

Lake Chelan School District Professional Standards Expectations for Employee Conduct

Policy/Procedures: 5250

Expectations for Employee Conduct are focused on Four Main Topics:

- Safe, appropriate and professional interaction with students
- Consequences of sexual contact with students
- Mandatory reporting
- Harassment in the workplace

Washington Administrative Code (WAC180-87-040) defines a student as:

- Any student who is under the supervision, direction, or control of the education practitioner.
- Any student enrolled in any school or school district served by the education practitioner.
- Any student enrolled in any school or school district while attending a school-related activity at which the education practitioner is performing professional duties.
- Any former student who is under 18 years of age and who has been under the supervision, direction or control of the education practitioner. Former student includes but is not limited to dropouts, graduates and students who transfer to other districts or schools.

Safe Interaction with Students

Lake Chelan School District's Staff Conduct Policy

"The board expects that the entire staff shall strive to set the kind of example for students that shall serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly, but has a degree of formality."

General Guidelines for Safe Interaction with Students

Transportation of Students

- Get administrator approval
- Never transport a student alone
- Follow additional district requirements for transporting students including field trip guidelines, licensing, vehicle requirements and parental permission.

School Sponsored Events to include overnight field trips and all athletic competitions and training

Staff and volunteers during school related activities, to include overnight field trips and athletic competitions and trainings, will not consume alcohol during the entire length of the outing, work under the influence of alcohol or any controlled substance unless the substance is prescribed by a doctor and does not impair

the individual's ability to function in his or her position. All staff and volunteers will be on call in case of an emergency.

Interactions with Students

All interactions with students will be professional, appropriate, focused on teaching, learning and related to school events. Staff are responsible to set and maintain appropriate boundaries with students.

Do not:

- Take a student or students on private outings
- Transport a student alone. If an emergency arises and you need to transport a student, first contact the parent for permission and get prior approval from your building administrator. If you are unable to contact the parent(s), get permission from your building administrator in advance. In all cases, have another adult accompany you.
- Initiate social activities with students
- Provide childcare for students
- Allow students to contact you at home socially. If you provide your phone number(s) to students, keep those conversations professional and related to school.

Communication

Only say or write things to a student that you would be comfortable sharing with the student's parents or your administrator or supervisor.

Do not:

- Make sexist comments
- Make sexual comments and/or innuendo
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and personal nature with students

Guidelines for cyber interaction with students if social networking is part of your educational plan:

- Consider maintaining separate professional and personal sites, with strict limits on personal information being made available to students.
- Tell parents at the beginning of the school year that you might text-message students or communicate with them through the Web, so they aren't surprised. Make sure they have an opt-out opportunity if it makes them uncomfortable.
- Check personal sites regularly if the public has access to them. Even if you don't post inappropriate material, that doesn't mean your friends won't.

Working Alone with Students at School

- Keep the door open and lights on
- Do not post anything on class windows

Gifts

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value
- Identical for all students in the class

Physical Contact with Students

The district believes that all physical contact with students must be professional and appropriate.

- **Preschool – Third Grade and Special-Needs Classrooms:** The district realizes that teachers in these classes will have more physical contact with their students to facilitate the educational process.
- **Fourth-Grade and Above:** If you have physical contact with students beyond third grade, limit its use to encouraging and acknowledging a student's efforts and accomplishments. Physical contact should be limited to a:
 - Pat on the upper back or shoulder
 - Handshake
 - High-five

Consequences of Sexual Contact with Students [Code of Professional Conduct (WAC 187-87-1005 to 095)]

Criminal Consequences of Sexual Contact with Students

Sexual contact with students is illegal in the state of Washington. If convicted of sexual contact with a student, you could face one or more of the following consequences:

- Jail time
- Probation
- Sex offender registration
- Be prohibited from contact with minors
- Loss of teaching certificate

Employment Consequences of Sexual Contact with Students

If the district finds that an employee had sexual contact with a student:

- You will be subject to disciplinary action up to and including termination. A record of any action taken will remain permanently in your personnel file.
- The findings of the investigation are subject to disclosure under the Freedom of Information Act.
- State law requires that sexual misconduct by an employee be disclosed to other school districts you may apply to for employment.
- The findings will be reported to OSPI who may conduct their own investigation that may result in the revocation of your teaching certificate.
- EHB 1385 Defines intercourse between employee and student 16-21 as 1st degree sexual misconduct if employee is 5 years older than student.

Mandatory Child Abuse, Neglect & Exploitation Reporting Requirements for School Employees (Policy 3421)

Reporting Requirements for Certificated School Employees

(RCW 26.44.030)

Report suspected abuse or neglect of a child within 48 hours to the proper law enforcement agency.

Reporting Requirements for Classified and Certificated School Employees

(RCW 28A.400.317)

A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the principal or supervisor.

The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030.

How to Report Abuse in Lake Chelan School District

Certificated employees go to your administrator and together you will call the appropriate reporting agency and complete the Child Abuse & Neglect Report form (See Policy/Form 3421).

Classified employees, anyone other than an administrator or teacher, report suspected abuse to your administrator or supervisor. It is the administrator's or supervisor's responsibility to call the appropriate reporting agency and complete the Child Abuse & Neglect Report form (See Policy/Form 3421).

Harassment in the Workplace

Lake Chelan School District's Human Dignity Policy

"Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Lake Chelan School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics. . . . We expect this value to be manifested in the daily behaviors of students, staff and volunteers.

Appropriate consequences for violating this policy will be specified in the student code of conduct of each building. Staff members violating this policy will be subject to discipline as appropriate."

Lake Chelan School District's Harassment, Intimidation & Bullying Policy (Policy 3207)

"The Board of Directors recognizes its responsibility to provide a working/educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation.

Any staff member or student who has been found, after appropriate investigation, to have harassed another employee or student will be subject to disciplinary action and/or discharge."

Harassment can take many forms and include bullying, intimidation, slurs, comments, rumors, "put-downs," jokes, innuendoes, unwelcomed compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which:

- Has the purpose of creating an intimidating, hostile or offensive working or learning environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance or education;
- Has the purpose or effect of substantially disrupting the orderly operation of the school or workplace; or
- Otherwise unreasonably affects an individual's employment or educational opportunities.

Hostile Work Environment

Hostile work environment harassment is any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment: Quid Pro Quo

"You do this for me; I'll do this for you."

Quid Pro Quo harassment occurs when an individual's submission to or rejection of sexual advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual, or when the individual's submission to such conduct is made a term or condition of employment.

District Policy on Addressing Harassment

- If you feel you have been subject to harassment of any kind, you are encouraged to identify the offensive behavior to the harasser and request that it stop.
- If you are uncomfortable with addressing the matter directly with the harasser or if you have done so and the behavior does not stop, then discuss the matter immediately with your administrator or supervisor or any administrator with whom you feel comfortable or with the Director of Human Resources.

Consequences of Harassment and/or Retaliation

If the district finds that you have harassed or retaliated, you could be subject to one or more of the following consequences:

- Mandatory counseling and training
- Appropriate disciplinary action
- Be named in a civil lawsuit

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