OF STAFF COMPLAINTS (5270 & 5270P).....	19
REPORTING IMPROPER GOVERNMENTAL ACTION (5271 & 5271P)	19
DISCIPLINARY ACTION AND DISCHARGE (5281).....	19
PERSONNEL LEAVES (5400)	19
SICK LEAVE (5401).....	19
MATERNITY LEAVE (5402)	19
FAMILY ILLNESS AND BEREAVEMENT (5403).....	19
FAMILY AND MEDICAL LEAVE (5404)	19
LEAVE SHARING (5406 & 5406)	19
MILITARY LEAVE (5407 & 5407P).....	19
JURY DUTY AND SUBPOENA LEAVE (5408)	19
SUBSTITUTE EMPLOYMENT (5610).....	20
VOLUNTEERS (5630 & 5630P)	20
GIFTS (6114 & 6114P).....	20
PURCHASING: AUTHORIZATION AND CONTROL (6210 & 6210P).....	20
PROCUREMENT CARD (6212 & 6212P)	20
RELATIONS WITH VENDORS (6230)	21
STAFF SAFETY (6511 &6513P)	21
WORKPLACE VIOLENCE PREVENTION (6513 &6513P).....	21
INFECTION CONTROL PROGRAM (6515 &6515P).....	21
VIDEO SURVEILLANCE (6610)	21

ANNUAL REMINDERS FOR DISTRICT POLICIES AND PRACTICES..... 22

CHILDREN AND PETS IN THE WORKPLACE..... 22

EARLY RELEASE, DELAYED START, OR SCHOOL CLOSURE

 DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS..... 22

FRAGRANCE AND SCENT-SAFE AWARENESS 22

PHYSICALLY CONTROLLING NON-COMPLIANT STUDENT(S) 22

DISCRIMINATION AND SEXUAL HARASSMENT COMBINED STATEMENT 22

Introduction

We are pleased to provide you with our Employee Handbook. This handbook is intended to provide guidance for all employees. This Employee Handbook includes Bremerton School District's Mission, Vision, Beliefs and Values, contact information for departments, yearly notifications of various policies and practices as well as general expectations of all employees.

This handbook is neither a contract nor a substitute for the official Bremerton School District Board policies. This handbook offers a brief overview of many of our policies and procedures, but not all of them. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

Copies of School Board Policies and Procedures are available on our website:
<https://www.bremertonschools.org/domain/121>

Our District

Our District includes:

- Three elementary schools (grades K-5)
- One elementary arts academy (grades K-5)
- One Early Learning Center (grades PS-3)
- One STEM academy (grades PS-8)
- One middle school (grades 6-8)
- One high school (grades 9-12)
- One alternative high school (grades 9-12)
- One Career & Academic reengagement program (grades 9-12)
- Bremerton Home Link (a K-8 home school partnership program)
- Drawbridge Program
- West Sound Technical Skills Center: Bremerton School District also hosts the West Sound Technical Skills Center, a regional cooperative career-technical educational program for high school students from surrounding school districts.
- Running Start Program
- Social-Emotional Learning
- West Hills Restorative School

The District also hosts a 1,300 seat Performing Arts Center and the West Sound Technical Skills Center, a regional cooperative career-technical educational program for high school students.

Our Mission

The Bremerton School District, together with families and community members, provides equitable education opportunities and supports for all students to provide them the foundation to live productive and rewarding lives.

Our Vision

As lifelong learners, our students will develop the confidence, skills, and perseverance to choose their future and become thriving, contributing members and leaders of society.

We Believe

As lifelong learners, our students will develop the confidence, skills, and perseverance to choose their future and become thriving, contributing members and leaders of society.

- Highly effective teaching that responds to diverse learners is crucial to student success.
- Our students and community deserve facilities that are safe, efficient, and multifunctional.
- Our students will be prepared for life, career, and lifelong learning.
- Comprehensive leadership includes a focus on equitable access, family and community partnerships, and attention to the whole student in all areas of development

Our Values

As lifelong learners, our students will develop the confidence, skills, and perseverance to choose their future and become thriving, contributing members and leaders of society.

- **Equity**
 - inclusiveness, giving value to every human being no matter our differences
- **Integrity**
 - congruence, honesty
- **Relationships**
 - respect, communication, trust
- **Commitment**
 - moral imperative, perseverance
- **Empathy**
 - compassion, kindness

We are Bremerton

Engage. Empower. Excel

The *We are Bremerton Model* is our recipe for success. This recipe consists of five key ingredients. We know when we provide a safe, supportive, consistent, and socially-just environment our staff and student thrive.



Relationships are at the heart of everything we do, and we know students and staff thrive when they feel a strong sense of belonging to their school. **Learning** is the cornerstone of what we do, and we know students develop and grow when they are engaged in rigorous, relevant, and responsive learning. When students are **empowered**, we know they thrive and are self-determined, developing a sense of purpose and hope for the future. Students thrive when schools provide **support** to meet their needs to provide access to early, timely evidence-based interventions.

Equity, trauma-invested, and family partnerships are the three guiding principles that represent the lens and the mindset through which we as educators' approach what we do in service of promoting outcomes for our students. Rather than stand on their own separate area of work, these guiding principles are infused throughout our efforts to bring to life each of the ingredients in our school buildings so students receive as high-quality experiences and support as possible to promote their success inside and outside of school.

Academic Calendar



2021-22 Academic Calendar

August (0)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September (21)

Mon	Tue	Wed	Thu	Fri
		🚲	2	3
6	K	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October (19)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (19)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December (13)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January (19)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

All Wednesdays will be 1 hour 55 minute early release

August 26 & 27..... Non-Student Days
 September 1..... First Day of School
 September 6..... Labor Day
 September 7..... First Day of Kindergarten
 October 11..... Non-School Day
 October 29..... Non-Student Day
 November 4 & 5... Parent/Student Conferences
 November 11..... Veterans Day
 November 25 & 26..... Thanksgiving Break
 December 20 - 31..... Winter Break
 January 17..... Martin Luther King Jr. Day
 January 28..... Non-Student Day
 February 18..... Possible Snow Make-Up Day
 February 21..... President's Day
 March 25..... Non-Student Day
 March 31..... Parent/Student Conferences
 April 1..... Parent/Student Conferences
 April 4 - 8..... Spring Break
 May 27..... Possible Snow Make-Up Day
 May 30..... Memorial Day
 June 2..... Renaissance Graduation
 June 7..... Open Doors Graduation
 June 10..... Bremerton High Graduation
 June 17..... Last Day of School

END OF REPORTING PERIODS
ELEMENTARY/SECONDARY: JANUARY & JUNE

August 26 & 27 Professional Development
 Oct 29 Prof Learning/Assessment Day
 Jan 28 Prof Learning/Assessment Day
 Mar 25..... Prof Learning/Assessment Day

LEGEND

- ☐ Holiday and/or No School
- ☐ Student-Led Conferences-No School
- ☐ Non-Student Day/ Non-School Day
- ☐ SNOW Snow Make-Up Day
- 🚲 First Day of School; Early Release 1 hr. 55 min.
- K First Day of Kindergarten
- ▲ Last Day of School; Release Time

High School – 10:50 A.M.
 Middle School – 11:35 A.M.
 Elementary Schools — 12:35 P.M.
Approved 01/14/2021

February (18)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	Snow
21	22	23	24	25
28				

March (22)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April (16)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May (20)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	Snow
30	31			

June (13)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	▲
20	21	22	23	24
27	28	29	30	

July

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

The Bremerton School District Board of Directors

The Board of Directors of the Bremerton School District is made up of five citizens who are elected at large for four-year terms. The Board's major responsibilities are:

- Adopting policies that ensure the District operates within state law
- Setting the vision and mission for the District and monitor progress with Superintendent and Board goals
- Adopting an annual budget for the District and having legal and fiduciary responsibility to the voters for its use
- Hiring a superintendent to manage the operation of the District and evaluating the superintendent's performance
- Serving as an elected representative between the school district and the community to ensure that local priorities are included in the education of children.

The School Board holds regular meetings on most first and third Thursdays at 5:00 pm. Exceptions are November, December, January, April, and July, where we hold only one "regular" meeting on the second Thursday of those months. These dates occasionally change due to conflicts with holidays or school breaks.

Board Members

Position #1 Karen Bolton, Ed. D Board Auditor, 2021 Term Expires: 2023	Position #4 Alyson Rotter WSSDA Legislative Representative Term Expires: 2021
Position #2 John Paul Hurley WIAA Representative Term Expires: 2023	Position #5 Carolynn Perkins Vice President, 2021 Term Expires: 2021
Position #3 Jonee Dubos President, 2021 Term Expires: 2023	Student Representative to the Board Each year, the Bremerton High School Associated Student Body (ASB) selects a volunteer to serve as the District's Student Representative to the Board.

Department Phone Numbers

<u>Department</u>	<u>Phone Number</u>
Superintendent Office/Communications	(360) 473-1006
Human Resources	(360) 473-1026
Payroll	(360) 473-1038 or 1039
Technology Services	(360) 473-1052
Child Nutrition Services	(360) 473-4717
Transportation	(360) 473-0507
Special Services	(360) 473-1011
Special Programs	(360) 473-1061
Facilities	(360) 473-0506
Business Office	(360) 473-1031

School Phone Numbers

<u>School</u>	<u>Phone Number</u>
Armin Jahr Elementary	(360) 473-4100
Bremerton High School	(360) 473-0800
Crownhill Elementary	(360) 473-4200
Kitsap Lake Elementary	(360) 473-4300
Mountain View Middle School	(360) 473-0506
Naval Avenue ELC	(360) 473-4400
Open Doors	(360) 473-4734
Renaissance High School	(360) 473-4700
View Ridge Arts Academy	(360) 473-4500
West Hills STEM Academy	(360) 473-4600
West Sound Technical Skills Center	(360) 473-0550

Employment

Background Check and Fingerprint Requirements

- Upon being hired by Bremerton School District, new employees are required to be fingerprinted for a background check through the Federal Bureau of Investigation.
- An employee may be exempt if they have been fingerprinted for a *Washington State* school district within the last 24 months and the prints are accessible through OSPI.
- Fingerprinting is done at the cost of the employee through ESD 114. Human Resources will give you the information needed to schedule your appointment.
- Bremerton School District will also run a Washington State Patrol check (WATCH)

Salary Placement

- **Classified Employees:** Your placement on the salary schedule will be determined by your position and the union your position is affiliated with.
 - Human Resources will ask for information about previous positions held in other *Washington State* school districts to determine if you have relevant experience to be considered for your placement on the salary schedule.
- **Certificated Employees:** Your placement on the salary schedule will be based on degrees, credits, and your *verified* experience.
 - Bremerton School District requires that all transcripts are official
 - Human Resources will ask for information about previous employers and their addresses to verify your professional teaching experience.
 - All credits and clock hours must be completed, and documentation submitted to Human Resources by October 1st to advance on the salary schedule for the current year.
 - OSPI website for certification questions: <https://www.k12.wa.us/certification>

Collective Bargaining Agreements

Collective bargaining agreements can be located here: [Bargaining Agreements](#) for the following associations:

- Association of Bremerton Administrators – ABA
- Bremerton Coaches and Activities Association
- Bremerton Education Association – BEA
- Bremerton Professional Education Association – BPEA
- Service Employees International Union – SEIU
- West Sound Technical Skills Center Educators Association – WSTSCEA

Insurance Benefits

Eligible employees receive medical insurance and other benefits (dental, vision, LTD, Life, etc.) through the School Employees Benefits Board (SEBB).

- Human Resources will speak to you about your eligibility upon hire.
- You can contact the Benefits Specialist in HR (360) 473-1026.
- Information here: <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>

PFML (Paid Family Medical Leave)

PFML is a benefit for Washington workers. It is available if you or a family member have a serious health condition that would prevent you from working. It will pay a portion of your salary. More information can be found here: <https://paidleave.wa.gov/>

Retirement Programs

Participation in the State Retirement Program is mandatory for employees working in eligible positions. Questions about the programs should be directed to Washington State Department of Retirement Systems (DRS) at (1-800-547-6657).

- New employees will be given enrollment forms upon hire. Booklets on each retirement system may be obtained online at: <http://www.drs.wa.gov>.

Employee Assistance Program (EAP)

This a free program that is offered to all Bremerton School District employees. You can receive information and referrals for Child Care and Elder Care, legal services, financial services, counseling, ID theft and Fraud resolution, and home ownership consultation.

- The Employee Assistance Program (EAP) is available 24/7 at www.FirstChoiceEAP.com. The Username to log in is: bsd. The toll-free number is (800) 777-4114
- Employee Assistance Program: [Board Policy 5203](#)

Health and Safety

The Employee Safety and Health Handbook is offered to familiarize employees with the District's Accident Prevention Program. This program was developed to establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas; all are designed to prevent accidents and injuries.

- You can find the Employee Safety and Health Handbook here: [21-22 Safety Handbook](#)

Payroll Information

- **Pay Dates:** Employees are paid one time per month.
 - Permanent employees are paid on the last business day of each month
 - Substitute employees are paid on the 15th of every month
- **Direct Deposit:** All employees are required to receive their pay through direct deposit. The form for this is provided to you in your new-hire paperwork.
 - Changes can be made to your direct deposit by turning in a new form. You can contact Human Resources for a form or download one from the district website.

Attendance & Absence Management

Bremerton School District uses Frontline for absence tracking and substitutes. After Human Resources processes your new-hire paperwork, you will receive a system generated email from Frontline asking you to create and log in to your account. If you need assistance with entering your absences, you can ask the clerical staff in your building or department for assistance or call the Substitute Facilitator in Human Resources for assistance: (360) 473-1026.

You can also access the Frontline Quick Start Guide on the BSD website

Employee Access (EA+)

Employees have electronic access through Skyward Employee Access (EA+) to their payroll information. An employee can see their leave balances, check history, W2 and W4 information, etc.

- You can access the EA+ Quick Start Guide from the Bremerton School District website: <https://www.bremertonschools.org/domain/2413> under HR Quick Links.
- If you have questions or are having issues logging in, please contact Human Resources: (360) 473-1026

Employee Expectations

- All employees are required to follow the [Code of Professional Conduct for Education Practitioners](#). Chapter 181-87 WAC
- You can access the Code of Conduct from the Bremerton School District website: [Code of Conduct](#) under HR Quick Links.

Board Policies and Procedures

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.

The question of Internet safety includes issues regarding the use of the Internet, Internet-ready, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyber bullying, and helps parents shield their children from materials that are inappropriate for minors.

[Board Policy 2022](#) [Board Procedure 2022P](#)

[The Technology Staff Informed Consent Form](#)

Copyright Compliance

The Board recognizes that the 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine.

[Board Policy 2025](#) [Board Procedure 2025P](#)

Animals as Part of the Instructional Program

Requests to include animals in the instructional program of the classroom or school shall be approved by the principal. Health issues (allergies, vaccinated status of the animal) involving students and staff shall be addressed before permission is given to allow the animal in the school.

[Board Policy 2029](#) [Board Procedure 2029P](#)

Multicultural

The Bremerton School District has recognized the increasing complexity of assuring equity and excellence in education to all students in the district. Education is basic in the Bremerton School District's quest for democracy and equal opportunity for all. Equity is the outcome of fundamental laws and practices which guarantee fair treatment, parental involvement and appropriate access to resources and programs. The Bremerton School District will provide an educational environment which nurtures self-esteem and will enable each student to make a productive contribution to his/her community, country, and world as a responsible member of society.

[Board Policy 2133](#)

Religious-Related Activities and Practices

The Board recognizes that views and opinions regarding the relationship of the schools and religion are diverse. While community opinions are important in shaping policy, the Board must give primary credence to the United States and Washington state constitutions and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious-related activities and practices. The Board further accepts the declaration of the state Board of Education that All students . . . possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence.@ To this end, the Board hereby establishes the following guidelines to preserve the rights of all students within the framework of the respective constitutions.

[Board Policy 2340](#)

Homework Grades K-12

The Bremerton School District believes that appropriate homework is an essential part of the educational process to increase student achievement. It is the Board's expectation that staff at each school will collaborate around issues of homework to create best practices and consistency among teachers.

[Board Policy 2422](#)

Students Experiencing Homelessness

To the extent practical and as required by law, the District will work with students experiencing homelessness and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of students experiencing homelessness, not currently attending school, as well as mitigating education barriers to their academic success. Additionally, the District will take reasonable steps to ensure that students experiencing homelessness are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

[Board Policy 3115](#) [Board Procedure 3115P](#)

Sexual Harassment of Students Prohibited

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

[Board Policy 3205](#) [Board Procedure 3205P](#)
[Discrimination and Sexual Harassment Combined Statement](#)

Prohibition of Harassment, Intimidation, and Bullying

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.

[Board Policy 3207](#) [Board Procedure 3207P](#)

Nondiscrimination

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression 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.

[Board Policy 3210](#) [Board Procedure 3210P](#)
[Discrimination and Sexual Harassment Combined Statement](#)

Gender-Inclusive Schools

The Board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the Board recognizes the importance of all schools having a common and inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide all students with an equal opportunity for learning and achievement.

[Board Policy 3211](#) [Board Procedure 3211P](#)

Use of Reasonable Force

It is the policy of the Bremerton School District Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district will remain free from the unreasonable use of force. District staff may use reasonable force, isolation, or restraint to maintain order or to prevent a student from harming him/herself other students and school staff or property.

[Board Policy 3246](#)

Use of Restraint and Isolation

This policy applies to students with individualized education programs (IEPs) or section 504 plans while the students are participating in school-sponsored instruction or activities. As required by WAC 392-172A-03120 through 03135, District staff may use restraint or isolation to discourage undesirable student behaviors by special education students only in conjunction with an aversive intervention plan, or to control unpredicted spontaneous behavior that poses a clear and present danger of serious harm to the student, to another person, to property, or of disrupting the educational process.

[Board Policy 3247](#) [Board Procedure 3247P](#)

Response to Student Injury

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of injury or illness of a student. Further medical attention in non-emergency cases is the responsibility of the parent or guardian. Schools will notify the parent or guardian of students who suffer injuries, illness, or physical trauma at school or at any school-sponsored activity as soon as practicable.

[Board Policy 3418](#)

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.

[Board Policy 3421](#) [Board Procedure 3421P](#)

[Report of Child Abuse and/or Neglect Form 3421F](#)

Staff Communications Responsibility

Staff share the responsibility for communicating and interpreting the District mission, its policies, programs, goals, and objectives to members of the community. Staff shall perform their services and functions to the best of their ability and communicate with members of the community, parents, students, and other staff in a sincere, courteous, and considerate manner. Staff shall strive to develop and maintain cooperative school community relations and to achieve the understanding and mutual respect that are essential to the success of any organization. When making home visits at least two staff members should be in attendance.

[Board Policy 4010](#)

Confidential Communications

The Board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgement, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student=s parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

[Board Policy 4020](#)

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 unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

[Board Policy 4210](#)

Use of Tobacco on School Property

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times.

[Board Policy 4215](#)

Certification Revocation

The Board of Directors recognizes its responsibility to protect students from physical and/or emotional harm. Staff members are expected to exhibit A good moral character and personal fitness as they teach or supervise students. Staff members shall not engage in unprofessional conduct.

[Board Policy 5006](#)

Nondiscrimination and Affirmative Action

Nondiscrimination: The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will 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.

Affirmative Action: The District, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity, or national origin. Such affirmative action will also include recruitment, selection training, education, and other programs.

TITLE IX OFFICER AND COMPLIANCE COORDINATOR

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[Board Policy 5010](#) [Board Procedure 5010P](#)

[Bremerton School District Affirmative Action Plan](#)

Sexual Harassment of District Staff Prohibited

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

[Board Policy 5011](#) [Board Procedure 5011P](#)

[Discrimination and Sexual Harassment Combined Statement](#)

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.

[Board Policy 5201](#)

Employee Assistance Program

The District will maintain, as revenues permit, an employee assistance program designed to provide support to staff members who are experiencing personal or job performance problems.

[Board Policy 5203](#)

Length of Workday

Regular building hours for teachers shall be a seven and one-half hour workday including a 30- minute duty free lunch. Starting time will be a minimum of one-half hour before school starts to one-half hour after school ends. The starting and dismissal times, which may vary from school to school, shall be determined by the District.

A classified hourly staff member shall be paid at the rate of one and one-half times the salary schedule rate when he/she works for more than 40 hours during the regular work week. The regular workday shall include one 15-minute break for each four hours of work. A lunch period of not to exceed one hour shall be scheduled but shall not be counted for pay purposes. The District shall be responsible for establishing the workday schedule for each classified staff member.

[Board Policy 5231](#)

Overtime and/or Compensatory Time

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures outlines the Bremerton School Districts rule for Overtime and Compensatory time.

[Board Procedure 5231P](#)

Evaluation of Staff

Evaluation of the performance and/or accomplishments of individual staff members is important to improve the effectiveness and efficiency of the District. Staff is expected to perform the duties identified in their job descriptions, in addition to any other responsibilities that may be assigned by their administrator.

[Board Policy 5240](#) [Board Procedure 5240P](#)

Conflicts of Interest

Staff members shall not engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities.

[Board Policy 5251](#)

Staff Participation in Political Activities

The Board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on school property during working hours. In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of the applicable labor agreement for the employee.

[Board Policy 5252](#) [Board Procedure 5252P](#)

Maintaining Professional Staff/Student Boundaries

The Board expects all District staff to maintain the highest professional, standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

[Board Policy 5253](#) [Board Procedure 5253P](#)

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.

[Board Policy 5270](#) [Board Procedure 5270P](#)

Reporting Improper Governmental Action

The Bremerton School District encourages the reporting of improper governmental actions by District officers or employees, consistent with the Superintendent's procedures. An employee who files such a report shall be protected from retaliatory employment actions when the report is made in compliance with this policy and related procedures.

[Board Policy 5271](#) [Board Procedure 5271P](#)

Disciplinary Action and Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that affect their effectiveness on the job may be subject to disciplinary action or discharge.

[Board Policy 5281](#)

Personnel Leaves

Upon the recommendation of the Superintendent and in accordance with the law and District policy, staff may be granted leaves pursuant to the conditions in Board Policy 500 unless the applicable collective bargaining agreement provides otherwise.

[Board Policy 5400](#)

Sick Leave: [Board Policy 5401](#)

Maternity Leave: [Board Policy 5402](#)

Family Illness and Bereavement: [Board Policy 5403](#)

Family and Medical Leave: [Board Policy 5404](#)

Leave Sharing: [Board Policy 5406](#) [Board Procedure 5406P](#)

Military Leave: [Board Policy 5407](#) [Board Procedure 5407P](#)

Jury Duty and Subpoena Leave: [Board Policy 5408](#)

Holidays: [Board Policy 5410](#)

Substitute Employment

The Board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

[Board Policy 5610](#)

Volunteers

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Volunteers will work under the direct, visible supervision of a District employee and will be held to the same professional code of standards as emphasized in the Washington State Code of Professional Conduct for Education Practitioners. District staff will clearly explain the volunteer's responsibilities.

[Board Policy 5630](#) [Board Procedure 5630P](#)

Gifts

The Board recognizes that individuals and organizations in the community may wish to contribute additional supplies, equipment, or services to enhance or extend the instructional program.

[Board Policy 6114](#) [Board Procedure 6114P](#)

Purchasing: Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$300,000 except that the Superintendent will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students.

[Board Policy 6210](#) [Board Procedure 6210P](#)

Procurement Card

The Board authorizes the issuance of procurement cards to staff and Board members for official District purchases and acquisitions. Cash advances on the cards are prohibited. Statements will be verified and balanced by each Department or School Office. Any charges not properly identified as official purchases and acquisitions shall immediately be paid by the staff member or Board member responsible. Anyone who has been issued a charge card shall not use the card if any disallowed charges are outstanding. Anyone issued a procurement card will, prior to issuance, sign a memorandum of understanding outlining the specific conditions of issuance and use.

[Board Policy 6212](#) [Board Procedure 6212P](#)

[Individual Procurement Card Use Agreement 6212F](#)

Relations with Vendors

Conflicts of Interest Financial and business transactions of the District will conform to the law and be consistent with sound and ethical business practices. The District will make purchasing decisions based on objectivity and will not be influenced by friendships or other personal relationships.

[Board Policy 6230](#)

Staff Safety

The District shall establish a staff safety program in accordance with state law. The program shall include but not be limited to building safety and health committee plans, First aid, accident prevention, asbestos and lead monitoring, hazard communication standards, hazard waste treatment and other regulated material as required by OSHA, WISHA, WAC and other Federal and State agencies. The District shall ensure that at least one Red Cross certified employee is at each building.

[Board Policy 6511](#) [Board Procedure 6511P](#)

Workplace Violence Prevention

The District does not tolerate violence in the workplace and will work to prevent violent incidents from occurring. All employees of the District are responsible for maintaining a violence free work environment.

[Board Policy 6513](#) [Board Procedure 6513P](#)

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.

[Board Policy 6515](#) [Board Procedure 6515P](#)

Video Surveillance

The Board authorizes the use of video surveillance equipment installed on District property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect District equipment and facilities. The Board authorizes video surveillance installed in common areas on District property and further authorizes the Superintendent or designee to determine exact locations for cameras. The Board further authorizes the Superintendent or designee to install cameras to address specific incidents or need. However, the District will not install or use cameras in restrooms and locker rooms.

[Board Policy 6610](#)

Annual Reminders for District Policies and Practices

Please click the links below to read the annual reminders

[Children and Pets in the Workplace](#)

[Early Release, Delayed Start, or School Closure Due to Inclement Weather or Emergency Conditions](#)

[Fragrance and Scent-Safe Awareness](#)

[Physically Controlling Non-Compliant Student\(s\)](#)

[Discrimination and Sexual Harassment Combined Statement](#)