



WOODLAND  
Public Schools

## **Volunteer Handbook**

### **Volunteering in Woodland School District**

Thank you for volunteering in our district! The research is clear about the role of parent, family, and community involvement — it makes a significant difference in student achievement. Woodland Public Schools is fortunate to have a very supportive and engaged community that understands and appreciates the important role education plays in the overall health of our community.

This handbook is designed to help volunteers understand the important role that they play in supporting students and staff. It includes information on volunteer dos and don'ts, policies, practices and procedures that volunteers must follow to ensure the safety of students and adults in our schools.

### **Volunteer Program Policies**

Volunteers are an important part of ensuring student success in Woodland Public School and Policy 5630 and Procedure 5630P outline the process and capacity volunteers could serve in. Every effort will be made to recruit and organize parents, guardians and community volunteers in a manner that will ensure maximum contribution to the educational growth of students, enrichment of school programs and to increased school-community involvement and communication.

Volunteering in Woodland Public Schools is a privilege, not a right. Volunteers are there to complete a specific task or assignment. Volunteers are expected to adhere to the rules and guidelines set forth by the District. The District reserves the right to place and remove volunteers from service.

### **Partnerships**

The District is strongly committed to an active volunteer program and will foster an active partnership with individual volunteers at the school level and with organized volunteer organizations such as Beaver Boosters, TEMPO, and PTSA.

## **We are All Part of a Team**

**Volunteers** work under the direction of school principals, teachers, and staff members. Examples of suggested duties for volunteers may include:

- a. Bulletin boards;
- b. Preparation of materials for art, science, math classes;
- c. Clerical duties including typing, creating stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
- d. Clean up activities;
- e. Library and audio-visual duties;
- f. Assistance with physical education exercises;
- g. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
- h. Vision and hearing testing and approved medical surveys;
- i. Supporting school activities supervision; and
- j. Supporting playground supervision with a staff member

**School principals** have the final authority over what happens in their schools, including the volunteer program and parent group activities. Principals are responsible for setting guidelines for volunteers and developing a positive working relationship with volunteers.

## **Background Checks**

In a continuing effort to further ensure the safety and welfare of students and staff, the District requires all volunteers who work with students must have been cleared by the school principal or another appropriate administrator following a State Patrol background check using the Washington State Patrol criminal identification system under RCW 43.43.830 through RCW 43.43.834. Information needed for the check is part of the online volunteer application.

## **Volunteer Expectations and Responsibilities**

### **Sign In and Out**

Volunteers are expected to sign in and out of the building when volunteering. There is generally a computer volunteer sign-in area in the school office, but ask the school secretary or front office staff if you need help.

### **Be Dependable & Punctual**

Students, teachers, and staff members rely on the services performed by volunteers. We ask that you contact the school or teacher if you're unable to volunteer on your scheduled day. Please arrive ahead of time for your volunteer shift.

### **Exercise Confidentiality**

Volunteers must protect a teacher's and student's right to privacy. You may not disclose sensitive school or personal matters that have come to your attention while volunteering. Discuss student concerns only with the teacher or staff member with whom you are working; discuss other concerns with the principal. Do not take any photos or videos of students for personal use.

Examples:

- a lunch buddy must not post pictures or comments (by name) about their lunch buddy on social media
- a classroom volunteer must not post videos of a very fun activity in the classroom
- a parent who is attending an assembly that is not generally open to the public must not post photos or videos of the assembly

### **Follow Emergency Drills**

Volunteers must follow the same emergency procedures as students and staff. Please be aware of the Standard Response Protocol and follow posted procedures for Hold, Secure, Lockdown, Evacuate, and Shelter.

### **Exercise Professionalism**

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect, you also should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

### **Do Not Bring Siblings**

Volunteers aren't allowed to bring younger siblings and babies to school when they're scheduled to volunteer. It's a safety issue. The situation also can be potentially distracting in the classroom and other areas.

### **Wear Identification**

In an effort to increase safety and security, all volunteers need to wear a school-approved nametag at all times when on school property. Adults not wearing proper identification should be directed to the school office.

### **No Alcohol/Drugs/Tobacco**

Woodland Public Schools has a drug-free workplace policy and prohibits the use of alcohol, drugs, controlled substances, and tobacco on district property. This shall include all district buildings, grounds, and district-owned vehicles. In addition, smoking or any other use of tobacco or tobacco-like products including, but not limited to, "electronic cigarettes", shall be prohibited off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District. This prohibition applies to staff and all volunteers.

## **Assigned Area**

Volunteers shall operate under the direction of a staff member and shall be within sight or sound of a staff member while working with students. Volunteers need to remain in the area they are assigned to. This applies to parents as well as non-parent volunteers and is for the safety of students, staff, and volunteers.

## **It's important that everyone take an active role in helping to ensure a safe and healthy environment for students.**

Appropriate interactions with adults create a safe environment for students to learn, grow, and seek help in problem-solving and developing social skills. Volunteers play a key role in creating and maintaining this environment.

- Focus conversations on academics, school events, and school activities. Refer personal issues to the school administrator, counselor, or classroom teacher. Refrain from making comments that could have sexual overtones.
- Stay in a group or a public part of the school. Do not be alone with a student.
- Treat all students fairly and equally. Avoid favoritism, such as special privileges or gifts.
- Limit interactions with students to the school environment. Do not meet with students outside of school or communicate with students electronically (text messaging, social networks, email, etc.).
- Maintain personal space and reasonable eye contact.
- Be cautious about physical contact with students. Lap sitting, tickling, frontal hugs, and shoulder massages are not appropriate.
- If you observe someone on campus who is not wearing proper identification, direct them to the office and make a staff member aware of their presence.
- Discuss student problems or concerns only with the teacher or staff member with whom you are working. Discuss other concerns with the principal.

If you have any questions about the information in this handbook please contact Human Resource and Safety Director Vicky Barnes at (360) 841-2702 for further guidance.

Thank you

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Woodland Public School does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

## VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures as specified in Policy 5005.

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Cross References:	Board Policy 5005	Employment: Disclosures, Certification Requirements, Assurances and Approval
Legal References:	RCW 43.43.830-840	Washington State Criminal Code Records
	WAC 446-20-285	Employment--Conviction Records

## Volunteers

The voluntary help of citizens should be requested by staff through administrative channels for selected activities and as resource persons.

The District is strongly committed to an active volunteer program and will foster an active partnership with individual volunteers at the school level and with organized volunteer organizations such as Beaver Boosters, TEMPO, and PTSA.

All volunteers who work with students must have been cleared by the school principal or another appropriate administrator following a State Patrol background check using the Washington state patrol criminal identification system under RCW 43.43.830 through RCW 43.43.834

Volunteers will be ineligible to work with children if they have a record of crime against children or other persons or crimes related to drugs as defined in RCW 43.43.830(7)-RCW 43.43.830(8):

(7) "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; fourth degree assault (if a violation of RCW [9A.36.041\(3\)](#)); first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW [26.44.020](#); first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

(8) "Crimes relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

Volunteers shall:

1. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
2. Not discuss the performance or actions of students except with the student's teacher, counselor or principal.
3. Refer to a regular staff member for final solution of any student problems, which arise, whether of an instructional, medical or operational nature.
4. Receive such information as:
  - a. General job responsibilities and limitations;
  - b. Information about school facilities, routines, and procedures;
  - c. Work schedule and place of work;
  - d. Expected relationship to the regular staff;

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5. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district supervisor. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.
  6. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
    - a. Bulletin boards;
    - b. Preparation of materials for art, science, math classes;
    - c. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
    - d. Clean up activities;
    - e. Library and audio-visual duties;
    - f. Assistance with physical education exercises;
    - g. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
    - h. Vision and hearing testing and approved medical surveys;
    - i. School activities supervision; and
    - j. Playground supervision with a staff member;
  7. Have their services terminated for these and other reasons:
    - a. Program and/or duties completed,
    - b. Resignation of the volunteer,
    - c. Replacement by paid staff member, and
    - d. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

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

The purpose of this policy provides all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

### **General Standards**

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.

1. Staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

### **Use of Technology**

The board supports the use of technology to communicate for educational purposes. However, when the



communication is unrelated to school work or other legitimate school business district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. This prohibition includes prohibiting staff from “friending” and/or “following” students on social media.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the district’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

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

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Cross References: Board Policy 3205 Sexual Harassment of Students Prohibited  
Board Policy 3207 Prohibition of Harassment, Intimidation and Bullying  
Board Policy 3210 Nondiscrimination  
Board Policy 3421 Child Abuse, Neglect, and Exploitation Prevention

Legal References: Title IX of the Education Amendments of 1972  
Chapter 9A.44, Sex offenses  
RCW  
Chapter 9A.88, Indecent exposure – Prostitution  
RCW  
RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district  
RCW 28A.405.470 Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district  
RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of certain felonies — Notice to superintendent of public instruction - Record of notices

- RCW 28A.410.090 Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation - Process
- RCW 28A.410.095 Violation or noncompliance — Investigatory powers of superintendent of public instruction — Requirements for investigation of alleged sexual misconduct towards a child — Court orders — Contempt — Written findings required
- RCW 28A.410.100 Revocation of authority to teach — Hearings
- Chapter 28A.640 RCW Sexual Equality
- Chapter 28A.642 RCW Discrimination Prohibition
- Chapter 49.60, RCW Washington State Law Against Discrimination
- Chapter 181-87 WAC Professional certification — Acts of unprofessional conduct
- Chapter 181-88 WAC Definitions of sexual misconduct, verbal and physical abuse - Mandatory disclosure — Prohibited agreements

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Woodland School District #404

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## **Procedure - Maintaining Professional Staff/Student Boundaries**

### **Boundary Invasions**

In a professional staff/student relationship, staff maintains boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a staff member that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

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

### **Inappropriate Boundary Invasion Examples**

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

- A. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the district's policy on Sexual Harassment of Students (Policy 3205) Prohibition of Harassment, Intimidation and Bullying (Policy 3207); Nondiscrimination (Policy 3210); Title IX of the Education Amendments of 1972 (Title IX); the Washington State Law Against Discrimination (Chapter 49.60 RCW); or that constitutes misconduct under RCW 28A.640 and .642 or WAC 181-88-060; or any conduct that would constitute a violation of Chapter 9A.44 or 9A.88 RCW.
- B. Showing pornography to a student;
- C. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship;
- D. Socializing where students are consuming alcohol, drugs or tobacco;
- E. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- F. Sending students on personal errands unrelated to any educational purpose;

- G. Banter, allusions, jokes or innuendos of a sexual nature with students;
- H. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- I. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- J. Maintaining personal contact with a student outside of school by phone, e-mail, instant messenger or Internet chat rooms, social networking websites, or letters beyond homework or other legitimate school business without including the building administrator/supervisor and parent/guardian;
- K. Exchanging personal gifts, cards, or letters with an individual student;
- L. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- M. Giving a student a ride alone in a vehicle in a non-emergency situation;
- N. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom);
- O. Soliciting phone, email, text messages or other forms of written or electronic communication to students without building administrator/supervisor and parent permission when the communication is unrelated to school work or other legitimate school business; or
- P. Any other conduct that fails to maintain professional staff/student boundaries.

**Appearances of Impropriety**

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

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pre-approved, the staff member must report the occurrence to the appropriate administrator as soon as possible.

- A. Being alone with an individual student out of the view of others;
- B. Inviting or allowing individual students to visit the staff member's home;
- C. Visiting a student's home; and/or
- D. Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

### **Reporting Violations**

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

Staff members are required to promptly notify the principal or the supervisor of the employee or volunteer suspected of engaging in inappropriate conduct that violates this policy or procedure.

The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the human resources department. The human resources department will maintain a file documenting reports of this nature which are made.

### **Reporting Sexual Abuse**

All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to [board policy](#) and [procedure 3421, Child Abuse, Neglect and Exploitation Prevention](#), and [Chapter 26.44](#), RCW. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

### **Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation may also be reported to the state Office of Professional Practices.

**Training**

All new employees and volunteers will receive training on appropriate staff/student boundaries within three months of employment or service. Continuing staff will receive training every three years.

**Dissemination of Policy and Reporting Protocols**

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

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## **Prohibition of Harassment, Intimidation, OR Bullying**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying.

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

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

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

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

### **Behaviors/Expressions**

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

Harassment, intimidation, or bullying can take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

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

### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

### **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 aggressor, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correction behavior and discipline, to law enforcement referrals.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

### **Retaliation/False Allegations**

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

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 district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

The superintendent authorized to direct the implementation of procedures addressing the elements of



this policy.

Cross reference:	Board Policy 3205	Sexual Harassment of Students Prohibited
	Board Policy 3210	Nondiscrimination
	Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Board Policy 3241	Classroom Management, Discipline, and Corrective Action
	Board Policy 4220	Complaints Concerning Staff or Programs
	Board Policy 5010	Nondiscrimination and Affirmative Action
	Board Policy 5011	Sexual Harassment of District Employees
Legal reference:	RCW 28A.300.285	Harassment, intimidation, and bullying prevention policies and Procedures—Model policy and procedure—Training materials—Posting on web site—Rules—Advisory committee RCW 28A.600.480—Reporting of harassment, intimidation, or bullying—Retaliation prohibited—Immunity
	RCW 9A.36.080	Malicious harassment—Definition and criminal penalty
	Chapter 28A.640 RCW	Sexual Equality
	Chapter 28A.642 RCW	Discrimination Prohibition
	Chapter 392-190 WAC	Equal Educational Opportunity—Unlawful Discrimination Prohibited

Chapter 49.60 RCW

Discrimination—Human Rights  
Commission

42 U.S.C. §§ 12101

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part  
104)

Office of Superintendent of Public Instruction, Prohibiting  
Discrimination in Washington Public Schools, dated February  
2012

Revision Date: 10/27/08, 7/25/11, 9/28/15, 1/23/17, 11/26/18, 9/23/19

Adoption Date: October 8, 2003

Woodland School District #404

## 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming, or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects.

The superintendent will develop procedures for reporting, investigating, and addressing complaints of discrimination by the district and to otherwise implement this policy. The procedures will be consistent with the district's obligations under federal and state nondiscrimination laws and regulations, including, but not limited to, Chapter 392-190 WAC.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will monitor and coordinate the district's compliance with Chapter 391-90 WAC and the guidelines for prohibiting discrimination in Washington public schools developed by the Office of Superintendent of Public Instruction (OSPI). The compliance officer will be responsible for investigating any formal discrimination complaints communicated to the district.

The district will provide a nondiscrimination statement, which will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents/guardians, or employees. The statement will include:

1. Notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories;
2. The name and contact information of the district's compliance officer designated to ensure compliance with this policy; and
3. The names and contact information of the district's Section 504 and Title IX compliance coordinators.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross reference:	Board Policy 2020	Curriculum Development and Adoption of Instruction Materials
	Board Policy 2030	Service Animals in Schools
	Board Policy 2140	Guidance and Counseling
	Board Policy 2150	Co-Curricular Program
	Board Policy 2151	Interscholastic Activities
	Board Policy 3205	Sexual Harassment of Students Prohibited
	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 4217	Effective Communication
	Board Policy 4260	Use of School Facilities

Legal reference:	Chapter 28A.640 RCW	Sexual Equality
	Chapter 28A.642 RCW	Discrimination Prohibition
	Chapter 392-190 WAC	Equal Educational Opportunity—Unlawful Discrimination Prohibited
	Chapter 49.60 RCW	Discrimination—Human Rights Commission
	WAC 392-400-215	Student Rights
	20 U.S.C. § 7905	Boy Scouts of America Equal Access Act
	42 U.S.C. §§ 12101-12213	Americans with Disabilities Act
	Office of Superintendent of Public Instruction, Prohibiting Discrimination in Washington Public Schools, dated February 2012	

Management Resources:

2014 - December Issue  
2013 - April Issue  
2012 - December Issue  
2011 - June Issue  
*Policy News*, August 2007 Washington's Law Against Discrimination

Revision Date: 9/10/07, 12/19/11, 3/25/13, 11/12/13, 9/28/15, 6/9/16, 1/23/17

## **Sexual Harassment of Students Prohibited**

The Woodland School 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 district, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

### **Definitions**

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

The term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

### **Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile

environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

#### **Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

#### **Staff Responsibilities**

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or

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Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

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

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

### **Notice and Training**

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 and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

### **Policy Review**

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

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

Board Policy 3210 Nondiscrimination

Board Policy 3211 Gender-Inclusive Schools

Board Policy 3241 Student Discipline

Board Policy 5010 Nondiscrimination and Affirmative Action

Board Policy 5011 Sexual Harassment of District Staff Prohibited

Legal References: 20 U.S.C. 1681-1688

WAC 392-190-058 Sexual harassment

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

34 C.F.R. 106

Management Resources: 2020 - August Issue

2015 - July Policy  
Alert

2014 - December Issue

2010 - October Issue

Revision Date: 6/24/19, 9/9/20

Adoption Date: January 23, 2017

Woodland School District #404



# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

