Griffin School District #324

Griffin School Board Study Session

Date and Time

星期三 五月 13, 2026 at 6:00 下午 PDT

Location

Griffin Library

Attend via Zoom

Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	A. Record Attendance		
	B. Call the Meeting to Order		
	C. Pledge of Allegiance & Land Acknowledgement		
	D. Approval of Agenda	Vote	
II.	**New Business**		
	A. ASB Constitution	Discuss	

		Purpose	Presenter
B.	District Communication Update	Discuss	Allison Adair

III. Old Business

IV. New Policy

A.	1250 Students on Governing Boards	Discuss
B.	2140 Comprehensive School Counseling Program	Discuss

V. Policy Updates

A.	5011 Sexual Harassment of District Staff Prohibited	Discuss
B.	6100 Revenues from Local, State & Federal Sources	Discuss
C.	6112 Rental or Lease of District Real Property	Discuss
D.	6500 Risk Management	Discuss

VI. Policy Review

A.	6120 Investment Funds	FYI
B.	6216 Reimbursement for Goods & Services: Warrants	FYI
C.	6513 Workplace Violence Prevention	FYI

VII. Policy Removal

VIII. Superintendent Updates

A.	Superintendent Kirsten Rue	FYI

IX. Closing Items

A.	For the Good of the Order	
B.	Adjourn Meeting	Vote

"Where students thrive, feel valued, and shape a better world."

Coversheet

ASB Constitution

Section: II. New Business
Item: A. ASB Constitution
Purpose: Discuss
Submitted by:
Related Material: ASB Constitution Griffin Middle School (1).pdf

GRIFFIN MIDDLE SCHOOL
ASSOCIATED STUDENT BODY (ASB)
STUDENT LEADERSHIP CLUB
CONSTITUTION & BYLAWS

PREAMBLE

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of Griffin Middle School, establish the constitution of the Associated Student Body Student Leadership Club.

ARTICLE 1 - PURPOSE

The purpose of this organization shall be to foster a spirit of loyalty among students of Griffin Middle School. It shall also support all forms of student activity, and strive to build a sense of school pride and community at Griffin Middle School.

ARTICLE II - NAME, COLORS, AND MASCOT

Section 1 - Name

The school government shall be known as the Griffin Middle School Associated Student Body Council.

Section 2 - Colors

The official school colors for Griffin Middle School are red, white, and black.

Section 3 - Mascot

The Griffin Middle School mascot will be a grizzly bear.

ARTICLE III - Membership

Section 1 - Student Eligibility

A. Only students registered as full-time or part-time students at Griffin middle school may be in the Associated Student Body (ASB) Student Leadership Club or serve on the ASB student council.
B. All prospective members must complete a short application. Applications shall be reviewed by the ASB Advisor and at least one school administrator.

Section 2- Term of Membership

A. The term of membership is for the present school year only, and all membership must be re-established each school year.

Section 3- Requirements of Membership

A. All members will abide by Griffin School District policies and Washington State laws, regulations, and codes.

B. Members are required to attend all club meetings. Absences may be excused at the discretion of the ASB Advisor. Valid examples of excused absences include, but are not limited to, teacher summons, the need to complete or makeup schoolwork, or illness. Unexcused absences will result in the following:
    a. 1st Unexcused Absence: Verbal warning from ASB Advisor.
    b. 2nd Unexcused Absence: Written warning from ASB Advisor issued to the student and the student's parents or guardians.
    c. 3rd Unexcused Absence: Student will be placed on probation for one month.
    d. 4th Unexcused Absence: The ASB Officers will vote as to whether the student may continue as a ASB and Student Leadership Club member or not.
C. All members are required to volunteer for at least two school related functions per semester.

Section 4 - School Board Student Representatives

A. Two student representatives will be selected by the Superintendent and one or more members of the Board of Directors in the spring of the year to serve on the Board for the following year.
B. If the selected student representative is not a current member of the Griffin ASB Student Leadership Club, the student representative will become a member of the ASB Student Leadership Club.
C. Students will provide reports to the Board during the agenda item titled, "Student Representative Board Report." The reports will include student activities, topics, and concerns which the Griffin ASB Student Leadership Club wished to share with the Board.

ARTICLE IV - Officers

Section 1 - Officers

The officers of the ASB shall be as follows: President, Vice-President, Secretary, and Treasurer. Grade Officers will include one (1) representative from each grade level. Officers and representatives must maintain a minimum of a 2.0 grade point average with no failing (F) grades. In the grading term prior to elections, candidates must have the minimum grade point average or higher. If an officer's grades fall below minimum during a quarter, he/she/they will be placed on probation until the next quarter. At that time, if the grades have not improved to satisfactory levels, the student will be removed from office. A new officer will be appointed by the remaining officers. This appointment must be confirmed by majority vote of the Student Council. The appointee is subject to advisor veto prior to the Student Council confirmation.

Section 2 - President

A. The duty of the president shall be to preside all of the student council meetings.
B. The president must be in the 8th grade.
C. The president must enforce the constitution.
D. The president must be a representative at all ASB school related functions.
E. The president may assign committees to specific tasks.
F. The president will lead the Pledge of Allegiance at school assemblies.

Section 3 - Vice President

A. The Vice President shall fill the office of president in the absence of the president.
B. The Vice President shall be in the 7th grade.
C. The Vice President shall typically chair committees on which he/she/they serve except if the president chairs that committee.

D. The Vice President must be a representative at all school related functions in the absence of the president.

Section 4 - Secretary

A. The secretary shall record the minutes of the student council meetings, prepare a report of each meeting on a bulletin type form, present the report to the Principal, and post the report on the bulletin board in the middle school office.
B. The secretary may be in the 6th, 7th, or 8th grade.
C. The secretary is responsible for recording all motions made by the student council and including those in the minutes of the meeting.
D. The secretary is responsible for recording verbatim any rules added or changed in the constitution.

Section 5 - Treasurer

A. The treasurer shall keep a record of all the student body finances and make up to date reports each month at the student council meetings.
B. The Treasurer shall be in the 6th, 7th, or 8th grade.
C. The treasurer, along with the ASB advisor, will sign authorized vouchers for bills to be given to the Griffin School District Business Manager.

Section 6 - Grade Level Representatives

A. The Grade Level Representative will be responsible for providing input and information from their specific grade level to share at the ASB Student Council meetings.
B. There will be one Grade Level Representative for 6th, 7th, and 8th grade.
C. The Grade Level Representative will be responsible for reviewing the Suggestion Box at each ASB Student Council meeting.

ARTICLE V - Election of Officers

Section 1- Election Timeline

Elections will be held no later than the full fourth (4th) week after the school year begins.

Section 2 - Nominations

Each candidate must be nominated by members of the ASB student leadership club. Nominations will be held on or before the second scheduled ASB meeting.

Section 3- Candidate Review

Each candidate will be reviewed by the ASB advisor to confirm that they meet the minimum grade point average and review the student's behavioral data.

Section 4- Election Meeting

There will be an election meeting by the end of the fourth (4th) full week of school. At the election meeting, each candidate will present a speech (President, Vice President, Secretary, and Treasurer) to the other student members. Grade Level Representatives will not be required to present a speech.

Section 5 - Voting
The candidate who receives the plurality (highest number of votes) will be declared the winner. If two candidates are tied for most votes, the members will do a re-vote to determine the winner. If the re-vote results in another tie, the candidates will co-chair the position.

ARTICLE VI - Legislative Student Council

Section 1- Student Council Members
The Student Council shall consist of the four elected ASB Officers and the class representatives from grades 6, 7, and 8.

Section 2- Student Council Proceedings
All proceedings of the Student Council shall be according to Robert's Rules of Order. The ASB Advisor will be given the ability to limit discussions or debates.

Section 3- Meeting Conduct
The ASB President, presiding officer, or ASB Advisor may remove a Student Council member for disorderly conduct during a meeting. If a student misses 3 or more consecutive Student Council meetings, the ASB Officers will vote as to whether the student may continue on the student council or must be replaced.

Section 4- Quorum
The Student Council meeting must have a quorum (4) of students to present or conduct business.

Section 5- Motions
Motions made at the Student Council meetings must be passed by a majority vote of the members present. Prior motions may be repealed by the same manner.

Section 6- Voting Procedures
All members of the student council shall have one vote. The president shall not vote except to cast the deciding vote or in the case of a tie vote.

ARTICLE VII - Administrative Approval

All Student Council actions must meet the approval of the Griffin Administrator overseeing ASB. The administrator has the right of veto over any motion or appointment.

ARTICLE VIII - Amendments

The constitution may be amended by a 2/3rds majority vote of the Student Council. Any amendment to the constitution is subject to the approval of the Griffin ASB Advisor and the Griffin Administrator overseeing ASB.

ARTICLE IX - Meetings

Meetings of the Student Council shall not be held less than once per month following the election of the ASB Student Council officers. Additional meetings can be scheduled by the ASB Advisor or by a majority decision by the ASB Council.

ARTICLE X- Funds

Prior to the last day of school, the Student Council shall approve the budget for the following school year. Records of funds shall be maintained. The Student Council will comply with all District and state regulations pertaining to revenues, disbursements, and handling of funds.

ARTICLE XI - Recognition

The constitution, when approved by the Griffin School Board of Directors, recognizes the ASB Student Council as a District Student organization.

Griffin School Board of Directors approval on this _____ day of _____, 20_____.

Signatures of Associated Student Body Council:

_____, President

_____, Vice President

_____, Secretary

_____, Treasurer

_____, 6th Grade Representative

_____, 7th Grade Representative

_____, 8th Grade Representative

rev 5/2026

Coversheet

1250 Students on Governing Boards

Section: IV. New Policy
Item: A. 1250 Students on Governing Boards
Purpose: Discuss
Submitted by:
Related Material: 1250 Students On Governing Boards (WSSDA 2022).pdf
1250P Students on Governing Boards.pdf

Policy: 1250
Section: 1000 - Board of Directors

Students On Governing Boards

The Griffin Board of Directors recognizes the value of student representation on the school board so that student voice and input is included in the board's work. The school district will annually seat two student representatives. Student representatives will communicate with other district students and receive their input and perspectives.

Student representatives on the board are expected to attend all study sessions and alternating board meetings. The student members will contribute to board discussion by providing student insight and perspective, serve as a liaison for the associated student body, and report to students about the work of the board and district activities. Student representatives will not attend executive sessions or hold board offices. Student representatives provide the board with advisory votes on agenda items as follows. Immediately before the board votes on an agenda item, the student board representatives will provide their advisory vote – whether pro, con, or abstain.

Griffin: _____
WSSDA Last Revised: **December 16, 2022**
Classification: **Discretionary**
Prior Revised Dates: **06/01/2011**

Management Resources:

- 2022 - December Issue
- 2011 - June Issue

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Procedure: 1250P
Section: 1000 - Board of Directors

Procedure - Students on Governing Boards

1. **Term of Office**
   Two student representatives will be selected by the Superintendent and one or more members of the Board of Directors in the spring of the year to serve on the Board for the following year. Each student representative will serve a one-year term beginning in July and concluding in June. After the student representatives are selected, they will receive an orientation session provided by the superintendent (or designee) and at least one member of the Board of Directors. They will also receive ongoing support from the district's designated ASB advisor.
2. **Application Process**
   - Students will submit a complete Student Representative Application to the superintendent's office
   - Students must obtain and submit approval signatures from parents and the principal with their application
   - Students must submit two (2) reference letters from Griffin staff members. At least one of those letters must be from a teacher or administrator.
   - Selected applicants will be interviewed by one or more members of the Board, the Superintendent, and the ASB Advisor.
   - The committee will recommend student representatives to the Board of Directors for approval.
3. **Qualifications**
   - The student must be in grade 7 or 8 during their term as student representative.
   - The student's attendance, academic, and behavioral record must be in good standing at Griffin during their term.
   - The student must be willing to convey student opinion to the Board of Directors and report Board deliberations and actions to the student body.
   - If the selected student representative is not a current member of the Griffin ASB Student Council, the student representative will become a member of the ASB Student Council.
4. **Responsibilities**
   - Adhere to all the rules and regulations pertaining to Board members.
   - Attend all study sessions and alternating school board meetings. Since regular study sessions and board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before the conclusion if the student report has been given. Study sessions are held on the second

Wednesday of every month in the Griffin Library; regular board meetings are held every fourth Wednesday of the month in the Griffin Cafeteria. Both meetings begin promptly at 6 pm.
- Attend special meetings if requested, but not Executive Sessions.
- Review the Board of Directors board packet and reading materials prior to all study sessions and Board meetings.
- Provide student perspective on issues that are brought before the School Board. However, student representatives may not make any motions and will not vote on governance decisions, as these responsibilities rest with the elected members of the School Board.
- Provide reports to the Board during the agenda item titled, “Student Representative Board Report.” The reports will include student activities, topics, and concerns which the Griffin ASB Council wishes to share with the Board.

The board may remove a student representative during the term if he/she becomes ineligible or fails to fulfill their responsibilities.

Griffin: _____
WSSDA Last Revised: **December 16, 2022**
Classification: **Discretionary**
Prior Revised Dates: **06/01/2011**

Management Resources:

- 2022 - December Issue
- 2011 - June Issue

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Coversheet

2140 Comprehensive School Counseling Program

Section: IV. New Policy
Item: B. 2140 Comprehensive School Counseling Program
Purpose: Discuss
Submitted by:
Related Material: 2140 Comprehensive School Counseling Program (WSSDA 2025).pdf

Policy 2140
Section: 2000 - Instruction

Comprehensive School Counseling Program

The Griffin Board of Directors recognizes that a comprehensive school counseling program based on current national and state standards of best practice is an important part of the district's total program of instruction and support for all students.

The district will create a written plan to develop a comprehensive school counseling program of tiered services in accordance with state laws and regulations, school improvement plans, ethical standards, and district policies and procedures. The district will revise its plan as necessary based on relevant data. The district will also create a transition plan that supports the long-term goal of full implementation of the written plan over time.

A school counselor is a professional educator who holds a valid school counselor certification as defined by the professional educator standards board. School counselors serve a vital role in the comprehensive school counseling program. The school counselor plans, develops, organizes, and leads delivery of a comprehensive school counseling program that focuses on the academic, career, and social-emotional needs of all students, based on the national standards for school counseling programs of the American School Counselor Association and state standards. School counselors align supports with the district's vision, mission, and school improvement goals. In addition to school counselors, all Educational Staff Associate (ESA) staff, in collaboration, serve to support the implementation of a comprehensive, multi-tiered system of student supports.

It is the goal of the Griffin Board of Directors that the district's comprehensive school counseling program will assist every student in acquiring the knowledge, skills, and attitudes needed to become an effective student, responsible citizen, productive worker, and a lifelong learner. To that end, the district will develop and use materials, orientation programs, professional learning, and evidence-based counseling techniques that encourage participation in all available guidance and support opportunities, school programs, and courses of study, including career and vocational technical programs and employment opportunities.

The district will not deny any student the ability to participate in or benefit from its student support system based on sex, race, ethnicity, homelessness, immigration or citizenship status, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal, whether they take place on or off school grounds or are offered as part of the district's online or alternative learning programs.

The board will provide resources to support the foundation, content, and continuous improvement of a comprehensive K-12 school counseling program, consistent with best practices described in state and national models. As feasible within existing resources, all school counseling programs will include the following elements: classroom counseling curriculum, individual student planning, responsive services, and systems support for the counseling program.

Griffin: _____
WSSDA Last Revised: **December 23, 2025**
Classification: **Important**
Prior Revised Dates: **12.00; 12.08; 12.11; 12.14; 07/01/2019; 03/02/2022**

Legal References:

- RCW 28A.320.280 School counselors, social workers, and psychologists - Priorities
- RCW 28A.320.290 School counselors, social workers, and psychologists - Professional collaboration
- RCW 28A.410.043 School counselor certification
- WAC 392-190-010 Agency filings affecting this section Counseling and guidance services - Course and program enrollment.
- RCW 28A.320.600 - 620

Management Resources:

- 2022 - March Issue
- 2019 - July Policy Issue
- 2014 - December Issue
- 2008 December Issue

Cross References:

- 2170 - Career and Technical Education
- 3112 - Social Emotional Climate
- 3123 - Withdrawal Prior To Graduation
- 3210 - Nondiscrimination

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Coversheet

5011 Sexual Harassment of District Staff Prohibited

Section: V. Policy Updates
Item: A. 5011 Sexual Harassment of District Staff Prohibited
Purpose: Discuss
Submitted by:
Related Material:
5011 Sexual Harassment of District Staff Prohibited (Griffin, Feb. 2025).pdf
5011 Sexual Harassment of District Staff Prohibited (WSSDA Dec. 2025).docx.pdf

Policy: 5011
Section: 5000 - Personnel

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.

Definitions
For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult 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 district employees by other students, employees or third parties involved in school district activities.
Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response
If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will 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 sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance 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 on-going 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 staff or 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 report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.
This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P. 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.

Notice and Training
The superintendent will develop procedures to provide information and education to district staff, 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 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, 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 reproduce in each 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, volunteers, and parents in the review process.

Cross References:	3210 - Nondiscrimination
	3211 - Gender-Inclusive Schools
	3421 - Child Abuse and Neglect
	5010 - Nondiscrimination and Affirmative Action
	5012 - Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff
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
Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue
	2022 - June June

Griffin's Last Revision/Adoption Date: **February 26, 2025**

WSSDA Classification: **Essential**
WSSDA's Prior Revised Dates: **10.11; 12.14; 07/01/2015; 06/28/2021; 06/29/2022; 07/31/2024; 01/27/25**

Policy: 5011
Section: 5000 - Personnel

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.

Definitions
For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult 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 district employees by other students, employees or third parties involved in school district activities.

The term “sexual harassment” is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term ”sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response
If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will 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 sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial

action within its authority every time a report, complaint and grievance 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 on-going 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 staff or 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 timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to the district’s Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district’s Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training
The superintendent will develop procedures to provide information and education to district staff, 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 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, 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 reproduce in each 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, volunteers, and parents in the review process.

Griffin Updated: _____
WSSDA Last Revised: **December 2025**
Griffin Revised/Adopted: **February 2025**
Classification: **Critical**
Prior Revised Dates: **10.11; 12.14; 07/01/2015; 06/28/2021; 06/29/2022; 07/31/2024; 01/27/2025; April 16, 2025**

Legal References:

- 20 U.S.C. - 1681-1688
- WAC 392-190-058 Sexual harassment
- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - cope - Sexual harassment policies
- 34 C.F.R. 106

Management Resources:

- 2025 - April Issue
- 2025 - January Newsletter
- 2022 - June June
- 2021 - June Issue
- 2015 - July Policy Alert
- 2014 - December Issue
- 2010 - October Issue

Cross References:

- 3205 - Sexual Harassment of Students Prohibited
- 3207 - Prohibition of Harassment, Intimidation, and Bullying of Students
- 3210 - Nondiscrimination

- 3211 - Gender-Inclusive Schools
- 3421 - Child Abuse and Neglect
- 5010 - Nondiscrimination and Affirmative Action
- 5012 - Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff

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Coversheet

6100 Revenues from Local, State & Federal Sources

Section: V. Policy Updates
Item: B. 6100 Revenues from Local, State & Federal Sources
Purpose: Discuss
Submitted by:
Related Material:
6100 Revenues from Local, State and Federal Sources (Griffin 1999).pdf
6100 Revenues From Local, State and Federal Sources (WSSDA 2019).docx.pdf

Policy No. 6100
Management Support

REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

Revenues from Discretionary Local Taxes

As necessary, the district shall consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, shall be in that amount permitted by law which the board determines necessary to provide educational services beyond those provided by state appropriations. The special levy being collected shall be presented by program and expenditure in the district's annual descriptive guide for patrons as required by law.

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. The major financing system is the basic education formula based upon a ratio of students to staff. For each 1,000 full-time equivalent students enrolled in the district, the state shall provide funding for that number of certificated and classified staff which the legislature establishes. The legislature allocates to the district a specified sum of money per certificated staff member to meet non-salary costs. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools. When it is optional for the district to participate in a program offering financial assistance, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that such a program may require. Before authorizing participation in such a program, the board shall first determine that the advantages outweigh the disadvantages and that the program shall not detract from other programs already in operation.

Revenues from the Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board shall receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board shall first determine that the advantages outweigh the disadvantages and that the program shall not detract from other programs already in operation.

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Policy No. 6100
Management Support

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

A. maintenance of fiscal records which show the receipt and disposition of federal funds;

B. provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;

C. provision for testing to identify target students as well as to measure program results;

D. provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material shall also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Legal References:

RCW	28A.150.080	Receipt of federal funds for school purposes--Superintendent of public instruction to administer
	28A.150.250	Weighting schedule
	28A.150.370	Additional programs for which legislative appropriations must or may be made
	28A.150.230	Basic Education Act of 1977--District school directors as accountable for proper operation of district--Scope--Responsibilities--Publication of guide
	84.52.053, 0531	Excess levies by school districts
WAC	392-163	Title 1 regular - ECIA
	180-16	State Support of Public Schools

Adoption: November 17, 1999

Policy: 6100
Section: 6000 - Management Support

Revenues From Local, State and Federal Sources

Revenues from Local Resources
Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and

- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or enrichment levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities, and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant.

Revenues from the Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally

funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact Funds

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds. Indian students will have the

equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Griffin Updated: _____
WSSDA Last Revised: **July 01, 2019**
Griffin Adopted: **November 17, 1999**
Classification: **Critical**
Prior Revised Dates: **02.06; 12.11; 07.17; 06.18; 03.19**

Legal References:

- RCW 28A.150.230District school directors - responsibilities
- RCW 28A.150.250Annual basic education allocation - Full funding - Withholding of funds for noncompliance
- RCW 28A.300.070Receipt of federal funds for school purposes - Superintendent of public instruction to administer
- RCW 84.52.0531Levies by school districts - Maximum dollar amount for maintenance and operation support - Restrictions - Maximum levy percentage - Levy reduction funds - Rules.
- Chapter 180-16 WACState Support of Public Schools
- Public Law 81-874 Impact Aid

Management Resources:

- 2019 - July Policy Issue
- 2019 - March 2019 - March Policy Issue
- 2018 - June 2018 - June Policy Alert
- 2017 - July Issue

Cross References:

- 6020 - System of Funds and Accounts

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Coversheet

6112 Rental or Lease of District Real Property

Section: V. Policy Updates
Item: C. 6112 Rental or Lease of District Real Property
Purpose: Discuss
Submitted by:
Related Material: 6112 Rental or Lease of District Real Property (Griffin 1999).pdf
6112 Rental or Lease of District Real Property (WSSDA 2022).docx.pdf

Policy No. 6112
Management Support

RENTAL OR LEASE OF DISTRICT REAL PROPERTY

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. Notice of the intent to rent or lease property shall be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is $10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property shall be rented or leased for lawful purposes. The rental or lease shall be in the best interests of the district and shall not interfere with the conduct of the district's educational program and related activities. Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease shall be deposited in the capital projects fund or debt service fund.

Legal References:

RCW 28A.335.040	Surplus school property, rental, lease or use of--Authorized
28A.335.050	Surplus school property, rental, lease or use of--Joint use
28A.335.060	Surplus school property, rental lease or use of--Disposition of moneys received for
28A.335.070	Surplus school property, rental, lease or use of--Existing contracts not impaired
28A.335.080	Surplus school property, rental, lease or use of--Community use not impaired
28A.335.090	Conveyance and acquisition of property--Management
28A.335.130	Real property--Sale--Use of proceeds

Adoption: November 17, 1999

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Policy: 6112
Section: 6000 - Management Support

Rental or Lease of District Real Property

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is $10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property will be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and not interfere with the conduct of the district's educational program and related activities. The lease or rental agreement shall permit the recapture of the leased or rented surplus property should such property be needed for school purposes in the future unless proximity to an international airport precludes the possible or appropriate use of the property for a school, or the property is leased or rented for affordable housing purposes.

Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

The Board is not required to adopt the following language but has the option to add this stricter requirement. This sample language includes an exception for property rented or leased as a personal domicile: It is a violation of district policy for any person, including a renter or leaser to knowingly carry a firearm or dangerous weapon on district premises. "Premises" includes district property, including rental property, used exclusively for school district activities and does not

extend to a property rented or leased as a personal domicile.

Griffin Updated: _____
WSSDA Last Reviewed: **June 29, 2022**
Griffin Adopted: **November 1999**
Classification: **Critical**
Prior Revised Dates: **12.05; 12.11; 10/01/2019; 08/20/2020**

Legal References:

- RCW28A.335.040Surplus school property, rental, lease or use of - Authorized - Limitations
- RCW28A.335.050Surplus school property, rental, lease or use of - Joint use - Compensation - Conditions generally
- RCW28A.335.060Surplus school property, rental lease or use of - Disposition of moneys received from
- RCW28A.335.070Surplus school property, rental, lease or use of - Existing contracts not impaired
- RCW28A.335.080Surplus school property, rental, lease or use of - Community use not impaired
- RCW28A.335.090Conveyance and acquisition of property - Management - Appraisal
- RCW28A.335.130Real property - Sale - Use of proceeds

Management Resources:

- 2022 - June June
- 2020 - August Issue
- 2019 - October Policy Issue

Cross References:

- 4210 - Regulation of Dangerous Weapons on School Premises

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Coversheet

6500 Risk Management

Section: V. Policy Updates
Item: D. 6500 Risk Management
Purpose: Discuss
Submitted by:
Related Material: 6500 Risk Management (Griffin 1999).pdf
6500 Risk Management (WSSDA 2018).docx.pdf

Policy No. 6500
Management Support

RISK MANAGEMENT

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year.

The district shall purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

Legal References:

RCW 28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized--Premiums
28A.400.360	Liability insurance for officials and employees authorized
28A.400.370	Mandatory insurance protection for employees
28A.320.100	Actions against officers, employees or agents of school districts and educational service districts--Defense, costs, fees--Payment of obligation
28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
28A.330.100(10)	Additional powers of board
48.62	Local government insurance transactions

Adoption: November 17, 1999

Policy: 6500
Section: 6000 - Management Support

Risk Management

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers, or employees. A risk management program will be implemented to reduce or eliminate risks where possible, to determine the risks the district can afford to assume and to transfer to an insurance company those risks that the district does not wish to assume or cannot economically afford to assume.

Such a program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring, or joint employment of a risk manager. The superintendent may assign the primary responsibility for the administration and supervision of the risk management program to a single person. The district will make available to claimants its standard tort claim form.

[If the school district is classified as a first class district, insert the following language: “The district may purchase and pay for surety bonds for the [insert officers or employees, for example, superintendent, business manager and such other officers or employees] and in such amounts as the board will from time to time determine to be necessary for honest performance of their duties. Such bonds may include a deductible proviso not to exceed two percent of the officer’s or employee's annual salary.”]

The superintendent or designee will establish procedures to implement this policy.

Griffin Updated: _____
WSSDA Last Revised: **August 01, 2018**
Griffin Adopted: **November 1999**
Classification: **Important**
Prior Revised Dates: **04.10; 12.11**

Legal References:

- RCW4.96.020Tortious conduct of local governmental entities and their agents Claims Presentment and filing Contents
- RCW28A.320.060Officers, employees or agents of school districts or educational service

districts, insurance to protect and hold personally harmless
- RCW28A.320.100Actions against officers, employees or agents of school districts and educational service districts Defense, costs, fees Payment of obligation
- RCW28A.330.100(10)Additional powers of board
- RCW28A.400.350Liability, life, health, health care, accident, disability and salary insurance authorized When required Premiums
- RCW28A.400.360Liability insurance for officials and employees authorized
- RCW28A.400.370Mandatory insurance protection for employees
- RCWChapter 48.62 RCWLocal government insurance transactions

Management Resources:

- 2018 - August 2018 - August Policy Issue
- 2010 - April Issue

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Coversheet

6120 Investment Funds

Section: VI. Policy Review
Item: A. 6120 Investment Funds
Purpose: FYI
Submitted by:
Related Material: 6120 Investment of Funds (Griffin 1999).pdf
6120 Investment of Funds (WSSDA 2011).docx.pdf

Policy No. 6120
Management Support

INVESTMENT OF FUNDS

The superintendent is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments shall be made with the objective of producing the greatest return, consistent with prudent practice.

Legal References:	RCW	28A.320.300	Investment of funds, including funds received by ESD--Authority--Procedure
		28A.320.320	Investment of funds of district not needed for immediate necessities--Service fee
		36.29.020	Custodian of moneys--Investment of funds not required or immediate expenditures, service fee
		43.250	Investment of local government funds
	WAC	210-01	Local Government Investment Pool

Adoption: November 17, 1999

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Policy: 6120
Section: 6000 - Management Support

Investment of Funds

The superintendent is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments will be made with the objective of producing the greatest return, consistent with prudent practice.

Griffin Reviewed: _____
WSSDA Last Revised: **December 01, 2011**
Griffin Adopted: **November 17, 1999**
Classification: **Important**

Legal References:

- RCW28A.320.300Investment of funds, including funds received by ESD - Authority - Procedure
- RCW28A.320.320Investment of funds of district - Service fee
- RCW36.29.020Custodian of moneys - Investment of funds not required or immediate expenditures - service fee
- Chapter 43.250 RCWInvestment of local government funds
- Chapter 210-01 WACLocal Government Investment Pool

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Coversheet

6216 Reimbursement for Goods & Services: Warrants

Section: VI. Policy Review
Item: B. 6216 Reimbursement for Goods & Services: Warrants
Purpose: FYI
Submitted by:
Related Material:
6216 Reimbursement for Goods and Services (Griffin 1999).pdf
6216 Reimbursement for Goods and Services Warrants (WSSDA 2011).docx.pdf

Policy No. 6216
Management Support

REIMBURSEMENT FOR GOODS AND SERVICES: WARRANTS

A majority of the members of the board shall approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys shall be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board chairman.

Warrants to be issued shall first be recorded with the county treasurer's office office showing date, payee, and amount.

Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer shall be cancelled by the authority of the board. Such action shall take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Cross Reference:	Board Policy	6215 Voucher Certification and Approval
Legal References:	RCW28A.330.080	Payment of Claims
	28A.330.090	Auditing Committee and Expenditures
	28A.330.230	Drawing and issuance of warrants
	63.29	Uniform Unclaimed Property Act
	39.56.040	Cancellation of Municipal Warrants

Adoption: November 17, 1999

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Policy: 6216
Section: 6000 - Management Support

Reimbursement for Goods and Services: Warrants

A majority of the members of the board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys will be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board *chair/president*.

Warrants to be issued will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants
Warrants which have not been redeemed within a period of twelve (12) months or longer will be cancelled by the authority of the board. Such action will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a “stop payment” with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Griffin Review: _____
WSSDA Last Revised: **December 01, 2011**
Griffin Adopted: **November 17, 1999**
Classification: **Critical**

Legal References:

- RCW28A.330.080Payment of Claims - Signing of warrants
- RCW28A.330.090Auditing Committee and Expenditures
- RCW28A.330.230Drawing and issuance of warrants
- RCW39.56.040Cancellation of Municipal Warrants
- Chapter 63.29 RCWUniform Unclaimed Property Act

Cross References:

- 6215 - Expense Claim Certification and Approval

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Coversheet

6513 Workplace Violence Prevention

Section: VI. Policy Review
Item: C. 6513 Workplace Violence Prevention
Purpose: FYI
Submitted by:
Related Material: 6513 Workplace Violence Prevention (Griffin, no date).pdf
6513 Workplace Violence Prevention (WSSDA 2023).docx.pdf

Policy: 6513
Section: 6000 - Management Support

Workplace Violence Prevention

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence, including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

Under state law, an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment may submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure under the Public Records Act, chapter 42.56. RCW.

All violent incidents will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group and procedures for survivors of domestic violence, sexual assault, sexual abuse, stalking or harassment to submit documentation to exempt their name and other personally identifiable information from public disclosure. The workplace violence prevention group will assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Cross References:	6511 - Staff Safety
	5281 - Disciplinary Action and Discharge
	4210 - Regulation of Dangerous Weapons on School Premises
	4040 - Public Access to District Records
Legal References:	RCW 42.56.250 □□□ Employment and licensing

Adoption Date: _____
Classification: **Discretionary**
Revised Dates: **02.98; 12/01/2011; 07.23**

Policy: 6513
Section: 6000 - Management Support

Workplace Violence Prevention

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence, including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

Under state law, an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment may submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure under the Public Records Act, chapter 42.56. RCW.

All violent incidents will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group and procedures for survivors of domestic violence, sexual assault, sexual abuse, stalking or harassment to submit documentation to exempt their name and other personally identifiable information from public disclosure. The workplace violence

prevention group will assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Griffin Reviewed: _____
WSSDA Last Revised: **July 24, 2023**
Griffin Adopted: **2024**
Classification: **Discretionary**
Prior Revised Dates: **02.98; 12/01/2011**

Legal References:

- RCW 42.56.250 Employment and licensing

Management Resources:

- 2023 - July Issue

Cross References:

- 6511 - Staff Safety
- 5281 - Disciplinary Action and Discharge
- 4210 - Regulation of Dangerous Weapons on School Premises
- 4040 - Public Access to District Records

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