



Pullman School District

Regular Board Meeting

Date and Time

Wednesday February 12, 2025 at 6:30 PM PST

Location

Paul R. Sturm Community/Board Room
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

President will call the meeting to order.

C. Flag Salute

Pledge of Allegiance

D. Land Acknowledgement Statement

Pullman Public Schools reside on the homelands of the Nimiipuu (Nez Perce) people. We express our deepest respect for and gratitude towards the original and current stewards of this land. We

acknowledge our role in building mutual respect and connections to support current and future generations.

E. Approval of Agenda

The board or superintendent will revise the agenda if needed at this time; and approve by motion

II. Reports, Correspondence & Program

Board members and the superintendent will give informational reports at this time.

A. PHS ASB Report

B. Board Reports

- [Board Communication Plan Update](#)

C. Superintendent's Report

- **Calendar Committee Update** by Juston Pollestad, Executive Director of Operations

D. Program Reports

- **Lincoln Middle School Showcase** presented by Cameron Grow, LMS Principal
- **Report: Scratch Cooking/Nutrition Services Program** presented by Jessie Campbell, Nutrition Services Supervisor
- **Chromebook Update** presented by Tyler Craigie, Technology Supervisor and Juston Pollestad, Executive Director of Operations

E. Equity & Belonging Update

III. Public Comment

The public comment section of the agenda provides an opportunity for individuals or members of a group to address the board on educational issues. If you intend to provide public comment this evening, you may register to speak using the sign-in sheet located near the boardroom entrance. To ensure fairness and provide for an orderly meeting, we respectfully require that individuals speak only once for a maximum of three minutes and may not transfer their speaking time to others. Please be attentive as your name will be called in the order it is listed on the sign-in sheet. To assist board members in review and consideration of your comments, we appreciate your providing a written copy of your remarks along with your email or mailing address on the sign-in sheet. When addressing the board, please approach the microphone

and state your name before presenting your comments. The board will listen and may offer clarification, if needed. However, the board will not engage in a discussion at this time. Depending on the nature of the topic, the board may decide to schedule it as a discussion item for a future meeting. We kindly request that all comments remain civil and respectful, and we remind you to consider the impact of your words and know that you bear personal responsibility for their content. We caution you to avoid certain statements that may infringe upon the rights of others under various laws, including those protecting privacy or prohibiting defamation. Providing public comment demonstrates your feelings of engagement and participation in the decision-making process in our community. We thank you in advance for your public comment.

IV. Consent Agenda

To expedite business at a board meeting, the board approves the use of a consent agenda, which includes items considered to be routine in nature. Any item, which appears on the consent agenda, may be removed from the consent agenda by a member of the board and voted on separately. The remaining items will be voted on by a single motion.

- A.** Minutes - January 22, 2025 Regular Board Meeting

- B.** Minutes - Minutes of the February 5, 2025 Board Work Session

- C.** Personnel Report

- D.** Personal/Professional Services Contracts

- E.** Warrants
Expense claims audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

- F.** Student Transfer Requests

- G.** ASB Fundraiser

- H.** Out-of-State Travel Requests

- I.** Additional Task: Diversity, Equity, Inclusion, & Belonging Task Force

V. No Action Items

Action items have previously been discussed by the board. The board will now take action, by motion.

VI. Discussion Items

Discussion items are presented to the board for discussion. If they need action they will be brought back at the next meeting.

- A.** Superintendent Contract Renewal
Presenter: Nathan Roberts, Board President
- B.** 3210 Nondiscrimination
Presenter: Roberta Kramer, Assistant Superintendent
- C.** 3205 Sexual Harassment of Students Prohibited
Presenter: Roberta Kramer, Assistant Superintendent
- D.** 6225 Use of Electronic Signatures NEW
Presenter: Bob Maxwell, Superintendent
- E.** Resolution 24-25:07 4040R Public Access to District Records
Presenter: Bob Maxwell, Superintendent

VII. Informational Items

Informational Items do not require action or discussion by the board. The items are included in the agenda for the board to review, and may be moved to the discussion items section of the board agenda by any board member. Informational Items may include board procedure updates and non-substantive policy updates.

- A.** Administrative Requirements Update
- B.** Expense Claim Audit - Community Update Board Schedule
- C.** Board Calendar & Communication Plan
- D.** Current Enrollment
For 2024-2025 School Year
Budgeted FTE: 2560
Current FTE: 2588.61
Current Year Average FTE: 2606.62
- E.** Procedures

- F. The Pullman Promise: Priorities, Goals, Success Indicators

VIII. Executive or Closed Session

The board recesses into an executive or closed session by motion, stating how long it will last and if action will be taken. Following the executive or closed session the board president convenes the regular meeting.

- A. Personnel
- B. Discuss with legal counsel litigation or potential litigation per RCW 42.30.110(1)(i)

IX. Closing Items

- A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Superintendent's Report

Section: II. Reports, Correspondence & Program
Item: C. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: Calendar Committee Update.pdf

01



PULLMAN SCHOOL

DISTRICT CALENDAR

COMMITTEE

ACADEMIC CALENDARS

2026-27

2027-28

2028-29

02

COMMITTEE MEMBERS

ADMINISTRATORS

- Bob Maxwell, *Superintendent*
- Juston Pollestad, *Executive Director of Operations*
- Cheyenne Webber, *Elementary Administrator*
- Cameron Grow, *LMS Principal*
- Debbie Crabtree, *PHS Principal*

Courtney Hodge, Administrative Assistant to the Superintendent, will be facilitating and taking notes for committee.

TEACHER PARA

- Sandra Casanova, *Teacher / Vice PEA President*
- Kelly Laird, *PEA Representative*
- Scott Thompson, *PEA Representative*
- Alexa Beckett, *PPA Representative*

PARENT/ GUARDIAN

- Cortney Dalton, *Elementary Representative*
- Rachel Kovanda, *Lincoln Middle School Representative*
- Anna Engle, *Pullman High School Representative*
- Meagan Autrey, *"At-Large" Representative*





Pullman School District Board Policy

2220 Instruction | School Calendar

The Pullman School District Board of Directors, in order to permit staff, students and parents to make plans for their own work and vacation schedules, shall maintain biennial school calendars. The calendar for the second year of the biennium will be submitted and approved by the board on or before June 1 of each year. The start date for each school year shall be the last Wednesday in August.

CALENDAR PARAMETERS

01

START DATE

Last Wednesday in August

02

HOLIDAYS

- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas
- New Year's
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day

03

(3) PROFESSIONAL LEARNING DAYS

- (3) in 2023-24
- (3) in 2024-25
- (3) in 2025-26

04

CONFERENCE WEEKS

- Fall - Grades K-8
- Spring - Grades K-5

05

(2) INCLEMENT WEATHER/EMERGENCY CLOSURES MAKE UP DAYS

180

SCHOOL DAYS

05



CALENDAR VARIABLES

01

**PLACEMENT OF
PROFESSIONAL LEARNING DAYS**

02

**LENGTH OF THANKSGIVING AND
WINTER BREAKS**

03

MID-WINTER AND SPRING BREAK





WORK OF COMMITTEE

Create calendar drafts for the following school years:

- 2026-2027***
- 2027-2028***
- 2028-2029***



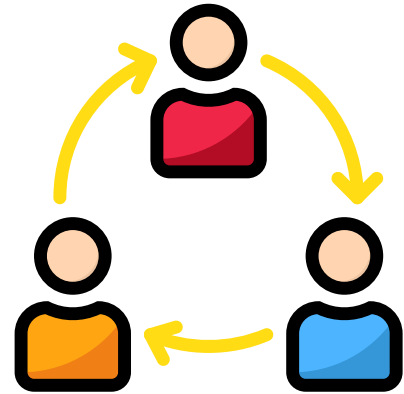
08

COMMITTEE PROCESS



01

Develop calendar options



02

Share calendar options and community discussion summary with employees and families. Review feedback and make adjustments as needed.



03

Association employees will vote on preferred calendar(s).



04

Calendar(s) with the most votes go to school board for consideration

Calendar(s) for subsequent years will be determined by May 1.

THANK YOU

Next Meetings

*Thursday, February 27 & Thursday, March 20
6:00pm-7:30pm
District Office - Community Room*

Please contact us if you have any questions!

Phone Number

509-332-3581

District Website

www.pullmanschools.com

Email Address

Juston Pollestad
jpollestad@psd267.org



Coversheet

Minutes - January 22, 2025 Regular Board Meeting

Section: IV. Consent Agenda
Item: A. Minutes - January 22, 2025 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on January 22, 2025



Pullman School District

Minutes

Regular Board Meeting

Date and Time

Wednesday January 22, 2025 at 6:30 PM

Location

Paul R. Sturm Community/Board Room
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

Directors Present

Amanda Tanner, Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

Directors Absent

None

Guests Present

Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Jan 22, 2025 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Dr. Maxwell noted the following changes to the agenda:

- Overnight Field Trip Request for PHS FCCLA - Added as consent agenda item

Amanda Tanner made a motion to Approve the agenda as amended.

Arron Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Reports, Correspondence & Program

A. PHS ASB Report

PHS student representative provided the following update for PHS ASB:

- Finalizing details for TOLO dance on February 8.
- Spirit week and evening events are finalized. BSU club and FFA are scheduled to be putting on those events.
- Coordinating Annual Dodgeball Tournament.
- Activities liaisons had monthly senate for all clubs to meet discuss activities and check in.

A.Tanner noted the School Board is exploring ways to engage with ASB and Student Ambassadors. N.Roberts noted that the Board will be reviewing graduation attire and would like to request that in February two board members visit with ASB to gather student ideas and feedback about graduation regalia.

B. Board Reports

- **Craig Nelson:** Attended memorial service for Kristen Robinson who was a district staff member. Provided an update about the Vialant Blood Drive and based on how many people donate, parent groups can earn money to go back to their PTA/PTO groups.
- **Lisa Waananen Jones:** Attended JES PTA meeting in which they are working on scheduling spring events. Noted the exchange of ideas between PTA and PTO groups across the elementary schools.
- **Arron Carter:** Attended the Lincoln Middle School (LMS) staff meeting where Dr. Maxwell provided a post-election update. The presentation offered a clear overview of the district's current position and potential impacts at the state and federal levels. Staff expressed concerns regarding an executive order related to access to safe spaces, noting limited information is currently available. Discussions

centered on potential challenges for staff in responding to such issues if they arise. LMS staff inquired about ways they could support the district, particularly at the state level, and were encouraged to review proposed legislation and understand the process for communicating positions on various bills. Guidance on how to engage in this process will be shared with staff through the weekly bulletin. Additionally, there was concern about the possibility of further cuts to education funding.

- **Amanda Tanner:** Attended SES PTO where Dr. Kramer presented the Post Election Analysis. Everyone is waiting to hear the outcome of the legislation session. Attended Chamber of Commerce luncheon where Dr. Maxwell presented. Noted the importance of the blood drive and with the Los Angeles fires, this would be greatly helpful not only for our schools but for those affected communities.
- **Nathan Roberts:** Attended KES PTA to present a legislative update. Additionally, concerns were raised about potential ICE raids. Dr. Maxwell shared that he has reached out to the ESD Superintendent, who will connect with State Superintendent Chris Reykdal to seek guidance on how to navigate this issue moving forward. It was noted that communication will need to strike a balance, with the understanding that guidance may evolve as the situation develops.
 - *Dr. Maxwell added that the Attorney General is working on guidance that we will hopefully receive soon.*

C. Superintendent's Report

- Sustainability Committee Update:
 - Composting and decreasing food waste remains a priority for the committee.
 - Earth Day Planning - eWaste Recycling as a community service for the public
 - May - Coordinate Walk, Bike, Roll to School Day
 - Working on scheduling meetings with PHS Environmental Club and Franklin Garden Club.
 - Met with Environmental Club and one of the requests was to enhance plant-based options. Nutrition Services has received a grant to expand those options.
- Dr. Maxwell shared the 2025 Legislative Session Preview which highlighted key updates on the Big Three legislative priorities (Materials, Supplies and Operating Costs - Pupil Transportation - Special Education) and other legislative bills that would affect K-12 education in Washington State. Dr. Maxwell was able to attend hearings and provide written testimony on bills affecting education.

D. Program Reports

- Kamiak Elementary Showcase Presented by Evan Hecker, Kamiak Elementary Principal & Kamiak Elementary Third Grade Staff (Marisa Heitman & Trish Blehm)

- The KES School Showcase highlighted their Annual Culture Float Parade, a project by third-grade students to celebrate the diversity and cultural heritage of Kamiak students and their families. Students interviewed family members to explore their unique cultures, designed floats featuring symbols, traditions, and artifacts, will be presenting their work during a parade and Q&A session. A few students had the opportunity to share their float and something they learned while working on their project with the school board.

E. Equity Update

Following up to Kamiak Elementary's showcase, Dr. Maxwell noted the great example of the work that is happening in the schools.

DEIB Task Force Update provided by Director Nelson:

At the most recent meeting on January 14, the DEIB Task Force discussed possible survey questions and formatting for a DEIB Task Force survey of secondary students, families and staff.

III. Public Comment

A. Public Comment Speakers

No public comment.

IV. Consent Agenda

A. Minutes

Motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 01-08-25.

The board **VOTED** unanimously to approve the motion.

B. Personnel Report

C. Warrants

Expense claims audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

D. Student Transfer Requests

E. Budget Status Report

F.

ASB Fundraiser

G. Overnight Field Trip Requests

H. Consent Agenda Approval

Amanda Tanner made a motion to Approve the consent agenda.

Craig Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Action Items

A. Psychology Text Adoption

Arron Carter made a motion to Approval of the Psychology text adoption.

Lisa Waananen Jones seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Board Communication Plan

Based on the discussion at the previous board meeting, the CEE survey has been revised to a general district survey, as the district will no longer be moving forward with the CEE survey. Additionally, a Board dinner has been added to the plan for both the spring and fall. It was noted that this plan will remain a live document, allowing for changes and adjustments as needed.

A. Carter suggested that following the community listening session in March, there should be follow-up communication to the community, expressing appreciation for their participation and outlining next steps. This follow-up could also be incorporated into the Community Update.

L. Waananen Jones recommended enhancing communication with ASB students, focusing on educating them about self-advocacy. L. Waananen Jones also suggested that board members consider engaging with civics classes to discuss how the legislature works and how students can effectively advocate.

Additionally, L. Waananen Jones proposed establishing an advocacy week or month to encourage community involvement, potentially framing an event to inspire advocacy efforts, highlighting The Billion Dollar Bake Sale as a resource that simplifies the legislative process (noting that some school groups across the state have used this campaign to educate their communities on funding shortfalls and engage in local advocacy efforts). Templates, flyers, and guides from this campaign could be useful in making these issues more accessible to the community.

N.Roberts suggested that Community Update articles could be more strategic in their topics, and proposed that during the first board meeting of each month, the board discuss

potential topics to include in upcoming submissions. N.Roberts also recommended that the initial draft of the Board Communication Plan be approved, with any subsequent changes reviewed and addressed through the consent agenda.

A.Tanner emphasized that the board communication plan and planning of advocacy related efforts would require a dedicated commitment from all board members.

Arron Carter made a motion to Approve the Board Communication Plan as presented.

Craig Nelson seconded the motion.

A. Carter noted that this allows for the opportunity to close the loop on items and make communication more visible.

The board **VOTED** unanimously to approve the motion.

C. 3141 Nonresident Students

Dr. Maxwell responded to a question that came up at the previous presentation of this item that was related to the full-time and part-time language for choice in students.

Removed the revisions to that section since delineating between full and part time staff can be challenging.

Arron Carter made a motion to Approve Policy 3141 Non-Resident Students.

Amanda Tanner seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 5270 Resolution of Staff Complaints

Amanda Tanner made a motion to Approve 5270 Resolution of Staff Complaints.

Craig Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Policy Governance-Based Superintendent Evaluation Proposal - 1630 Superintendent Evaluation

There have been no changes to the document that was presented at the last board meeting. The policy draft was shared with WSSDA and legal counsel. N.Roberts shared that there will be a cost to the district for piloting the policy governance-based superintendent evaluation process.

Craig Nelson made a motion to postpone the draft policy to the February 12, 2025 Regular Board meeting.

The motion did not carry.

N. Roberts noted that, since no motion was passed, all additional activity on this action item will cease, and the item will not be brought back for further consideration.

F. Policy Revision: 1630 Superintendent Evaluation

The district's legal counsel reviewed the draft procedure for Policy 1630, the revision to the district's existing policy and provided initial feedback.

Arron Carter made a motion to Postpone the 1630 Policy Revision to the next board meeting on February 12, 2025.

Craig Nelson seconded the motion.

A. Carter will work on incorporating changes based on the feedback of legal counsel. The board **VOTED** to approve the motion.

Roll Call

Lisa Waananen Jones	Aye
Nathan Roberts	Abstain
Amanda Tanner	Abstain
Craig Nelson	Aye
Arron Carter	Aye

VI. Discussion Items

A. 1630 Model Superintendent Evaluation Process

A proposed option for the Standards-Based Superintendent Evaluation was presented for board review and feedback. While the policy would remain unchanged, the proposal aims to codify current practices as a formal procedure. N. Roberts noted the draft was created before receiving legal counsel feedback, which questioned the need for a procedure. If adopted, it would include only clearly defined procedural elements.

Key dates aligned with the superintendent’s contract were discussed. Dr. Maxwell suggested adding rubric language for consistency, along with the Board’s current scoring practice of providing a score of 1-4.

A. Carter supported an early fall check-in for informal progress discussions, allowing flexibility before the January 31 deadline. N. Roberts expressed concerns about the lack of early-year evidence and noted that board meetings already offer opportunities for such discussions. L. Waananen Jones suggested fall check-ins could help recognize district leaders’ work, but N. Roberts maintained that strategic objectives are reviewed separately from evaluations.

A. Tanner and N. Roberts highlighted the board’s responsibility to address issues as they arise, emphasizing that immediate communication allows for quicker resolutions rather than waiting for designated check-in dates.

VII. Informational Items

A. Administrative Requirements Update

B. Expense Claim Audit - Community Update Board Schedule

C. Board Calendar

D.

Current Enrollment

For 2024-2025 School Year

Budgeted FTE: 2560

Current FTE: 2613.40

Current Year Average FTE: 2610.23

E. Procedures

- 3141F Out-of-District Transfer Form
- 4309P Guidelines for District Social Media Accounts

F. Non-Substantive Policy Updates

- 5400 Personnel Leaves

G. The Pullman Promise: Priorities, Goals, Success Indicators

VIII. Executive or Closed Session

A. Superintendent Evaluation

B. Personnel

C. Executive Session: N. Roberts announced there will be an Executive Session to discuss the Superintendent Evaluation and the performance of a public employee that will end at __pm.

N. Roberts announced there will be an Executive Session to discuss the Superintendent Evaluation and the performance of a public employee that will end at 8:15pm.

The board meeting reconvened into an open session at 8:15pm, and the chair announced that the executive session end time would be extended 10 minutes before returning to executive session.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,
Nathan Roberts

Documents used during the meeting

- WASA Legislative Update - Regular Board Meeting.pdf
- KES School Showcase Presentation.pdf
- Board Report - 1.22.2025 Personnel.pdf
- CK Summaries 1.22.25.pdf
- 2025 01.22 Regular Board Meeting - Student Transfer Requests.pdf
- Budget Status Report - December 2024.pdf
- Fundraiser Activity Form- PHS Key Club 1.13.25.pdf
- ASB Fundraiser - PHS ASB TOLO 1.22.25.pdf
- Overnight Field Trip Request - PHS DECA Bellevue FEB-MAR 2025.pdf
- Overnight Field Trip Request - PHS Golf Walla Walla MAR 2025.pdf
- Overnight Field Trip Request - PHS FCCLA Spokane MAR 2025.pdf
- ES Psychology Text Adoption 1.8.25.pdf
- ES Board Communication Plan.pdf
- Board of Directors Communication Plan 2024-2025.pdf
- ES 3141 Nonresident Students 1.8.25.pdf
- 3141 Nonresident Students 1.22.25.pdf
- ES 5270 Resolution of Staff Complaints 1.8.25.pdf
- 5270 Resolution of Staff Complaints 1.8.25.pdf
- ES Policy Governance-Based Supt Eval Proposal 1630 1.8.25.pdf
- 1630 Governance-Based Superintendent Eval DRAFT 1.8.25.pdf
- 1630 APPENDIX BOARD MONITORING-SUPT PERFORMANCE SCHEDULE.pdf
- ES Policy Revision 1630 Supt Evaluation 1.8.25.pdf
- 1630 Superintendent Eval 1.22.25 - Policy Revision.pdf
- 1630P Superintendent Eval NEW - Policy Revision 1.22.25.pdf
- ES 1630 Model Superintendent Evaluation Process Option 1.22.25.pdf
- Model Superintendent Evaluation Process.pdf
- January Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2024-2025 Board Meeting Schedule 1.16.25.pdf
- 2024-2025 Board Meeting Content Calendar 11.8.24.pdf
- 3141F Out-of-District Transfer Form 1.22.25.pdf
- 4309P Guidelines District Social Media Accounts 1.22.25.pdf

- 5400 Personnel Leaves 1.22.25.pdf
- The Pullman Promise.pdf

Coversheet

Minutes - Minutes of the February 5, 2025 Board Work Session

Section: IV. Consent Agenda
Item: B. Minutes - Minutes of the February 5, 2025 Board Work Session
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Work Session on February 5, 2025



Pullman School District

Minutes

Board Work Session

Date and Time

Wednesday February 5, 2025 at 4:30 PM

Location

Jefferson Elementary
1150 NW Bryant St.
Pullman, WA 99163

Directors Present

Amanda Tanner, Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

Directors Absent

None

Guests Present

Bob Maxwell, Courtney Hodge, Kelsey Winningham, Roberta Kramer

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Feb 5, 2025 at 4:30 PM.

II. Agenda Items

A. Jefferson Elementary School Showcase

Presenter: Kelsey Winningham, Jefferson Elementary Principal

Guest: Nikki Dehle, School Counselor & Stephanie Rudd, Social Emotional Support Specialist

The Jefferson Elementary School Showcase highlighted the collaborative efforts between the social-emotional support specialist and the school counselor. This partnership has positively impacted students by allowing for more proactive support and providing flexibility for the counselor to address emerging student needs. As the school year has progressed, social-emotional push-in support has phased out in some classrooms, creating opportunities to reallocate support to those in greater need.

The team also showcased the Jefferson Recess Academy, which offers structured support during unstructured recess time. They shared playground incident data and explained how it informs decisions regarding student participation in the academy.

Board Discussion:

- **Student Monitoring:** C. Nelson asked if students who opt out of interventions are still tracked. The team explained that staff continue to monitor students and intervene if incidents increase, sometimes offering alternative support or engaging families as needed.
- **Passport Program:** L. Waananen Jones inquired about the Passport Program and how students are identified. The team described it as a goal-oriented behavior plan based on student data, individualized to their schedule, and developed in collaboration with parents/guardians. Goals are flexible and adjusted based on student progress.

B. Community Listening Session Planning

The Board of Directors discussed preparations for the upcoming community listening session on March 19, which aims to foster open dialogue with families, staff, and community members regarding budget priorities. The session will feature designated discussion tables for specific topics and will incorporate an electronic survey tool to gather feedback. Logistics, facilitation roles, and communication strategies were reviewed to ensure broad participation.

J. Marie, Communications Consultant, and Tim Garchow, WSSDA Representative, have provided resources on effective listening session strategies. Based on preliminary discussions, the session will begin with a brief informational presentation to provide context, followed by open dialogue and a survey to collect input. The survey results will be shared

at a board meeting and later distributed to staff, student groups, and parent organizations (PTA, PTO, Booster) to gather additional insights. Feedback will help prioritize budget items, distinguishing high- and low-priority needs, and identifying areas where parent groups may support lower-priority items to maintain programs and services.

The Board considered releasing the survey before the session, paired with a recorded version of the informational presentation for those unable to attend. Transparency and clear messaging from the Board were emphasized to ensure community awareness and engagement in the decision-making process. The discussion also addressed the impact of state legislative and federal funding changes on K-12 education.

The Board expressed the importance of highlighting positive and creative problem-solving efforts in the presentation. Final refinements to the survey questions are in progress and will be shared with the Board for review and feedback before implementation.

C. Professional Learning Communities Board Training

The Board of Directors participated in a Professional Learning Communities (PLC) training led by Assistant Superintendent Dr. Kramer. The training emphasized the importance of collaborative team characteristics in building guiding coalitions, focusing on transformational leadership to support faculty and staff throughout the PLC process to ensure all students learn.

Board members watched a video featuring Luis Cruz from Solution Tree and engaged in discussions about the traits of collaborative team leaders and the use of rubrics for team identification, with ultimate decisions made by building principals. Principal Winningham shared examples from the Jefferson Guiding Coalition, highlighting the use of collaborative agendas that include the school's mission, purpose, and collective commitments. Data-driven decision-making ensures that appropriate interventions and extensions are implemented for students. The session also highlighted job-embedded professional learning, with staff leading upcoming district-wide training sessions.

The Board discussed the factors contributing to the success of PLCs and the support needed to sustain their impact. They noted that the reintroduction of PLCs, combined with dedicated time and Board support, played a key role in their momentum. Participation in conferences helped staff understand how to implement effective PLCs, and ongoing engagement will be essential, especially in creating similar learning experiences for new staff. The Board recognized that PLCs have brought consistency across the district and are results-driven. Teacher buy-in has been a significant factor in their success, as educators feel their voices shape the structure and practices within the PLC process. Moving forward, the focus will be on maintaining engagement and ensuring new staff can integrate effectively into the collaborative framework.

III. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:00 PM.

Respectfully Submitted,
Nathan Roberts

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: C. Personnel Report
Purpose: FYI
Submitted by:
Related Material: Board Report - 2.12.2025 Personnel.pdf

MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent
Dagny Myers, Human Resources Director

DATE: February 12, 2025

SUBJECT: **Personnel Report**

Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.

I recommend the Board of Directors accept the following:

Certified: **Luke Conley**, science teacher at Pullman High School, request for a leave of absence beginning approximately February 10, 2025, through mid-May, with the option to extend leave through the end of the 2024-2025 school year

Megan Conley, second grade teacher at Franklin Elementary School, request for a leave of absence beginning approximately February 10, 2025, through mid-May, with the option to extend leave through the end of the 2024-2025 school year

Cole Peterson as .8 FTE English teacher at Pullman High School for the remainder of the 2024-2025 school year only

Erin Sutton, special education teacher at Pullman High School, resignation effective April 4, 2025

Classified: **Whittney Graham**, core+ paraeducator at Sunnyside Elementary School, request for a leave of absence beginning February 24, 2025, through May 23, 2025

Carey Musburger, ASB secretary at Pullman High School, resignation effective February 14, 2025

Andrew Yorke as custodian at Pullman High School

I recommend the Board of Directors approve the following supplemental/stipend payments:

Roberto Flores, co-assistant boys track coach at Pullman High School, transfer to head boys track coach at Pullman High School

Johanna Erickson, assistant track coach at Lincoln Middle School, transfer to head girls track coach at Lincoln Middle School

Braydon Maier as assistant track coach at Pullman High School

Matthew Morgan, assistant football coach at Pullman High School, resignation

For Your Information:

Madelyn Champagne, transportation clerk, has received approval to take five and a half days of unpaid leave in March due to a preplanned event prior to beginning employment

Rosemary Fleener, special education paraeducator at Lincoln Middle School, has received approval to take five days of unpaid leave in April

Carone Jones, English language arts teacher at Lincoln Middle School, has received approval to take two days of unpaid leave in May

Coversheet

Personal/Professional Services Contracts

Section: IV. Consent Agenda
Item: D. Personal/Professional Services Contracts
Purpose:
Submitted by:
Related Material: Board Report - Contracts 2.12.2025.pdf

MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent
Dagny Myers, Human Resources Director

DATE: February 12, 2025

SUBJECT: **Professional/Personal Services Contract Report**

Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.

I recommend the Board of Directors approve the following Professional/Personal Services Contracts:

Eli Amend to provide percussion accompaniment for the Lincoln Middle School choirs, January 16, 2025, through June 15, 2025, \$25.00 per hour.

Lacey Casqueiro to provide piano accompaniment for the Lincoln Middle School choirs, November 1, 2024, through June 15, 2025, \$25.00 per hour.

Brodie Collins to provide percussion accompaniment for the Lincoln Middle School choirs, January 16, 2025, through June 15, 2025, \$25.00 per hour.

Soren Hatch to provide percussion accompaniment for the Lincoln Middle School choirs, January 16, 2025, through June 15, 2025, \$25.00 per hour.

Coversheet

Warrants

Section: IV. Consent Agenda
Item: E. Warrants
Purpose: FYI
Submitted by:
Related Material: Payroll Warrant Authorization Form_January2025.pdf
CK Summaries 2.12.25.pdf



Payroll Office
Pullman School District No. 267
240 SE Dexter St
Pullman WA 99163
Phone: 509.334.9395
Fax: 509.334.0375

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26735545](#) to [26735579](#) inclusive, with payroll amounting to [\\$3,019,171.02](#) issued [01/31/2025](#) on the account of the General Fund.

Said warrants have been signed by the Secretary of the Board of Directors by order of said Board.

Secretary

President of Board of Directors

Bmo cap

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$347.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 242500098 through 242500098, totaling \$347.70

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500098	BMO Corporate Mastercard	02/10/2025	347.70
1	ACH	Check(s) For a Total of	347.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	347.70
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	347.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	347.70

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	347.70	347.70

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$6,820.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500099 through 242500099, totaling \$6,820.83

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500099	BMO Corporate Mastercard	02/10/2025	6,820.83
1	ACH	Check(s) For a Total of	6,820.83

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	6,820.83
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,820.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,820.83

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-349.84	0.00	7,170.67	6,820.83

Bmo pHS AsB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$13,537.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500100 through 242500100, totaling \$13,537.92

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500100	BMO Corporate Mastercard	02/10/2025	13,537.92
1	ACH	Check(s) For a Total of	13,537.92

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	13,537.92
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13,537.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,537.92

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-67.73	0.00	13,605.65	13,537.92

Bmo.Gf.

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$20,631.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500101 through 242500101, totaling \$20,631.66

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500101	BMO Corporate Mastercard	02/10/2025	20,631.66
1	ACH	Check(s) For a Total of	20,631.66

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	20,631.66
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	20,631.66
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,631.66

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-121.76	0.00	20,753.42	20,631.66

Ap-LMS ASB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$4,562.29. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735580 through 26735584, totaling \$4,562.29

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735580	Amend, Eli	02/13/2025	50.00
26735581	Collins, Brodie	02/13/2025	50.00
26735582	Continental Athletic Supply	02/13/2025	4,110.29
26735583	Hatch, Soren	02/13/2025	50.00
26735584	WMEA Southeast	02/13/2025	302.00
5	Computer	Check(s) For a Total of	4,562.29

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	4,562.29
Total For	5	Manual, Wire Tran,	ACH & Computer Checks	4,562.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,562.29

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	4,562.29	4,562.29

Ap-phs ASB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$16,868.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26735585 through 26735595, totaling \$16,868.15

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735585	AreteLabs	02/13/2025	145.00
26735586	Florafinder, LLC	02/13/2025	1,833.35
26735587	Hilton Bellevue	02/13/2025	5,035.16
26735588	Livestockjudging	02/13/2025	300.00
26735589	MFAC, LLC	02/13/2025	73.38
26735590	Northwest Engraving Services L	02/13/2025	54.00
26735591	Pullman School Dist - Revolvin	02/13/2025	1,977.00
26735592	Skills USA	02/13/2025	140.00
26735593	SkillsUSA Washington	02/13/2025	90.00
26735594	US Foods, Inc.	02/13/2025	780.26
26735595	Washington DECA	02/13/2025	6,440.00
11 Computer Check(s) For a Total of			16,868.15

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	11	Computer	Checks For a Total of	16,868.15
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	16,868.15
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,868.15

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-24.07	50.00	16,842.22	16,868.15

OF REIM ACH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$41.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500102 through 242500104, totaling \$41.02

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500102	Claassen, Katelyn Jamie	02/13/2025	19.53
242500103	El Chabib, Zena	02/13/2025	10.22
242500104	Lee, Ann Marie	02/13/2025	11.27
3	ACH	Check(s) For a Total of	41.02

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	3	ACH	Checks For a Total of	41.02
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	41.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	41.02

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	41.02	41.02

BF ACH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$24,419.32. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500105 through 242500112, totaling \$24,419.32

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500105	H & H Business Systems	02/13/2025	18,337.95
242500106	Haramoto, Kameron	02/13/2025	50.00
242500107	Heiszler, Matthew David	02/13/2025	50.00
242500108	IML Security Supply	02/13/2025	362.12
242500109	Maxwell, Robert L	02/13/2025	475.00
242500110	NCS Pearson, INC	02/13/2025	48.60
242500111	United Schools Insurance Progr	02/13/2025	3,415.81
242500112	US Linen and Uniform	02/13/2025	1,679.84

8 ACH Check(s) For a Total of 24,419.32

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	8	ACH	Checks For a Total of	24,419.32
	0	Computer	Checks For a Total of	0.00
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	24,419.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,419.32

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	24,419.32	24,419.32

JVF

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$160,916.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735596 through 26735596, totaling \$160,916.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735596	RWC Group	02/13/2025	160,916.00
1	Computer	Check(s) For a Total of	160,916.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	160,916.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	160,916.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	160,916.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
90	Transportation V	0.00	0.00	160,916.00	160,916.00

CAP

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$4,366.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735597 through 26735597, totaling \$4,366.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735597	Fisher Systems, Inc.	02/13/2025	4,366.00
1	Computer	Check(s) For a Total of	4,366.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	4,366.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	4,366.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,366.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	4,366.00	4,366.00

GF REIM

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$1,050.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735598 through 26735600, totaling \$1,050.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735598	Brown, Julie Ann	02/13/2025	250.00
26735599	Fields, Willma Jo	02/13/2025	550.00
26735600	Lyman, Katherine Jane	02/13/2025	250.00

3 Computer Check(s) For a Total of 1,050.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	1,050.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	1,050.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,050.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,050.00	1,050.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 12, 2025, the board, by a _____ vote, approves payments, totaling \$135,710.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735601 through 26735652, totaling \$135,710.96

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26735601	A-L Compressed Gases of Spokane	02/13/2025	1,918.69
26735602	Broughton, Alexandra D	02/13/2025	2,820.00
26735603	Building Blocks Pediatric Ther	02/13/2025	1,296.00
26735604	Ccooper Services	02/13/2025	570.00
26735605	Charlies Produce	02/13/2025	42.15
26735606	City Of Pullman	02/13/2025	7,974.62
26735607	City of Pullman Water	02/13/2025	8,454.59
26735608	Coleman Oil Company LLC	02/13/2025	2,309.43
26735609	Community Child Care Center	02/13/2025	3,046.33
26735610	Consolidated Electric	02/13/2025	154.29
26735611	Dunlap, Ryan D	02/13/2025	50.00
26735612	Envoy Plan Services, Inc.	02/13/2025	17.50
26735613	First Step Internet	02/13/2025	11.20
26735614	Fisher Systems, Inc.	02/13/2025	1,271.31
26735615	Four Star Supply Co., Inc	02/13/2025	171.79
26735616	Golden Waffles	02/13/2025	339.50
26735617	Gordon, Alexander J	02/13/2025	50.00
26735618	HD Supply Facilities Maint	02/13/2025	99.27
26735619	HD SUPPLY	02/13/2025	4,403.06
26735620	Hilton Bellevue	02/13/2025	1,313.50
26735621	Huddle Up Care Inc	02/13/2025	5,775.00
26735622	King County Director's Assoc	02/13/2025	2,170.44
26735623	Kramer, Roberta Jo	02/13/2025	150.00
26735624	Kuhl Auto Parts, LLC	02/13/2025	328.54
26735625	LINC Foods	02/13/2025	621.16
26735626	McGraw-Hill School Education H	02/13/2025	318.28
26735627	Merry, Brenda	02/13/2025	229.14
26735628	Moscow-Pullman Bldg. Supply	02/13/2025	375.62
26735629	Northwest Auto Parts	02/13/2025	24.70
26735630	OFFICE DEPOT	02/13/2025	114.70
26735631	Omega Electric	02/13/2025	888.43
26735632	Otis Elevator Co	02/13/2025	337.64
26735633	Petra's Educational Consulting	02/13/2025	1,200.00

Check Nbr	Vendor Name	Check Date	Check Amount
26735634	Pollestad, Juston B	02/13/2025	150.00
26735635	Project Lead the Way	02/13/2025	3,341.52
26735636	Pullman Regional Hospital	02/13/2025	2,300.00
26735637	Pullman Disposal	02/13/2025	7,229.02
26735638	Pullman School Dist - Revolvin	02/13/2025	194.70
26735639	Refrigeration Supplies Distrib	02/13/2025	1,664.58
26735640	Riverside Insights	02/13/2025	4,146.86
26735641	RWC Group	02/13/2025	549.76
26735642	Simpson, Annette Marie	02/13/2025	115.00
26735643	Stevens - Clay PS	02/13/2025	6,265.24
26735644	Tools4ever	02/13/2025	6,832.35
26735645	True Measure Collaborative	02/13/2025	2,500.00
26735646	US Foods, Inc.	02/13/2025	18,878.80
26735647	W.W. Norton & Company Inc	02/13/2025	4,372.62
26735648	Walter E Nelson Co	02/13/2025	1,540.65
26735649	Washington DECA	02/13/2025	722.00
26735650	Washington Officials Associati	02/13/2025	14,500.00
26735651	WSIPC	02/13/2025	308.98
26735652	WSSDA	02/13/2025	11,252.00
52	Computer	Check(s) For a Total of	135,710.96

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	52	Computer	Checks For a Total of	135,710.96
Total For	52	Manual, Wire Tran, ACH & Computer	Checks	135,710.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	135,710.96

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-7.67	181.63	135,537.00	135,710.96

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: F. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2025 02.12 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD MEETING

STUDENT TRANSFER REQUESTS



February 12, 2025

TRANSFER REQUESTS 2024-2025

Released to PSD

- No requests at this time

Released from PSD

- J. Chapman, Grade 10, Released to Washington Digital Academy in the South Bend School District (new)
- P. Hevly, Grade 9, Released to Washington Digital Academy in the South Bend School District (new)
- R. Nave, Grade 8, Released to Washington Connections Academy in the Goldendale School District (renewal)
- C. Madrigal, Grade 8, Released to Washington Connections Academy in the Goldendale School District (new)
- Au. Linger, Grade 1, Released to Washington Virtual Academy in the Omak School District (renewal)
- Ar. Linger, Grade 1, Released to Washington Virtual Academy in the Omak School District (renewal)
- D. Worl, Grade 10, Released to Washington Digital Academy in the South Bend School District (new)
- B. Howard, Grade 8, Released to Washington Connections Academy in the Goldendale School District

Rescinded (Revoked)

- P. Fewless, Grade 9, Rescinded from Washington Connections Academy in the Goldendale School District
- Ar. Linger, Grade 1, Rescinded from Insight School of Washington in the Quillayute Valley School District
- S. Alsawaier, Grade 9, Rescinded from Washington Virtual Academy in the Omak School District

Coversheet

ASB Fundraiser

Section: IV. Consent Agenda
Item: G. ASB Fundraiser
Purpose:
Submitted by:
Related Material: ASB Fundraiser - PHS Olympiad Chipotle Fundraiser 2.12.25.pdf
ASB Fundraiser - PHS Baseball 2.12.25.pdf



Fundraising/Activity Form

ASB ASB Charitable General Fund

A. Proposal: Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

School: Pullman High Group Name: Science Olympiad Account #: 4083

Proposed Fundraising Activity: Chipotle

Intended Use of Proceeds: Travel expenses to Regionals and State

Estimated Revenues: \$ \$100 Estimated \$0

Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: \$100

Will the fundraiser be held for the benefit of an organization outside the district? Yes No
 If yes, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: March 1, 2025 5pm End: March 1 2025 9pm

Team/Club Leader (student): Jane Park *Jane Park 1/25/25* ASB Bookkeeper (staff): [Signature] *2/5/25*
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): Marla Haugen *Marla Haugen 1/25/25* Principal's Pre-Approval: [Signature] *Debbie Crabtree 3/4/25*
(Signature & Date) (Signature & Date)

Student Leadership (student): [Signature] *1/28/25* Activity Coordinator: [Signature] *2/16/25*
(Signature & Date) (Signature & Date)

B. Steps Following Approval: Request must be approved BEFORE event can take place.

1. Order all needed materials or supplies with a Purchase Order through the Bookkeeper.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Request a cash-box from the ASB Bookkeeper (if needed).
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Bookkeeper (all forms must accompany money).
6. Turn all money INTACT into ASB Bookkeeper for deposit. **Do not take expenses from money collected.**

C. Accounting Summary of Fundraiser (Reconciliation)

1. Estimated Revenue (from section A above):	\$	
2. Total Actual Revenue Received (amount you should have collected based on actual sales)	\$	
3. Total Cost of Goods Sold (your cost for items sold)	\$	
4. Other Expenses (decorations, supplies, etc.)	\$	
5. Total Expenditures	\$	
		<small>(line 3 plus line 4)</small>
6. Net Profit (loss)	\$	
		<small>(line 2 less line 5)</small>

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): [Signature] ASB Bookkeeper (staff): [Signature]
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): [Signature] Principal: [Signature]
(Signature & Date) (Signature & Date)

Activity Coordinator: [Signature]
(Signature & Date)

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity



Fundraising/Activity Form

ASB ASB Charitable General Fund

A. Proposal: Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

School:	<u>Pullman High School</u>	Group Name:	<u>PHS Baseball</u>	Account #:	<u>2028</u>
Proposed Fundraising Activity:	<u>Media Guide Fundraiser - sell advertising for the guide. All league participates.</u>				
Intended Use of Proceeds:	<u>PHS Baseball equipment/program needs</u>				
Estimated Revenues: \$	<u>\$1500</u>	Estimated	<u>\$500.00</u>		
Expenses: \$					<u>\$1000.00</u>
Will the fundraiser be held for the benefit of an organization outside the district?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please attach a copy of the name, address and phone number of the organization.					
Dates of the Fundraiser:	Start: <u>3/3/25</u>	End:	<u>4/26/25</u>		
Team/Club Leader (student):	<u>Ty Rasmussen</u> (Signature & Date)	ASB Bookkeeper (staff):	<u>[Signature]</u> 2/10/25 (Signature & Date)		
Coach/Club Advisor (staff):	<u>[Signature]</u> 2/10/25 (Signature & Date)	Principal's Pre-Approval:	<u>[Signature]</u> 2/11/25 (Signature & Date) <i>Crabtree 2/11/25</i>		
Student Leadership (student):	<u>[Signature]</u> 2/10/25 (Signature & Date)	Activity Coordinator:	<u>[Signature]</u> 2/10/25 (Signature & Date)		

B. Steps Following Approval: Request must be approved BEFORE event can take place.

1. Order all needed materials or supplies with a Purchase Order through the Bookkeeper.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Request a cash-box from the ASB Bookkeeper (if needed).
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Bookkeeper (all forms must accompany money).
6. Turn all money INTACT into ASB Bookkeeper for deposit. **Do not take expenses from money collected.**

C. Accounting Summary of Fundraiser (Reconciliation)

1. Estimated Revenue (from section A above):	\$ _____
2. Total Actual Revenue Received (amount you should have collected based on actual sales)	\$ _____
3. Total Cost of Goods Sold (your cost for items sold)	\$ _____
4. Other Expenses (decorations, supplies, etc.)	\$ _____
5. Total Expenditures	\$ _____ (line 3 plus line 4)
6. Net Profit (loss)	\$ _____ (line 2 less line 5)

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): _____ (Signature & Date)	ASB Bookkeeper (staff): _____ (Signature & Date)
Coach/Club Advisor (staff): _____ (Signature & Date)	Principal: _____ (Signature & Date)
Activity Coordinator: _____ (Signature & Date)	

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity

Coversheet

Out-of-State Travel Requests

Section: IV. Consent Agenda
Item: H. Out-of-State Travel Requests
Purpose:
Submitted by:
Related Material: MEMO Request for Out-of-State Travel 2.12.25.pdf



PULLMAN PUBLIC SCHOOLS

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MEMO

To: Pullman School District Board of Directors

From: Debbie Crabtree
Pullman High School Principal

Date: February 12, 2025

Re: **Request for Out-of-State Travel**

Conference: Curriculum for Agricultural Science Education (CASE) BriefCASE Animal Health and Veterinary Science Training

- Location: Reno, NV or Stillwater, OK
- Dates: July 2025
- Attendees: Rob Matthews, Secondary CTE AgriScience Teacher

This is a curriculum training for use of the CASE curriculum in the Vet Science and Animal Science courses offered at PHS. We will identify travel costs associated with each location and choose the cheaper option. Travel costs will be taken from the AgriScience CTE budget.

Conference: Annual Conference on Financial Education

- Location: New Orleans, LA
- Dates: April 7 – 9, 2025
- Attendees: Melissa Mayer, Secondary CTE Business & Marketing Teacher + 2 additional teachers TBD

This conference and all travel costs have been covered by the Financial Literacy grant we were awarded from OSPI. They approved registration and travel costs for three teachers. We are determining which other two teachers would be best to send based upon applicability to teaching assignment and availability to go.

Coversheet

Additional Task: Diversity, Equity, Inclusion, & Belonging Task Force

Section: IV. Consent Agenda
Item: I. Additional Task: Diversity, Equity, Inclusion, & Belonging Task Force
Purpose:
Submitted by:
Related Material: MEMO DEIB Task Force 2.12.25.pdf



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MEMO

To: Pullman School District Board of Directors

From: Amanda Tanner
Pullman School District Board Vice President

Date: February 12, 2025

Re: **Diversity, Equity, Inclusion & Belonging (DEIB) Task Force**
Additional Task

ADDITIONAL TASK:

- **Description:** Discuss Pullman High School Graduation Regalia
- **Background:** As the board gathers information to discuss our current policy in the coming months, having additional thoughts/ideas through an equity lens will be helpful for making a decision on whether to update our current policy, or not.

Coversheet

Superintendent Contract Renewal

Section: VI. Discussion Items
Item: A. Superintendent Contract Renewal
Purpose: Discuss
Submitted by:
Related Material: Board Report - 2.12.2025 Personnel (2).pdf

MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent
Dagny Myers, Human Resources Director

DATE: February 12, 2024

SUBJECT: **Personnel Report**

Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.

I recommend the Board of Directors accept the following:

Renewal and extension of the Superintendent's contract through 2028

Coversheet

3210 Nondiscrimination

Section: VI. Discussion Items
Item: B. 3210 Nondiscrimination
Purpose: Discuss
Submitted by:
Related Material: ES 3210 Nondiscrimination 2.12.25.pdf
3210 Nondiscrimination 2.12.25.pdf



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3210 Nondiscrimination

Executive Summary

February 12, 2025

Roberta Kramer

Assistant Superintendent

Background:

Policy 3210 Nondiscrimination was highlighted in the WSSDA December 2024 Policy & Legal News. Policy 3210 has been aligned with the most recent WSSDA sample policy.

Per the WSSDA Policy News the policy has been revised to reflect the following changes:

- Policy 3210 now includes language about a school district’s obligation to adopt the model student handbook language required by RCW 28A.300.286.
- Policy 3210 now describes discriminatory harassment and how a school district should respond to potential discriminatory harassment.

Recommended Board Action:

Approval to revise Policy 3210 Nondiscrimination as presented.

Motion to Approve

I move to approve the revisions to Policy 3210 Nondiscrimination as presented.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

STUDENTS**Non-Discrimination**

The Pullman School District Board of Directors and the Pullman School District are committed to complying with anti-discrimination laws.

I. Definition

“Protected status” is short for the phrase “sex, race, creed, religion, Pullman School District Board of Directors and the Pullman School 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, gender 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.”

II. Nondiscrimination Statement

–The district will adopt a nondiscrimination statement that must include the following:

1. Notice that the district may not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

provide

2. The name or title, office address, and telephone number of the employee designated as the compliance officer under this policy, the Section 504 Coordinator, and the Title IX Coordinator.

3. Notice that the district provides equal access to school facilities to the Boy Scouts of America and any all other designated youth groupgroups listed in Title 36 of the United States Code as a patriotic society.

The district will include this statement in written announcements, notices, recruitment materials, employment application forms, and other publications made available to all students, parents, or employees.

–District programs

The district may combine the statement described above with the notice described in Policy 3205.

III. Model Student Handbook Language

The district will adopt the model student handbook language described in RCW 28A.300.286 and include the language in any student, parent, employee, and volunteer handbook it or its schools publish and on its and its schools’ websites.

IV. Discriminatory Harassment

Students have a right to be free from discriminatorysexual harassment. The district violates that right if the following conditions are met: Auxiliary aids and services will be provided upon request to individuals with disabilities.–

The alleged conduct

1. Conduct against any student that is based on a student's protected status.
2. The alleged conduct creates a hostile environment. A hostile environment is created if one of the alleged conduct categories listed above that is sufficiently severe, persistent, or pervasive that it limits as to limit or denies deny the student's ability to participate in or benefit from the district's course offerings, including any educational programming or any activity. A hostile environment could impact a student's life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.
3. After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to 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, eliminate the hostile environment, prevent its recurrence, and remedy its effects as appropriate. The district has notice of discriminatory harassment if a reasonable employee knew or, in the exercise of reasonable care, should have known about the harassment. Employees may have notice of discriminatory harassment if they receive an oral report from a student, parent, or other individual; receive a written complaint; witness harassing conduct; or become aware of harassment by members of the community or the media.

~~The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, 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 officers.~~

~~The~~

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

When the district receives notice of potential discriminatory harassment, it will take prompt and appropriate action to investigate and, as applicable, take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. Examples of the steps the district might take include imposing discipline, separating individuals, developing a safety plan, offering counseling, and providing additional training and instruction. These steps will not penalize the student who was harassed.

V. Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will annually publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, students' parents, and employees of it. The district will provide the notice /guardians (in a language each parent that they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those

~~with limited English proficiency), and employees of the district’s discrimination complaint procedure.~~

~~The district will not adopt any policy, procedure, or practice that would limit a person’s right to file a complaint under the complaint procedure.~~

VI. Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district’s compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

~~The a staff member to serve as the compliance officer is for this policy. The compliance officer will be responsible for ensuring that all investigating any discrimination complaints filed under the complaint procedure are promptly investigated and resolved, communicated to the district.~~

VII. Training

The district will train all provide training to administrators, and certificated personnel, and classroom personnel regarding their responsibilities under this policy and chapter 392-190 WAC. The training will aim to raise awareness of and eliminate bias and discrimination based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

VIII. Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under the protected classes identified in this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross-References:

Board Policies:	
Board Policy 4217	Effective Communication
Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
Board Policy 2030	Service Animals in Schools
Board Policy 2140	Guidance and Counseling
Board Policy 2150	Co-Curricular Programs
Board Policy 2151	Interscholastic Activities
Board Policy 3205	Sexual Harassment of Students Prohibited
Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying of Students
Board Policy 4260	Use of School Facilities
Board Policy 3211	Gender-Inclusive Schools

Legal References:

RCW 28A.300.286	Discrimination, harassment, intimidation, and bullying – Policies and complaint procedures – Posting of model student handbook language
Chapter 392-190 WAC	WAC Equal Educational Opportunity – Unlawful discrimination prohibited
RCW 28A.640	Sexual Equality

Pullman School District Board Policy

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RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human Rights Commission
WAC 392-190-020	Training – Staff responsibilities – Bias awareness
WAC 392-190-060	Compliance – School district designation of responsible employee – Notification
WAC 392-190-060	Compliance – School District designation of responsible employee – notification
WAC 180-400-215	Student rights
20 U.S.C. § 7905	Boy Scouts of America Equal Access Act
42 U.S.C 12101-12213	Americans with Disabilities Act
20 U.S.C. 1681-1688	Title IX of the Education Amendments of 1972
42 U.S.C. 2000d, et seq.	Title VI of the Civil Rights Act of 1964
34 CFR Part 100	Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education
	Effectuation of Title VI of the Civil Rights Act of 1964
34 CFR 104	Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Management Resources:

- [Policy News, December 2024](#)
- Policy News, March 2016
- Policy News, December 2014
- Policy News, April 2013
- Policy News, December 2012
- Policy News, June 2011
- Policy News, August 2007

- Adoption date:** March 9, 1994
- Revised:** June 18, 1996
- Revised:** April 12, 2000
- Revised:** April 14, 2010
- Revised:** August 8, 2012
- Revised:** March 25, 2015
- Revised:** November 8, 2017
- Revised:** November 13, 2019

Coversheet

3205 Sexual Harassment of Students Prohibited

Section: VI. Discussion Items
Item: C. 3205 Sexual Harassment of Students Prohibited
Purpose: Discuss
Submitted by:
Related Material: ES 3205 Sexual Harassment of Students Prohibited 2.12.25.pdf
3205 Sex Harassment of Students Prohibited 2.12.25.pdf



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3205 Sexual Harassment of Students Prohibited

Executive Summary

February 12, 2025

Roberta Kramer

Assistant Superintendent

Background:

Policy 3205 Sexual Harassment of Students Prohibited has been revised to align with the most recent WSSDA model sample policy highlighted in the January 2025 WSSDA Newsletter. This revision comes as a result of the rollback of Title IX legislation. To comply with current law, all school districts have been instructed to revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

Recommended Board Action:

Approve revision to Policy 3205 Sexual Harassment of Students Prohibited.

Motion to Approve

I move to approve the revisions to Policy 3205 Sexual Harassment of Students Prohibited.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

STUDENTS

Sex Discrimination and Sex-Based Sexual Harassment of Students Prohibited

The Pullman School District Board of Directors is committed to a positive and productive education free from discrimination, including sexual harassment. ~~The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Federal and State laws.~~ This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

~~The district has jurisdiction over complaints of sex discrimination, including sex-based harassment, pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392.190 WAC.~~

~~This policy is developed to meet the district's obligations under Title IX and aligned with Washington State laws and regulations that define sex discrimination. Sex discrimination that does not fall under this policy may be addressed under other district policies and procedures.~~

~~The district prohibits sex discrimination of students by other students, employees, or third parties involved in school district activities. The district also prohibits sex discrimination in the policies, procedures, and practices of the district's program and activities, including but not limited to counseling and guidance services, recreational and athletics activities, and access to course offerings.~~

~~For purposes of this policy, "sex discrimination" includes discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression. Sex-based harassment is a form of sex discrimination and is prohibited by this policy.~~

I. 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.

~~"Sex-based harassment" means sexual harassment and other harassment on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy or related conditions, and marital status.~~

The term "sexual harassment" ~~includes the following, which Title IX defines at 34 C.F.R. § 106.2~~ may include:

- "Quid pro quo harassment," acts of sexual violence
- "Hostile environment harassment," and unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- Specific offenses of sexual assault, dating violence, domestic violence, or stalking 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.

~~The term “sexual harassment” is also prohibited under state law as defined at WAC 392-190-056 and includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:~~

- ~~a.—Submission to that conduct or communication is condition of obtaining an education or~~
- ~~b.—A factor in decisions affecting that individual’s education; or~~
- ~~c.—The conduct or communication has the purpose or effect of substantially interfering with an individual’s educational performance or of creating an intimidating, hostile, or offensive educational environment.~~

~~Harassment based on sexual orientation, gender expression, or gender identity is also prohibited under Washington state law.~~

~~For the purpose of these definitions, sex-based harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.~~

~~The district will address all sex-based harassment in its program and activities, even when some conduct alleged to be contributing to a hostile environment occurs outside of its program or activities.~~

~~The district has also developed other specific, related policies for students to comply with its obligations under State and Federal laws, including nondiscrimination (Policy 3210), gender-inclusive schools (Policy 3211), and district employees (Policy 5011) to comply with its obligations under State and Federal laws, including Title IX, and to create inclusive and welcoming school communities.~~

II. Investigation and Response

~~The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex discrimination and will include reasonable and prompt timelines and delineate roles and responsibilities for such. The procedure can be found at 3205P.1.~~

If the district knows, or reasonably should know, that ~~sex discrimination~~sexual harassment has ~~occurred~~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 ~~sex-based~~sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the ~~sex-based~~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 ~~sex discrimination~~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 ~~sex discrimination~~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 ~~as required by law~~. 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

Pullman School District Board Policy

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not relieve the district of its independent obligation to investigate and resolve ~~sex-based~~sexual harassment.

Engaging in ~~sex-based~~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 ~~sex-based~~ sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

III. Retaliation and False Allegations

~~Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited. It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the Superintendent's procedure, including retaliation by a student against another student,~~ 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 ~~sex discrimination~~sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline ~~as discussed in the Superintendent's procedure. However, no party, witness, or others participating in the district's grievance process will be disciplined based solely on a determination of whether sex discrimination occurred under the Superintendent's procedure.~~

IV. Staff Responsibilities ~~and Training~~

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 a procedure that identifies the roles, responsibilities under this policy, and training requirements of the Title IX Coordinator and other district employees.

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 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.

V. Notice and Training

The superintendent will ~~also~~ develop materials to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of ~~sex-based~~sexual harassment. ~~The procedures can be found at 3205P-2.~~

At a minimum ~~sexual,~~ the district's website will include a statement that the district prohibits sex discrimination and sex-based harassment recognition and prevention in any education program or activity that it operates, as required by Title IX and the elements of this policy will be included in staff, student, and regular volunteer orientation. other laws, and employment. It will also state that questions about Title IX, how to locate the district's policy and grievance procedure, and how to

Pullman School District Board Policy

3205

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~~report sex discrimination or make a complaint may be directed to the District's Title IX Coordinator. The Title IX Coordinator's contact information will also be provided, including their name or title, office address, email address, and telephone number.~~

This policy and the procedure, which includes the complaint process, will be ~~conspicuously~~ posted in each district building in a place ~~accessible~~ available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted ~~throughout in~~ 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.

~~Additionally, sex-based harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations.~~

~~V.~~ VI. 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.

Cross References:

Board Policy, 3207/P	Prohibition of Harassment, Intimidation, and Bullying of Students
Board Policy, 3210/P	Nondiscrimination
Board Policy, 3211/P	Gender-Inclusive Schools
Board Policy, 3241/P	Student Discipline
Board Policy, 5010/P	Nondiscrimination and Affirmative Action
Board Policy, 5011/P	Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

Legal Reference:

RCW 49.60	Washington Law Against Discrimination
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
2024 Title IX Regulations at 34	C.F.R. 106 – 106 et seq.
WAC 162-32-040	Harassment

Management Resources

Policy & Legal News, August 2024
 Policy & Legal News, August 2020
 Policy alert, July 2015
 Policy & Legal News, December 2014
 Policy & Legal News, October 2010

Classification: Essential

Adoption Date: December 11, 2019

Revised Date: September 9, 2020

Revised Date: January 8, 2025

Coversheet

6225 Use of Electronic Signatures NEW

Section: VI. Discussion Items
Item: D. 6225 Use of Electronic Signatures NEW
Purpose: Discuss
Submitted by:
Related Material: ES 6225 Use of Electronic Signatures 2.12.25.pdf
6225 Use of Electronic Signature 2.12.25.pdf



To Ensure Learning While Challenging and Supporting Each Student to Achieve Full Potential

Pullman School District No. 267 • 240 SE Dexter • Pullman, WA 99163 • (509) 332-3581

6225 Use of Electronic Signatures

Executive Summary

February 12, 2025

Bob Maxwell

Superintendent

Background:

As part of the transition from EduPortal to BoardOnTrack, we have the opportunity to streamline our processes for managing board meeting minutes and other board documents that require signatures by adopting the use of electronic signatures. Currently, our practice involves printing board meeting minutes, obtaining physical signatures, and storing hard copies in the archive room until the end of their retention schedule.

Washington State law does not explicitly require school board meeting minutes to be printed and signed. However, minutes must be approved and maintained as official records, which we have traditionally done through physical signatures. Under the Uniform Electronic Transactions Act (RCW 1.80), electronic signatures are legally valid in Washington, provided the integrity and authenticity of the records are maintained. This includes board meeting minutes, which are among the record types permissible for e-signatures.

WSSDA adopted a policy (Policy 6225) addressing the use of electronic signatures, which was introduced in 2020. This policy allows for the use of electronic signatures for board documents, including meeting minutes. The adoption of electronic signatures will not only reduce paper waste but will also make document management and public record access more efficient.

Recommended Board Action:

Adopt Policy 6225 Use of Electronic Signatures

Motion to Approve

I move to approve the adoption of Policy 6225 Use of Electronic Signatures.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

6225

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MANAGEMENT SUPPORT

Use of Electronic Signature

I. Purpose:

To establish an electronic signature policy for the Pullman School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider Board On Track as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

II. Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the Board On Track electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: minutes of school board meetings, Resolutions adopted by the Pullman School Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures shall not be used on District records requiring execution by a third party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

Pullman School District Board Policy

6225

Page 2 of 2

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References

15 U.S.C. Ch. 96 — Electronic Signatures in Global and National Commerce Act

Management Resources

Policy and Legal News – May 2020

Classification: Discretionary

Adoption Date:

Coversheet

Resolution 24-25:07 4040R Public Access to District Records

Section: VI. Discussion Items
Item: E. Resolution 24-25:07 4040R Public Access to District Records
Purpose: Discuss
Submitted by:
Related Material: ES Resolution 24-25-07 4040R Public Access to District Records.pdf
Resolution 24-25-07 4040R Public Access to School District Records.pdf



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Resolution 24-25:07 4040R Public Access to District Records

Executive Summary

February 12, 2025

Bob Maxwell

Superintendent

Background:

RCW 42.56.070(3) requires agencies subject to the Public Records Act to maintain an index of certain types of records listed in that subsection. However, subsection (4) states that agencies are not required to maintain such an index if doing so would be unduly burdensome. In that case, the agency must: (a) issue and publish a formal order specifying the reason why and the extent to which compliance would be unduly burdensome or interfere with agency operations; and (b) make available for public inspection and copying all indexes maintained for agency use.

This resolution meets this requirement.

Recommended Board Action:

Approve Resolution 24-25:07 4040R Public Access to District Records.

Motion to Approve

I move to approve Resolution 24-25:07 4040R Public Access to District Records.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____



Resolution – 4040R

Public Access to School District Records

BOARD RESOLUTION No. 24-25: 07

WHEREAS, the Pullman School Board (“Board”) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with Chapter 42.56, RCW, otherwise known as the Washington Public Records Act; and

WHEREAS the Board recognizes that the district continuously generates a tremendous volume and diversity of records; and

WHEREAS attempting to maintain a current index of all the district’s records would be impracticable, unduly burdensome and ultimately interfere with the operational work of the district;

NOW, THEREFORE BE IT RESOLVED, that the Pullman School District will not maintain a current index of its records and that a copy of this resolution will be made available upon request.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this 26 day of February, 2025

By: _____
Board President or Designee

Attest: _____
Superintendent

Coversheet

Administrative Requirements Update

Section: VII. Informational Items
Item: A. Administrative Requirements Update
Purpose: FYI
Submitted by:
Related Material: February Administrative Requirements Update.pdf



Pullman School District
240 SE Dexter St.
Pullman, WA 99163

Monthly Administrative Requirements

February:

- Yearly OSHA Report (Joe, Diane)
- Prepare Parent and Student Handbooks for Next School Year (Elementary/Secondary Principals prepare and finalize addendums)
- Nutrition Services Program Report to Board (Joe Thornton/Jessie Campbell)
- Course Approvals for Next School Year (Secondary Principals)

March:

- Review of Photography Services (Joe)
- Requests for Sabbatical leave need to be submitted to Supt.
- Seniority List (Dagny)
- Highly Qualified Personnel Report (Dagny)
- Principals submit Dedicated Teacher/Team Award nominations to Superintendent Office
- Job share requests to Superintendent
- Return from job share requests to Superintendent
- Review policy 2410, Graduation Requirements (Roberta, Bob)
- Parent and Student Handbooks for Next School Year – *Due second board meeting in March* (Principals: Elementary/Secondary – Finalize Addendums - Send to Courtney for board packet)

Coversheet

Expense Claim Audit - Community Update Board Schedule

Section: VII. Informational Items
Item: B. Expense Claim Audit - Community Update Board Schedule
Purpose: FYI
Submitted by:
Related Material: Expense Claim Audit Comm Update Schedule.pdf



BOARD DIRECTOR SCHEDULES

Expense Claim Audit Schedule

Month	Reviewer
August 2024	Amanda Tanner
September	Lisa Waananen Jones
October	Craig Nelson
November	Nathan Roberts
December	Arron Carter
January 2025	Amanda Tanner
February	Lisa Waananen Jones
March	Craig Nelson
April	Nathan Roberts
May	Arron Carter
June	Amanda Tanner
July	Lisa Waananen Jones

Community Update Board Report Schedule

Month	Submitter	Deadline
September 2024	District - Bob	Need by end of July
October	Nathan Roberts	Need by end of August
November	Lisa Waananen Jones	Need by end of September
December	Craig Nelson	Need by end of October
January 2025	District - Roberta	Need by end of November
February	Arron Carter	Need by end of December
March	Amanda Tanner	Need by end of January
April	District - Juston	Need by end of February
May	Nathan Roberts	Need by end of March
June	Amanda Tanner	Need by end of April
July	Craig Nelson	Need by end of May
August	Arron Carter	Need by end of June

**Please provide article from principal or staff member (please, not too "school-specific) about 500 words and photos if applicable.*

Coversheet

Board Calendar & Communication Plan

Section: VII. Informational Items
Item: C. Board Calendar & Communication Plan
Purpose: FYI
Submitted by:
Related Material: Board of Directors Communication Plan 2024-2025_1.22.25.pdf
2024-2025 Board Meeting Content Calendar 11.8.24.pdf



Board of Directors Communication Plan

January	February	March	April	May
Finance Committee Meeting	Finance Committee Meeting	Finance Committee Meeting	Finance Committee Meeting	Finance Committee Meeting
Community Update Article Nathan Roberts	Community Update Article Arron Carter	Community Update Article Amanda Tanner	Community Update Article District - Juston Pollestad	Community Update Article Nathan Roberts
Staff Meeting Presentations <i>Supt & Board Member</i>	Joint Communication to Staff from Supt. and Board	Board Listening Session Topic: School Finances/Budget		Joint Communication to Staff from Supt. and Board
Chamber of Commerce Presentation <i>State of the District/Aquatic Center</i>	Presentation to ASB & Student Ambassadors	Spring Board Dinner (March or April)		Communication about School/District Website Change
Legislative Conference <i>Superintendent</i>	Enrollment for Next School Year Opens	Communication about School/District Website Change	Budget & Post Legislative Session Update PTA/PTO/Booster Clubs	
Budget & Legislative Update Presentation PTA/PTO/Booster Clubs		Survey	Staff Meeting Presentations Post Legislative Session & Budget Impacts Update	
Board Program Report Board Operating Protocols Supt. Evaluation	Board Program Report Board Goals & Strategic Plan Supt. Contract Renewal Board Financial Disclosures	Board Program Report National Board Cert. Teachers	Board Program Report Dedicated Teacher/Team Award	Board Program Report Review Board Calendar Filing Open Board Positions

- **Board Liaison:**
 - Provides Spring PTA-PTO-Booster Club Report
- **Board President with a Board Member & Supt. Weekly Meeting**
 - **Weekly:** Wednesdays, 4:30pm-5:30pm
- **Staff Weekly Report** - 3:00pm, Thursdays
- **Family Weekly Report** - 4:00pm, Fridays
- **Supt. Monthly Newsletter w/Board Feature**
 - Board of Directors Information Section, submit 2 business days before the last business day of the month



Board of Directors Communication Plan

June	July	August	September	Oct
Finance Committee Meeting				
Community Update Article Amanda Tanner <i>*District Cover Page</i>	Community Update Article Craig Nelson	Community Update Article Arron Carter	Community Update Article TBD <i>*District Cover Page</i>	Community Update Article TBD
EOY Staff Presentation Budget Impacts Update	Annual School Board Retreat <i>with Finance Update</i>			Board Listening Session
Reminder Communication about School/District Website Change	New District ParentSquare Website Launches July 1		Fall Board Dinner (September or October)	
Reminder: Enrollment for Next School Year				
Board Program Report Summary of SIP Progress Supt EOY Evaluation	Board Program Report Board Committee Rep. Assigned Budget: Presentation	Board Program Report Affirmative Action Budget: Public Hearing	Board Program Report Program Compliance	Board Program Report Elem. School Improvement Plans

• **Board Liaison:**

- Provides Spring PTA-PTO-Booster Club Report

• **Board President with a Board Member & Supt. Weekly Meeting**

- **Weekly:** Wednesdays, 4:30pm-5:30pm

• **Staff Weekly Report** - 3:00pm, Thursdays

- **Family Weekly Report** - 4:00pm, Fridays

• **Supt. Monthly Newsletter w/Board Feature**

- *Board of Directors Information Section, submit 2 business days before the last business day of the month*



PULLMAN SCHOOL DISTRICT

2024-2025 BOARD OF DIRECTORS MEETING CALENDAR

Regular Meetings start at 6:30 p.m. in the Pullman High School Board Room
Work Sessions start at 4:30pm at the designated location

Additional meetings may be scheduled as needed in accordance with the Open Public Meetings Act.
Meeting Content Subject to Change

August 7 - Work Session at District Office

- Board of Distinction Application

August 14 - Regular Board Meeting

- 2024-2025 Assessment Plan
- Budget Hearing
- Adopt School District Budget

August 28 - Regular Board Meeting

- Employee Agreements
- Grant Program Notification
- Report: Annual Affirmative Action Plan

September - Superintendent/Board attends staff and PTA/PTO/Booster Meetings

September 4 - Work Session at Kamiak Elementary

- School Showcase: Kamiak Elementary
- 2024-2025 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

September 11 - Regular Board Meeting

- School Showcase: Sunnyside Elementary
- Report: Summer School
- Report: ALE
- Report: Program Compliance
- Uncollected Non-Tax Revenue

September 25 - Regular Board Meeting

- Report: Highly Capable Services Report

September - WSSDA Legislative Assembly

October 2 - Work Session at Franklin Elementary

- School Showcase: Franklin Elementary
- Elementary Principals Present 2024-2025 School Improvement Plans

October 9 - Regular Board Meeting

- School Showcase: Jefferson Elementary
- Application for Basic Education Allocation
- Report: District Choice Report
- Report: Risk Management Program

October 23 - Regular Board Meeting

- Report: LMS & PHS Student Ambassadors
- Report: Curriculum Adoption Update, Cycle & Development
- Report: Sustainability Committee Update
- Review Classified Employee Award Nominations

November 6- Work Session at Lincoln Middle School

- School Showcase: Lincoln Middle School
- Secondary Principals Present 2024-2025 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

November 13 - Regular Board Meeting

- School Showcase: Sunnyside Elementary
- Approve: 2024-2025 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update

November 21-23, 2024 - Annual WSSDA Conference

December 4 - Work Session at District Office

- Communication Strategies for School Leaders Workshop with J. Marie

December 11 - Regular Board Meeting

- School Showcase: Jefferson Elementary
- Report: Inventory Loss/Write-Off
- Report: Transportation Services
- Report: Human Resources Report
- Report: CTE Program/Perkins Grant Approval
- Report: Assessment Results (*subject to change*)
- Elect Board President and VP (*biennial*)
- Oath of Office for New or Re-Elected Board Members (*as needed*)

January 8 - Regular Board Meeting

- School Showcase: Franklin Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols

January 22 - Regular Board Meeting

- School Showcase: Kamiak Elementary
- Executive Session: Superintendent Evaluation

February - WSSDA Legislative Conference

February 5- Work Session at Jefferson Elementary

- School Showcase: Jefferson Elementary
- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections
- Board Policy and/or Professional Development Workshop

February 12 - Regular Board Meeting

- School Showcase: Lincoln Middle School
- Report: Scratch Cooking/Nutrition Services Program Update

February 26 – Regular Board Meeting

- Executive Session: Superintendent Contract Renewal – *Due March 1st*
- Board Financial Disclosures Due End of the Month (*Reminder*)
- Enrollment Projections

March 5 – Work Session at Sunnyside Elementary

- School Showcase: Sunnyside Elementary
- Board Policy and/or Professional Development Workshop
- Alternative Learning Experiences Update

March 12 – Regular Board Meeting

- School Showcase: Pullman High School
- Report: Visual/Performing Arts
- Annual Review: Social Media Policy 4309/P
- LMS/PHS Fee Schedules for Next School Year
- LMS/PHS Course Approvals for Next School Year

March 26 – Regular Board Meeting

- School Showcase: Kamiak Elementary
- Recognize National Board-Certified Teachers
- Report: Maintenance/Facilities/Asset Preservation Program
- Reports: Administrative Intern Projects
- Report: Curriculum Adoption Update

April 2 – Work Session at District Office (*Tentative*)

- Board Policy and/or Professional Development Workshop

April 16 – Regular Board Meeting

**Please note, this meeting is scheduled for the 3rd Wednesday of the month due to the scheduling of Spring Break.*

- Review Dedicated Teacher/Teaching Team Award Nominations
- LMS/PHS Course Guides for Next School Year
- Discussion: Summer Athletic & Activities Program
- PSD Family & Student Handbook for Next School Year
- LMS/PHS Athletics & Activities Handbook for Next School Year

April 30 – Regular Board Meeting

**Please note, this meeting is scheduled for the 5th Wednesday of the month due to the scheduling of Spring Break.*

- School Showcase: Franklin Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

May 7 – Work Session at District Office

- CEE Data Review (*every five years*)
- Board Self-Assessment Review Workshop

May 14 – Regular Board Meeting

- Certificated Staffing
- Curriculum Adoptions (*as needed*)
- Annual WIAA Enrollment Resolution
- Present Dedicated Teacher/Teaching Team Award
- Review Annual Board Meeting Calendar
- Filing Period for Open School Board Positions (*as needed*)
- Preschool RFP (*as needed*)

May 28 – Regular Board Meeting

- School Showcase: LMS & PHS Student Ambassadors
- Annual Review: Graduation Policy 2410/P

June 4 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2023-2024 Progress

June 11 – Regular Board Meeting

- Executive Session: Superintendent End-of-Year Evaluation
- Report: Safety
- Report: Summer School
- Report: ELD Program
- Report: Special Education Services Update

June 25 – Regular Board Meeting

- Report: Professional Learning Communities (PLC) Summary
- Report: LMS and PHS Athletics and Activities, Title IX (*every three years, next report 2026*)
- Report: Wellness & Workforce Mental Health Committee
- Approve: ASB Fundraisers and Clubs
- Classified Staffing

July – School Board Advance

- Board members send their Committee/Rep interests to the Board President for upcoming school year
- Board President Appoints Committee/Rep Roles

July 9 – Regular Board Meeting (*Tentative*)

July 23 – Regular Board Meeting

- Grants
- Report: Community Engagement Board and Attendance
- School Meal Prices
- Food Service Bid Awards (*as needed*)
- Dairy Bid (*as needed*)
- Fuel Bid Awards (*as needed*)
- Budget Presentation

*Approved: May 22, 2024
Updated: June 13, 2024
Updated: November 8, 2024*

Coversheet

Procedures

Section: VII. Informational Items
Item: E. Procedures
Purpose: FYI
Submitted by:
Related Material: 3141F Out-of-District Transfer Form 2.12.25.pdf
3205P Sexual Harassment of Students Prohibited 2.12.25.pdf
3205P2 Sex Disc-Harassment Students - Implement DELETE 2.12.25.pdf
3210P Non-Discrimination 2.12.25.pdf
3211P Gender-Inclusive Schools 2.12.25.pdf

Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this student been expelled or suspended for more than 10 consecutive days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section II: Notices and Acknowledgements

Notices:

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- Under the Choice Law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.) for the duration of the approved transfer period. Legal Reference: RCW 28A.225.220 through 230.

Acknowledgements:

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district’s policy, and rescindment (revoking) of this transfer may occur in accordance with the conditions listed in the nonresident school district’s policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form at the beginning of each school year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- In addition to the foregoing, any out-of-district transfer must be in compliance with all other district policies including those relating to student attendance, academic standards and class size. Failure to accurately disclose all requested information could cause denial of request.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the students when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

Parents or eligible students have the right to inspect and review the student’s educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parent/Guardian Signature _____ Date ____/____/____
(student may sign if 18 years or older at the time of this request)

Parent Name (Printed): _____ Parent Email: _____@_____

Please return signed and completed forms to:

Pullman Public Schools, 240 SE Dexter Street, Pullman, WA 99163
 Fax: 509-336-7202
 Email: enrollment@psd267.org

Section III: Choice Student Contract – To be completed by students and families choosing into Pullman School District
(Please note the completion of this section is required starting with the 2025-2026 school year)

I understand my choice status is ONLY for the current school year that I am applying for. My acceptance will end on the last day of the current school year, and **I must renew my application each school year.**

I understand that I am responsible for my attendance, behavior, and academic progress in school. I will work with the staff to ensure that I am working to the best of my ability and challenging myself academically and as a person. I will accept the consequences of my mistakes and learn from them.

I will be a positive addition to the district and use my time here to help prepare myself for college and career readiness after graduation. My presence and the relationships I build will positively contribute to the overall school culture.

I understand that I am a choice student in the district and that my acceptance as a choice student may be revoked based on one of the following circumstances:

- My continued acceptance would result in the district experiencing significant financial hardship.
- My continued acceptance would cause my grade level or class to exceed capacity.
- The appropriate education programs or services are no longer available.
- I engage in violent or disruptive behavior that violates district policy and procedure.
- I am expelled or suspended for more than ten consecutive days.
- My acceptance would conflict with an innovation academy cooperative under RCW 28A.340.080.
- I repeatedly fail to comply with requirements for participation in an online school program, such as failing to participate in weekly direct contact with the teacher or monthly progress evaluation.

Student Signature: _____

Parent/Guardian Signature: _____

Administrator Signature: _____

Section IV: Certification of Admission by Nonresident District

- Space is available in the grade level or classes at the building in which the student desires to be enrolled;
- Appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his/her district of residence; and the student’s attendance in the district is not likely to create a risk to the health or safety of other students or staff.

This approval is for the _____ - _____ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Principal _____ Date: ____/____/____
Signature of nonresident principal (as needed)

Approved by Superintendent _____ Date: ____/____/____
Signature of nonresident superintendent

Your request for admission has been denied for the following reason(s): _____

Denied by Principal _____ Date: ____/____/____
Signature of nonresident principal (as needed)

Denied by Superintendent _____ Date: ____/____/____
Signature of nonresident superintendent

Section V: Action of Resident School District

Request for release meets district criteria. It shall be the responsibility of the parent to provide transportation to and from school.

This release is for the _____ - _____ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Superintendent: _____
Signature of resident superintendent

Date: _____ / _____ / _____

Your request for admission has been denied for the following reason(s): _____

Denied by Superintendent: _____
Signature of resident superintendent

Date: _____ / _____ / _____

In the event that either the application for admission to the nonresident district or the request for release from your district is denied, you may request the board of directors of the respective districts to review that decision. You must give at least five school business days noticed prior to the next regular meeting in order to have a hearing before the board.

For Internal Use:

Released by Resident District in EDS? Yes No

Enrollment Start Date: _____ / _____ / _____

Enrollment End Date: _____ / _____ / _____

SSID: _____

Updated: June 12, 2024

Update: January 22, 2025

Pullman School District Administrative Procedure

3205P4

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STUDENTS

Sex-Based Discrimination and Sex-Based Sexual Harassment of Students Prohibited –Grievance

~~The procedure district is committed intended to set forth the requirements of Policy 3205 providing an educational environment that is free from sex discrimination, sex-based harassment, and retaliation for engaging in any protected activity as required by Federal and State laws for all students.~~

~~The district has jurisdiction over these complaints pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including the Chapter 28A.640 RCW and Chapter 392-190 WAC.~~

~~This procedure sets forth the district's process for receiving, investigating, and resolving reports or complaints of sex discrimination. It is designed to provide for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need-complaints and to take appropriate steps to resolve such situations. If sex discriminationsexual harassment is found to have created a hostile environment, staff occurred, the district must also take immediate action to eliminate the discriminationharassment, prevent its reoccurrence, and address its effects.~~

~~This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.~~

~~Under Washington State law, anyone may file a complaint with the district alleging any action that Federal, State, or local sex-based nondiscrimination laws and regulations would prohibit. However, the grievance procedure below was developed to meet the district's obligations under Title IX and is aligned with Washington State laws and regulations that define sex discrimination, including those the prohibit sex-based harassment. As discussed in Section III.B, the district will assess complaints under this procedure and may refer them to other district policies and procedures.~~

~~Title IX Coordinator, Investigator, and Decision-maker who can be reached at:~~

~~The district will designate and authorize at least one employee to act as "Title IX Coordinator" to coordinate the district's state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the Superintendent or designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator or the investigator of the Title IX complaint.~~

~~Any individual designated as Title IX Coordinator, an investigator, or decision-maker, and any person who facilitates an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents in general or individually, and must receive training on the definition of sexual harassment under Title IX, the scope of the district's education program or activity, how to conduct an investigation and grievance process and informal resolution process, and how to serve impartially. The decision-maker must also receive training on any technology to be used during hearings if the district provides for a hearing, on issues of relevance of questions and evidence, and on how to create an investigative report that fairly summarizes relevant evidence.~~

~~Any training materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial~~

Pullman School District Administrative Procedure

3205P1

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investigations and adjudications of complaints. The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district's website or make these materials available upon request for inspection by members of the public.

I. Notice

- Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
- In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at:

Roberta Kramer, Ed.D
Assistant Superintendent
 240 SE Dexter St., Pullman, WA 9916.3
 Phone: (509) 332-3144
 Email: rkramer@psd267.org

I. Definitions

- ~~A. "Complainant," as defined by Federal law, Title IX, means a student, employee, or other person who was participating or attempting to participate in a District education program or activity who is alleged to have been subjected to sex discrimination.~~

~~In some instances, the person who files a complaint may not be the student, employee, or other person who was alleged to have been subjected to sex discrimination. In those cases, the person who filed the complaint is referred to as the "Complaint Requestor," and the student, employee, or person subjected to the alleged sex discrimination is referred to as "the Complainant" in documents related to the complaint.~~

- ~~B. "Complaint" means an oral or written request to the district that can be objectively understood as a request the district investigate and determine whether alleged sex discrimination occurred.~~
- ~~C. "Party" or "Parties" means a Complainant(s) or Respondent(s).~~
- ~~D. "Prohibited Conduct" means legally prohibited sex discrimination and harassment. Specific prohibited conduct is defined in Section VI below.~~
- ~~E. "Remedies" means appropriate measures provided after the district determines that sex discrimination occurred to restore or preserve a Complainant or any other person's equal access to the recipient's education program or activity.~~
- ~~F. "Respondent" means a person who is alleged to have violated the district's prohibition of sex discrimination and can be a student, employee, or other third party. (If the complaint is not against an individual or group of individuals but is based solely on a policy or practice of the district, it will be considered a complaint of sex discrimination against the district. Parts of this procedure that apply to a "Respondent" will not apply, but all other parts of the procedure will be applied.)~~
- ~~G. "Student with a disability" means a student who is an individual with a disability as defined in Section 504 of the Rehabilitation Act of 1973 (Section 504) or a child with a disability as defined in the Individuals with Disabilities Education Act (IDEA).~~
- ~~H. "Written notice" means written or electronic notice in a language the party can understand, which may require language assistance for parties with limited English proficiency in accordance with Title VI of the Civil Rights Act. The term parties include the parent(s)/guardian(s) of any minor student.~~

H. Responding to Notice or Report of Sex Discrimination**II. Staff Responsibilities**

~~Upon receipt of notice, reports, or knowledge about alleged sex discrimination, including sex-based harassment, the district will take steps, as necessary, to address information that is reported to it by others to the extent that it is feasible to do so while maintaining the confidentiality of the affected student or employee.~~

- ~~• The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment sex discrimination. This includes verbal or written reports made to any employee, including anonymous complaints.~~
- ~~• In the event Upon notice of an alleged sexual assault, the school principal will immediately inform: 1) possible sex discrimination, employees will always notify the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures, and 2) law enforcement.~~
- ~~• The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.~~

III. Confidentiality

- ~~• If a complainant requests that their name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX coordinator or superintendent for evaluation.~~
- ~~• The Title IX coordinator or superintendent should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.~~
- ~~• If the complainant still requests that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.~~

IV. Retaliation

~~Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint ("complainant"), was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.~~

V. Informal Complaint Process, State Requirements

~~Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to:~~

~~Roberta Kramer, Ed.D
Assistant Superintendent
240 SE Dexter St., Pullman, WA 9916.3
Phone: (509) 332-3144
Email: rkramer@psd267.org~~

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Additionally, ~~employees-staff~~ will also inform an appropriate supervisor or professional staff member when they receive complaints of ~~sex-based~~sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

~~The district will make every effort to protect Parties' privacy. However, in the event of an alleged sexual assault of a minor (under age 18) student or employee, the school principal will immediately inform law enforcement consistent with mandatory reporting requirements at RCW 26.44.~~

~~In the event of an alleged sexual assault, the school principal will also immediately notify the student, parent or guardian, or employee of their right to file a criminal complaint with law enforcement and a sex-based harassment complaint with the district. With the consent of the student or employee or when there is a legal requirement to do so, the Principal may also help them contact law enforcement.~~

~~III. Supportive Measures, Notice of Applicable Policy/Procedure and Other Considerations~~

~~Once the Title IX Coordinator has been notified of possible sex discrimination, the Title IX Coordinator (or a designee) will promptly contact the affected student or employee to:~~

- ~~• discuss the availability of supportive measures and consider their wishes with respect to supportive measures;~~
- ~~• explain the district's procedure and resolution options, including the informal resolution process if appropriate; and~~
- ~~• provide a copy of the applicable District policy and procedure, including the district's grievance procedure.—~~

~~A. Supportive Measures~~

~~Upon notice of allegations of sex discrimination, a district administrator will offer and coordinate supportive measures as appropriate for the Complainant and Respondent.~~

~~At the time that supportive measures are offered, if a complaint has not been filed, the district will provide written notice that the Complainant may file a complaint with the district at any time. The administrator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.~~

~~If a Complainant does not want to file a complaint or engage in informal resolution options, a reported concern may be resolved by offering and, upon request, providing supportive measures (only). The administrator will document any supportive measures provided, and provide that information to the Title IX Coordinator.~~

~~1. Providing Supportive Measures~~

~~Supportive measures are designed to protect the safety of the parties or the district's educational environment. They also provide support during the informal resolution process and grievance process. They are designed to restore or preserve access to the district's education program or~~

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~~activity. They are offered without fee or charge to the Parties, and must not unreasonably burden either party.~~

~~Supportive measures cannot be imposed against a Respondent for punitive or disciplinary reasons.~~

~~Supportive measures are available to both parties and may vary depending on what is reasonably available, but may include:~~

- ~~a. A request that an administrator address allegations by meeting with the Respondent(s) (with or without the Complainant) to discuss concerning behavior, school policies, and expectations. Such a conversation must be non-disciplinary, non-punitive, and Respondent(s) cannot be required to attend such meetings, nor are they required to provide any information if they attend. If it takes place, the conversation will be documented.~~

Informal remedies may include:

- ~~b.a. An opportunity for a the complainant to explain to the Complainant student or employee, upon request and voluntarily, to meet with an Administrator and an alleged harasser to explain to the alleged harasser that their conduct is unwelcome, offensive, or inappropriate, either in writing or face-to-face;~~
- ~~e.b. A written statement from a staff member to the Complainant student or employee to an alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;~~
- ~~d.c. A general public statement from an administrator in a building reviewing the district's sex-based sexual harassment policy without identifying the Complainant/complainant;~~
- ~~e.d. Developing a safety plan; adjustments;~~
- ~~f. Mutual restrictions on contact between the parties;~~
- ~~g. Increased security and monitoring of certain areas of the campus or school building;~~
- ~~e. Separating students; or~~
- ~~h.f. Providing employee staff and/or student training;~~
- ~~i. Remote or alternative learning environments for students or leaves of absence for employees;~~
- ~~j. Counseling or a referral to the Employee Assistance Program;~~
- ~~k. Changes in class or extracurricular or any other activity;~~
- ~~l. Modifications of work or class schedules, including extensions of deadlines and other course-related other there is or is not a comparable alternative; and~~
- ~~m. Training and education programs related to sex discrimination or harassment.~~

~~If either party is a student with a disability, the Title IX Coordinator may consult, as appropriate, with an individual or office designated to provide support to students with disabilities about how to comply with Section 504 or the IDEA in the implementation of supportive measures.~~

~~For allegations other than sex-based harassment or retaliation, the district is not required to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.~~

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

~~2. Privacy and Supportive Measures~~

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~~To ensure the parties' privacy, the district must not disclose supportive measures to anyone other than the people to whom they apply about the supportive measures, including the other party.~~

~~Except, the district may disclose some information to carry out the purposes of supportive measures, including to address conduct that reasonably may constitute sex discrimination. For example, the district may need to tell specific staff, the other party, or a third party of a supportive measure to implement or document it. But the district may not need to disclose why the supportive measure is being provided.~~

~~The following are other exceptions that may apply:~~

- ~~1. A person with the legal right to consent to the disclosure provides written consent.~~
- ~~2. The information is disclosed to a parent, guardian, or other authorized legal representative of the person at issue.~~
- ~~3. As required by laws, regulations, or to comply with State or Federal grant awards or other funding agreement.~~
- ~~4. When required by Federal, State or local law, including FERPA, and those laws do not conflict with Title IX.~~

~~Application of State laws may prohibit disclosure even where permissible under those exceptions. As stated in Policy 3230 Searches of Students and Student Privacy, Washington State law provides that at certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in.~~

~~Additionally, as stated in Procedure 3211P, information about a student's gender identity, legal name, or assigned sex at birth may constitute confidential medical or educational information. Disclosing this information to others may violate privacy laws. To ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender expansive status to others, including other school personnel, other students, or the parents of other students, unless the school is (1) legally required to do so or (2) the student has authorized such disclosure.~~

~~3.—District Modification or Termination of Supportive Measures~~

~~As appropriate, the district may modify or terminate supportive measures at the conclusion of an informal resolution or investigation process, or the district may continue them beyond that point.~~

~~4.—Opportunity for Modification or Reversal of Supportive Measures~~

~~The district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.~~

~~If either party wants to modify or reverse the district's decision to provide, deny, modify, or terminate supportive measures applicable to them, they may request an opportunity for modification or reversal from the building principal who serves as the Supportive Measure Review Administrator.~~

~~B.—Title IX Coordinator Determinations and Explanation of Applicable Policies~~

~~1.—Who Can File Under this Procedure~~

~~For complaints of sex-based harassment, these people also have the right to file complaints under this procedure:~~

- ~~• a person who meets the definition of "Complainant" above,~~
- ~~• a parent, guardian, or other authorized legal representative of the Complainant,~~
- ~~• or the Title IX Coordinator~~
- ~~•~~

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~~For other forms of sex discrimination that are not sex-based harassment, the following people have the right to make a complaint under this procedure:~~

- ~~• a person who meets the definition of “Complainant” above,~~
- ~~• a parent, guardian, or other authorized legal representative of the Complainant,~~
- ~~• the Title IX Coordinator,~~
- ~~• any student or employee, or~~
- ~~• any other person participating or attempting to participate in a district education program or activity at the time of the alleged sex discrimination.~~

~~If an individual wishes to file a sex-based discrimination complaint, but does not fit this definition, they should use the process for students at 3210P or the process for employees or applicants at 5010P.~~

~~If a person filed a complaint of sex-based harassment but does not have the right to make that type of complaint, the Title IX Coordinator or designee will inform the person, in writing, that the district cannot proceed with an investigation. The notice will also state that the district will treat the complaint as a report of sex-based harassment and take steps, as necessary, to address the information to the extent that it is feasible to do so while maintaining the confidentiality of the affected student or district employee.~~

~~2.—Determining What Procedure Applies~~

~~The Title IX Coordinator or a designee will determine what procedure applies. If the sex discrimination alleged occurred prior to August 1, 2024, and is not ongoing, the Title IX Coordinator will inform the affected student or district employee of the policies and procedures in effect at the time of the alleged discriminatory act or conduct and proceed accordingly under those.~~

~~If the alleged sex-based discriminatory act or conduct occurred on or after August 1, 2024, this procedure will apply.~~

~~When ongoing sex-based harassment is alleged, the district will consider the totality of circumstances and, therefore, will look at all incidents of alleged harassment and apply the policy that was in place on the date of the latest incident of harassment.~~

~~If more than one discriminatory event is alleged or other types of discrimination are alleged, the district will consider each alleged discriminatory act and may apply different policies to each event or may apply a single policy provided it is the policy that provides the highest level of due process.~~

~~C.—Other Considerations~~

~~1.—Students with Disabilities~~

~~If either party is a student with a disability, the Title IX Coordinator or a designee will consult with one or more members, as appropriate, of the student’s Section 504 or Individualized Education Program (I.E.P.) team to determine how to comply with Section 504 and IDEA requirements throughout the implementation of this grievance procedures.~~

~~2.—Discipline Prohibit Until Determination~~

~~A Respondent who is accused of sex discrimination under Title IX is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The district may not impose any disciplinary sanctions or other actions that are not~~

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~~supportive measures against the Respondent until the district has determined that the Respondent was responsible for the sex discrimination at the conclusion of the grievance process.~~

~~3.—Emergency Removals for Alleged Sex-Based Harassment under Title IX~~

~~The district may remove a student Respondent from school on an emergency basis consistent with Policy and Procedure 3241 Student Discipline and the associated student discipline regulations for emergency expulsion *provided* that the district:~~

- ~~(1) undertakes an individualized safety and risk analysis;~~
- ~~(2) determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and~~
- ~~(3) provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.~~

~~Such removal does not modify any rights of students under the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, or the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.~~

~~The district may also place an employee Respondent on administrative leave from employment responsibilities during the grievance process. Such leave does not modify any rights under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, or the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.~~

~~IV.—Informal Resolution~~

~~If a report or notice provided to the district alleges sex discrimination by an individual or group of individuals, the parties may elect to participate in an informal resolution process with a district designee trained on impartiality and the district's informal resolution processes.~~

~~The purpose of informal resolution is to provide the parties with an opportunity to resolve the allegations and reach a mutually acceptable resolution without an investigation and determination of responsibility under Section V.G below.~~

~~It is not necessary to pursue informal resolution before filing a complaint and requesting an investigation under Section V below.~~

~~Either party may request informal resolution at any time, including after a complaint has been filed but before a complaint determination is issued under Section V.G below.~~

~~The informal resolution process is at the discretion of the district's Title IX Coordinator or a designee. However, as required by Federal law, the district does not allow informal resolution for allegations that an employee engaged in sex-based harassment of a district student.~~

~~The process requires the parties' voluntary, written consent. Before beginning the informal resolution process the parties must receive notice that explains:~~

- ~~1. the allegations;~~
- ~~2. the requirements for the process;~~
- ~~3. the right to withdraw from the process and to start or continue the grievance process (described in Section V) any time prior to reaching agreement;~~

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- ~~4. if a resolution agreement is reached the parties will be prevented from start or continuing the grievance process of the same allegations;~~
- ~~5. potential terms that can be requested or offered, include but are not limited to restrictions on contact or participation in programs, activities, attendance at specific events;~~
- ~~6. notice that any agreement is only binding on the parties, and~~
- ~~7. what information will be kept and how the district could disclose information in grievance procedures if that process is resumed.~~

~~A. Accepted Responsibility by the Respondent~~

~~The Respondent may accept responsibility for any or all of the allegations at any point during the involuntary resolution process. If the Respondent indicates an intent to accept responsibility for all allegations that violate district policy, the ongoing investigation process will be paused, and the Title IX Coordinator will determine whether informal resolution is an option.~~

~~If informal resolution is available, an Informal Resolution Facilitator will determine whether all parties and the district are able to agree, in writing, on responsibility, restrictions, sanctions, restorative measures, and/or remedies.~~

~~This informal resolution is not subject to appeal once all parties indicate their written agreement to all resolution terms.~~

~~When a signed, written resolution agreement is reached, the Superintendent will accept a finding that the Respondent is in violation of the district's policy and accept agreed upon restrictions and remedies. The appropriate sanction(s) or responsive actions will be promptly implemented by the Title IX Coordinator and appropriate administrators to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.~~

~~When the parties or the district cannot agree on all terms of accepted responsibility by the Respondent, the parties can attempt informal resolution between the parties or proceed with a complaint.~~

~~B. Informal Resolution Between the Parties~~

~~The purpose of informal resolution between the parties is to provide the parties an opportunity to reach a mutually acceptable resolution without an agreed upon finding of responsibility or an investigation and determination of responsibility under Section V.G below.~~

~~The parties will have forty five days to engage in the informal resolution process, unless there is a good cause for extension.~~

~~If a complaint was filed, the Title IX Coordinator has discretion to determine if an investigation will be paused, limited, or continued during the informal resolution process.~~

~~If the parties agree to a resolution at the conclusion of the informal resolution process, they will not be able to initiate or resume a complaint under Section V.B. concerning the same allegations.~~

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~~If either party withdraws from the informal resolution process or the process has not concluded within forty five calendar days without a good cause extension, then the Informal Resolution Facilitator or Title IX Coordinator will end the informal resolution process.~~

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~~When the informal resolution process ends without a resolution agreement between the parties:~~

- ~~(1) If no complaint was filed, the Title IX Coordinator will provide written notice to the parties and remind the Complainant of the right to file a complaint.~~
- ~~(2) If a complaint was filed and the Complainant has not withdrawn the entire complaint in writing, the Title IX Coordinator will provide the parties with written notice that the complaint, in whole or part, will be investigated and a determination issued under Section V.G of this procedure.~~

~~C. Mediation with the District for Complaints of General Discrimination~~

~~The district may not require the waiver of the right to an investigation and adjudication of a complaint of sex discrimination as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process.~~

~~If the complaint does not have an individual Respondent because it concerns a policy or practice of the district, at any time during the complaint procedure, the district may, at its own expense, offer mediation. The Complainant and the District may agree to extend the complaint process deadlines to pursue mediation.~~

~~The purpose of mediation is to provide both the Complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. Either party may terminate mediation at any time during the mediation process. It may not be used to deny or delay a Complainant's right to utilize the complaint procedures.~~

~~Mediation must be conducted by a qualified and impartial mediator who may not:~~

- ~~(1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or~~
- ~~(2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district solely because they serve as a mediator.~~

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~~If the parties reach an agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions, including both verbal statements and any written notes or documents, that occurred during the course of mediation will remain confidential and privileged and may not be used as evidence in any subsequent complaint, due process hearing, or civil proceeding. However, the following will not be considered privileged and may be disclosed as necessary or required by law, such as:~~

- ~~• Any resulting written agreement signed by all the parties;~~
- ~~• Threats of violence or plans to commit or conceal a crime;~~
- ~~• Unreported child abuse that falls under mandatory reporting requirements; and~~
- ~~• Other exceptions to privilege are spelled out in Washington's Uniform Mediation Act at RCW 7.07.050.~~

-

~~The agreement must be signed by the Complainant and a district representative who has the authority to bind the district.~~

~~V. Grievance/Complaint Procedure~~**~~A. Basic Requirements of the District's Sex Discrimination Grievance Procedures~~****~~1. Equitable Treatment and No Conflicts of Interest or Bias~~**

~~The district will treat Complainants and Respondents equitably.~~

~~-~~

~~The district presumes that the Respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.~~

~~-~~

~~The district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.~~

~~2. Extension of Timeframes~~

~~The district's process allows for the reasonable extension of timeframes on a case-by-case basis when agreed to by the Complainant or if exceptional circumstances related to the complaint investigation require an extension of the time limit.~~

~~3. Privacy and Personally Identifiable Information~~

~~The district will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to:~~

- ~~a. obtain and present evidence, including by speaking to witnesses;~~
- ~~b. consulting with their family members or confidential resources such as medical providers, therapists, sexual assault resource centers, or others; or~~
- ~~c. otherwise preparing for or participating in the grievance procedures.~~

~~As stated in Policy 3230 Searches of Students and Student Privacy, Washington State law provides that at certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in.~~

~~-~~

~~The district must not disclose personally identifiable information (PII) obtained while complying with this procedure except in the following circumstances:~~

- ~~a. To carry out the purposes of the district's obligations under this procedure, including to investigate and take other actions to address conduct that reasonably may constitute sex discrimination in a district education program or activity;~~
- ~~b. When the district has obtained prior written consent from a person with the legal right to consent to the disclosure;~~
- ~~c. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose PII is at issue;~~
- ~~d. As required by State or Federal law, regulations, or the terms and conditions of a State or Federal award, including a grant award or other funding agreement; or~~
- ~~e. To the extent such disclosures are not otherwise in conflict with State or Federal laws, when required by State or local law, such as when there is reasonable cause to believe that a child has suffered sexual abuse (RCW 26.44.030), or when permitted under FERPA, 20 U.S.C. 1232g, or its implementing regulations, 34 C.F.R. part 99.~~

4. ~~Prohibition of Retaliation~~

~~Retaliation is prohibited from the district, a student, or an employee or other person authorized by the district to provide any aid, benefit, or service under the district's education program or activity. Retaliation includes student to student retaliation.~~

5. ~~Credibility Determinations~~

~~Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.~~

6. ~~Relevant Evidence~~

~~The district will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. "Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.~~

7. ~~Impermissible Evidence~~

~~The following types of evidence and questions seeking that evidence are impermissible (i.e., will not be accessed or considered, except by the district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:~~

- ~~a. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;~~
- ~~b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness unless the district obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and~~
- ~~e. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.~~

B. ~~Grievance/Complaint Process when a Complaint is Received~~

~~If the district receives a complaint under this procedure, the Title IX Coordinator will ensure the complaint is evaluated and, if appropriate, investigated.~~

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~~If the Title IX Coordinator has a conflict of interest, they will delegate their authority to participate in this process as necessary to avoid any potential conflicts of interest.~~

~~Upon receipt of a complaint, if they have not already been offered, the Title IX Coordinator will offer supportive measures to both parties. If necessary, the Title IX Coordinator may gather additional information from the Complainant to understand the parties involved, the conduct allegedly constituting sex discrimination, and the date and location of the alleged incident(s), if known.~~

~~C. Dismissal of a Complaint~~

~~The district may dismiss a complaint of sex discrimination if the district determines:~~

- ~~1. The district is unable to identify the Respondent after taking reasonable steps to do so.~~
- ~~2. The Respondent is not participating in the district's education program or activity and is not employed by the district.~~
- ~~3. The Complainant provided voluntary, written notice that they want to withdraw any or all of the allegations in the complaint, the Title IX Coordinator declines to open a complaint, and any allegations that were not withdrawn (if any), even if proven, would not constitute sex discrimination under Title IX.~~
- ~~4. The district determines that the conduct alleged in the complaint, even if proven, would not constitute sex discrimination. Before dismissing such a complaint, the district will make reasonable efforts to clarify the allegations with the Complainant.~~
- ~~5. The district determines that the complaint lacks sufficient detail to objectively understand what sex-based discriminatory acts are alleged, and when and where they occurred. Before dismissing the complaint for lack of sufficient detail, the district will provide the Complainant with notice, in writing, of what information is needed and that the district may dismiss the complaint if the information is not received within ten (10) calendar days. Such a dismissal will not prevent the Complainant from filing other complaints in the future.~~

~~Upon dismissal, the district will promptly notify the Complainant of the basis for the dismissal in writing. If the dismissal occurs after the Respondent has been notified of the allegations, then the district will also simultaneously notify the Respondent of the dismissal and the basis for the dismissal.~~

~~The district will provide the Complainant with notice of the opportunity to appeal the dismissal of a complaint within ten (10) calendar days of the dismissal decision by submitting a written notice of appeal to:~~

~~Dr. Bob Maxwell
Pullman Public Schools Superintendent
Address: 240 SE Dexter St., Pullman, WA 99163
Email: rmaxwell@psd267.org
Phone: (509) 332-3581~~

~~The dismissal notice will also specify that the dismissal may be appealed based on the following:~~

- ~~1. procedural irregularity that would change the outcome,~~
- ~~2. new evidence that would change the outcome and that was not reasonably available when the dismissal was made, and/or~~
- ~~3. the Title IX Coordinator or decisionmaker had a conflict of interest or bias for or against either party that would change the outcome.~~

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~~When a complaint is dismissed, the district will, at a minimum:~~

- ~~1. offer supportive measures to the Complainant as appropriate~~
- ~~2. offer supportive measures to the Respondent, as appropriate, if the Respondent was notified of the allegations and~~
- ~~3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.~~

~~Dismissal does not preclude action under another district policy or procedure.~~

~~D. Dismissal Appeal Process~~

~~If the dismissal is appealed, the district will use the Level Two Appeal as described in Section V.H for the appeal of the dismissal.~~

~~The district will notify the parties of any dismissal appeal, including notice of the allegations if notice was not previously provided to the Respondent.~~

- ~~1. Implement appeal procedures equally for the parties;~~
- ~~2. Ensure that the decisionmaker for the appeal (1) has been trained consistent with the Title IX regulations and (2) did not take part in any investigation of the allegations or the dismissal of the complaint;~~
- ~~3. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and~~
- ~~4. Notify the parties of the result of the appeal and the rationale for the result.~~

VI. Formal Complaint Process, State Requirements Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process under state law, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The same allegations may qualify as a sexual harassment allegation under federal Title IX regulations, which require actions in addition to the process for investigating sexual harassment allegations under state law.

The following process will be followed:

A. Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of

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information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator:

Roberta Kramer, Ed.D
Assistant Superintendent
240 SE Dexter St., Pullman, WA 9916.3
Phone: (509) 332-3144
Email: rkramer@psd267.org

- Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable, and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

C. Sexual Harassment Complaint under Title IX

The Title IX Coordinator will assess whether a formal complaint of sexual harassment meets the criteria for a Title IX complaint. If so, the district will implement investigation and response procedures under state law, as well as the following additional procedures as required by Title IX regulations.

Under federal law, the term “sexual harassment” means:

- an employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- “sexual assault,” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

D. Supportive Measures under Title IX

Once any district employee knows, or in the exercise of reasonable care should know, about possible sexual harassment, the Title IX Coordinator must contact the complainant and offer to

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provide the complainant with supportive measures. See “interim measures” required under state law above for a similar requirement. Supportive measures must be offered to the complainant, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the District’s education program or activity without unreasonably burdening the other party. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

E. When Additional Title IX Procedures are Required

The district will implement additional Title IX procedures in response to a sexual harassment complaint when the alleged conduct constitutes sexual harassment as defined by Title IX regulations, and:

- The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant’s legal guardian, or by the Title IX Coordinator;
- The complaint requests that the district investigate the allegation(s) of sexual harassment, as defined under Title IX regulations;
- The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the school district (such as a student, employee, or volunteer);
- The alleged sexually harassing conduct occurred in the United States; and
- The complainant is participating in or attempting to participate in the district’s educational program or activity at the time.

If the formal complaint is determined to meet the criteria for a Title IX complaint, the district must respond promptly in a manner that is not deliberately indifferent. “Deliberately indifferent” means that the district’s response is clearly unreasonable in light of the known circumstances. The district’s investigation and determination regarding responsibility shall be completed within 30 days unless the parties agree to a different timeline.

F. Notice of Allegations:

The district will acknowledge receipt of the formal complaint by providing the following written notice to the ~~parties~~respondent and complainant:

1. ~~A copy~~Notice of the ~~district’s sex discrimination~~complaint, investigation, procedure and grievance processes, if appropriate, any informal resolution process available.
2. Notice of the allegations of ~~sex discrimination~~sexual harassment ~~available at the time of the notice~~with sufficient time for information to allow the parties to prepare a response before any initial interview and with sufficient detail. Such sufficient detail includes~~respond to the allegations, including~~ the identities of the parties involved in the incident if known~~(s)~~, the conduct ~~alleged~~allegedly constituting sexual harassment~~to constitute sex discrimination,~~ and the date(s) and location(s) of the alleged incident(s), if known.
3. ~~A statement~~Notice that the parties ~~are entitled to~~may have an advisor of their choice who may be an attorney or non-attorney, equal opportunity to access the relevant and who may inspect and review~~not otherwise impermissible~~ evidence of the alleged sexual harassment~~or an~~

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~~accurate description of the evidence and, upon request, an equal opportunity to access such evidence.~~

4. Notice that the ~~Respondent~~ respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged ~~sex discrimination~~ sexual harassment is made at the conclusion of the ~~investigation~~ grievance process.
5. Notice of ~~the district's prohibition of retaliation and~~ any provision in student conduct policies and procedures that ~~prohibit~~ prohibits false statements or submitting false information.

F. Title IX Informal Resolution Process, See state Informal Complaint Process above

At any time prior to a determination regarding responsibility for alleged sexual harassment as defined by Title IX regulations, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent, the district does not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district, and the district provides the parties with written notice disclosing the allegations, the requirements for the informal resolution process, and the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations.

A party has the right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution. The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process.

G. Title IX Formal Resolution Process

The district must investigate allegations contained in a formal complaint. If the conduct alleged would not constitute sexual harassment under Title IX regulations even if proved, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint under Title IX. Such dismissal does not preclude action under another provision of district policy or procedure or under sexual harassment investigation procedures as required by state law.

The district's investigation of a Title IX complaint must:

~~The district may consolidate complaints of sex discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party when the allegations of sex discrimination arise out of the same facts or circumstances. However, the district will not consolidate complaints if consolidation violates the Family Educational Rights and Privacy Act (FERPA) and the District has not obtained prior written consent from the parents or eligible students to the disclosure of their education records. This determination will be made on a case-by-case basis.~~

~~If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the district will notify the parties of the additional allegations.~~

F. Investigation:

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~~The district will provide for adequate, reliable, and impartial investigation of a complaint. The investigator must be trained, impartial, and without a conflict of interest or bias for or against either party.~~

~~1. Time for Investigation~~

~~A decision based on a prompt, thorough, and effective investigation will be issued within 30 days of the complaint, unless the parties agree or there are exceptional circumstances related to the complaint that warrant an extension. In the event an extension is needed, the district will provide written notice to the parties of the reason for the extension and the anticipated response date within the following thirty days (and for every thirty days after that) until a decision is issued.~~

~~2. Standard of Proof~~

~~The district adopts preponderance of the evidence as the standard of proof it will use in reaching decisions regarding complaints. The burden is on the district—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.~~

~~3. Investigation Requirements~~

~~Once an investigation is started, the Title IX Coordinator will appoint an Investigator(s) to conduct it. The Investigators may be any properly trained Investigator. The district's investigator can be the Title IX Coordinator, another investigator, the District's Superintendent, or someone hired by the district.~~

~~The investigation of a sex discrimination complaint must:~~

~~a. Include a prompt and thorough investigation into the allegations in the complaint.~~

~~b. • Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment.~~

~~c. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.~~

~~d. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.~~

~~e. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.~~

~~f. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible. This process is described below.~~

~~g. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by a parent, guardian, legal representative, or other adult of their choice.~~

~~• The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.~~

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding; including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties;
- Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate;
- Prior to the completion of an investigative report, provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.
- At least ten (10) days prior to a determination regarding responsibility, create an investigative report that fairly summarizes relevant evidence, and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.
- After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

~~4.—Witness' and Parties' Rights~~

~~Student Complainants, Respondents, and witnesses, and witnesses from outside the district's community cannot be required to participate in investigation or resolution processes but are encouraged to cooperate with the district's investigations and to share what they know about a Complaint.~~

~~Staff (not including Complainant and Respondent) are required to cooperate with and participate in the district's investigation and resolution process. If an employee represented by a union reasonably concludes that discipline could result from information provided during an interview, the employee shall be entitled to union representation during the interview. If the employee reasonably determines~~

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~~during the interview that discipline could result, the interview shall be suspended until representation is available.~~

~~5. Review of Evidence Prior to Determination~~

~~At least ten (10) days prior to a determination regarding responsibility, the district shall provide the parties with a report that provides equal written notice as to the findings of the investigation and provides a fair summary of any relevant evidence that is directly related to the allegations raised in the complaint and obtained as part of the investigation. The notice shall inform the parties that:~~

- ~~• The report findings will be provided to the decisionmaker~~
- ~~• They are being given an accurate description of the evidence and, upon request, they have an equal opportunity to inspect and review relevant and not otherwise impermissible evidence.~~
- ~~• They have ten (10) days from receipt of the notice to review the description of the evidence, request to review the evidence, and submit a written response for the decisionmaker to consider prior to making a decision.~~
- ~~• Both parties are being given an equal opportunity to ask specific, relevant questions about the evidence or identify areas where they believe further investigation is necessary.~~
- ~~• Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or unless they concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.~~

~~If the parties request to inspect and review the relevant evidence, the district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures.~~

~~Disclosures of information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized. However, the district may redact information if it has not received voluntary, written consent to disclose information that is privileged or was made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional made in connection with the provision of treatment to the party.~~

~~H. Level One Superintendent's Response and Decision~~

~~At the conclusion of the investigation, and within thirty (30) calendar days of receipt of the decision-maker (superintendent or complaint, the Superintendent or a designee) must issue a written determination of responsibility regarding the alleged ~~sex discrimination~~ sexual harassment. The district may choose whether the decision-maker will apply a preponderance of the evidence standard or a clear and convincing evidence standard in Title IX investigations, provided that the same standard will apply to all investigations whether the respondent is a student or an employee.~~

~~Prior to issuing a decision, the District's Superintendent or designee will objectively review all evidence gathered in the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.~~

~~The superintendent's written determination must be issued to the parties simultaneously and must include the following:~~

- Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
- A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination;
- Conclusions regarding the application of the district's code of conduct policies to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- The procedures and bases for appealing the superintendent's determination.

If the investigator was not the District's Superintendent or designee, nothing in this procedure prohibits them from making findings or recommending any decision or remedies. However, the District's Superintendent or designee will not be bound by the recommendations and is responsible for the determination of responsibility and remedies, if any. The District's Superintendent or designee may also question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination prior to issuing their determination.

H. Title IX Investigation Appeals

The district must offer both parties an appeal from the superintendent's determination regarding responsibility or from the district's dismissal of any allegations contained in a formal complaint, in addition to the complainant's right to appeal under state requirements and the respondent's potential appeal rights under student discipline provisions of district policy and state requirements.

A party may appeal the determination regarding responsibility on the following bases:

- Procedural irregularity affecting the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter;
- The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or individually that affected the outcome of the matter; or
- Additional bases as determined by the district.

Regarding appeal, the district must:

- Provide written notice to the other party when an appeal is filed;
- Implement appeal procedures equally for both parties;
- Ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- Ensure that the decision-maker for the appeal has received the training required for decision-makers as required by this procedure.
- Provide both parties with a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the initial determination; and
- Issue a written decision describing the result of the appeal and the rationale for the result.

I. Emergency Removals for alleged sexual harassment under Title IX

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These additional Title IX sexual harassment procedures do not preclude a school district from removing a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline modify as accurate for your district and the associated student discipline regulations for emergency expulsion.

J. Title IX Investigation Recordkeeping

The district will maintain records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility, for a period of seven years.

The district must maintain records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX, for a period of seven years.

K. Superintendent Response, State Requirements

- The superintendent will respond in writing to the complainant and the alleged perpetrator ~~The decision will be issued~~ within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the ~~Complainant~~ complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension ~~provide written notice to the parties~~ and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

~~1. Determination of Whether Sex Discrimination Occurred~~

~~After an investigation and evaluation of all relevant and not otherwise impermissible evidence, the District decisionmaker will use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.~~

~~The Superintendent must issue written notice to the parties at the same time. The written notice must include:~~

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- ~~a. Identification of the allegations potentially constituting sex discrimination under Title IX regulations;~~
- ~~b. Findings supporting the determination;~~
- ~~c. An application of the district's policy prohibiting sex discrimination to the facts and a statement of conclusion as to whether a preponderance of the evidence substantiated that the Complainant was subjected to sex discrimination;~~
- ~~d. If sex discrimination was substantiated, then the decision must also include a determination regarding responsibility, any disciplinary or other sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the Complainant; and the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the Complainant and others, if appropriate; and~~
- ~~e. Notice of the parties' right to appeal to the school board and the necessary filing information.~~

~~At the time the district responds to the parties, the district must send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).~~

- ~~• -Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent mailed superintendent's mailing of a written decision response, unless a student the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.~~
- ~~• The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.~~

~~2. Disciplinary Sanctions and Remedies~~

~~Following a determination that sex-based harassment occurred, the district may impose disciplinary sanctions. "Disciplinary sanctions" means consequences imposed on a Respondent following a determination under these grievance procedures that the Respondent violated the recipient's prohibition on sex discrimination. Disciplinary sanctions against students will be in accordance with 3241/3241P Student Discipline. Disciplinary sanctions against employees will be in accordance with 5281 Disciplinary Action or Discharge.~~

~~The district may also provide remedies. "Remedies" means measures provided, as appropriate, to a Complainant or any other person the district identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.~~

~~Remedies may include but are not limited to:~~

- ~~a. A continuation of supportive measures~~
- ~~b. Referrals to counseling, health services, or the Employee Assistance Program~~
- ~~c. Course and registration adjustments, such as retroactive withdrawals or changes in schedules~~

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- ~~d. Education to the individual and/or the community~~
- ~~e. Permanent or temporary alteration of work arrangements for employees~~
- ~~f. Provision of school safety escorts~~
- ~~g. Climate surveys~~
- ~~h. Policy modification and/or training~~
- ~~i. Implementation of long term contact limitations between the Parties~~
- ~~j. Implementation of adjustments to academic deadlines, course schedules, etc.~~

~~H. Level Two Appeal to the Board of Directors~~

VII. Appeal to the Board of Directors, State Requirements

A. Notice of Appeal and Hearing

- ~~If a Complainant or Respondent(s)complainant~~ disagrees with the ~~Superintendent's~~ ~~superintendent's~~ or designee's written decision, the ~~disagreeing partycomplainant~~ may appeal the decision to the district's board of directors, ~~or a board designee~~ by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the ~~Complainant complainant~~ received the response.

~~1. Notice of Appeal and Hearing~~

~~If the complaint involves a named Respondent, the district will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.~~

- ~~The board shall will~~ schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, ~~unless otherwise agreed to by the Complainant complainant and the Superintendent superintendent~~ or for good cause.

~~2. Appeal Decisionmaker~~

~~The board's appeal must be heard by an individual or group of individuals who are impartial and do not have any conflicts or bias for any of the parties. The appeal hearing officer/decisionmaker for the appeal must also be trained consistent with the requirements of Title IX, a Federal law, for appeal decisionmakers of sex discrimination.~~

~~The board may delegate its authority for the hearing/decision making to an individual or group. However, the board cannot delegate its authority to the Superintendent or anyone under the Superintendent's authority. The board will also ensure that the appeal hearing officer/decisionmaker for the appeal is not an employee of the district, nor the same decisionmaker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. An appeal hearing officer/decisionmaker for the appeal is not considered an employee of the district solely because they receive payment to serve as the appeal hearing officer/decisionmaker for the appeal.~~

~~3. The Appeal/Hearing Process~~

- ~~All~~
- ~~Both~~ parties will be allowed a reasonable, equal opportunity to present such witnesses and testimony as the board ~~or its designee~~ deems relevant and material, ~~in support of or challenging the outcome of the initial determination.~~

B. Board Decision, State Requirements

- Unless otherwise agreed to by the ~~complainant~~ ~~appellant(s)~~, the board ~~or its designee~~ will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the ~~Complainant~~ ~~complainant~~ with a copy of the decision.
- The decision ~~of the board~~ will be provided in a language ~~that~~ the ~~Complainant~~ ~~complainant~~ can understand, which may require language assistance for ~~Complainants~~ ~~complainants~~ with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the ~~Complainant's~~ ~~complainant's~~ right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the ~~office~~ ~~Office~~ of the Superintendent of ~~public instruction~~ ~~Public Instruction~~.

I. VIII. Level Three - Complaint to the Superintendent of Public Instruction**A. Filing of Complaint, State Requirements**

If ~~the a~~ ~~Complainant or Respondent~~ ~~complainant~~ disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the ~~Complainant~~ ~~complainant~~ may file a complaint with the Superintendent of Public Instruction.

- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the ~~Complainant~~ ~~complainant~~ received written notice of the board of directors' decision unless the Superintendent of Public Instruction grants an extension for good cause. ~~complaints~~ ~~Complaints~~ may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1)
- 1) A description of the specific acts, conditions, or circumstances alleged to violate applicable anti-discrimination laws; 2)
- 2) The name and contact information, including address, of the ~~Complainant~~ ~~complainant~~; 3)
- 3) The name and address of the ~~District~~ ~~district~~ subject to the complaint; 4)
- 4) A copy of the district's complaint and appeal decision, if any; and 5)
- 5) A proposed resolution of the complaint or relief requested.
- If the allegations regard a specific student, the complaint must also include the name and address of the student, 1 or, in the case of a homeless child or youth, contact information.

B. Investigation, Determination and Corrective Action, State Requirements

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may ~~open~~ ~~initiate~~ an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the ~~Superintendent~~ ~~superintendent~~ or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, ~~W.A.C.~~ ~~WAC~~ and will issue a written decision to the ~~Complainant~~ ~~complainant~~ and the ~~District~~ ~~district~~ that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

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- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action, including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

J. IX. Level Four - Administrative Hearing, State Requirement

A Complainant/complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

VI. ~~Definitions of Prohibited Conduct~~

~~The sections below describe the specific forms of legally prohibited sex discrimination, sex-based harassment, and retaliation that are also prohibited under District Policy. Speech or conduct protected by the First Amendment will not be considered a violation of the District's Policy, though supportive measures will be offered to those impacted.~~

~~All offense definitions below encompass actual and/or attempted offenses.~~

~~“Consent,” as defined in this policy, must be affirmative and consistent with RCW 28A.300.475, “affirmative consent means a conscious and voluntary agreement to engage in sexual activity as a requirement before sexual activity.”~~

~~“Sex discrimination” means discriminatory different treatment with respect to a person's employment or participation in a District education program or activity based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. There are three types of sex discrimination, which are defined below: (A) different (or disparate) treatment, (B) disparate impact, and (C) sex-based harassment~~

~~A. “Different (or disparate) treatment discrimination” means any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:~~

- ~~• Excludes a person from participation in;~~
- ~~• Denies a person benefits of; or~~
- ~~• Otherwise adversely affects a term or condition of a person's participation in a Recipient program or activity~~

~~B. “Disparate Impact Discrimination” means policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:~~

- ~~• Excludes a person from participation in;~~
- ~~• Denies a person benefits of; or~~
- ~~• Otherwise adversely affects a term or condition of a person's participation in a Recipient program or activity.~~

~~C. “Sex-based harassment” is a form of sex discrimination and means~~

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- ~~sexual harassment and other harassment~~
 - ~~on the basis of sex, including on the basis of~~
 - ~~sex stereotypes,~~
 - ~~sex characteristics,~~
 - ~~pregnancy or related conditions,~~
 - ~~sexual orientation, and~~
 - ~~gender identity.~~

There are different types of sex harassment, including “quid pro quo harassment,” “hostile environment harassment,” and certain specific sexual offenses defined further below.

D. ~~“Quid pro quo harassment”~~

- ~~An employee, agent, or other person authorized by the district~~
- ~~to provide an aid, benefit, or service under the district’s education program or activity~~
- ~~explicitly or impliedly conditioning the provision of such an aid, benefit, or service~~
- ~~on a person’s participation in unwelcome sexual conduct.~~

E. ~~“Hostile environment harassment,” which is defined as~~

- ~~“Unwelcome sex-based conduct that,~~
- ~~based on the totality of the circumstances,~~
- ~~is subjectively and objectively offensive and~~
- ~~is so severe or pervasive~~
- ~~that it limits or denies a person’s ability to participate in or benefit from the recipient’s education program or activity (i.e., creates a hostile environment).”~~

Because students and employees can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on-campus. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. ~~The degree to which the conduct affected the Complainant’s ability to access the recipient’s education program or activity;~~
2. ~~The type, frequency, and duration of the conduct;~~
3. ~~The parties’ ages, roles within the recipient’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;~~
4. ~~The location of the conduct and the context in which the conduct occurred; and~~
5. ~~Other sex-based harassment in the recipient’s education program or activity.~~

F. ~~“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. This includes:~~

1. ~~Rape:~~

- ~~Penetration by the Respondent, no matter how slight,~~
- ~~of the vagina or anus,~~
- ~~with any body part or object, or~~
- ~~oral penetration by a sex organ of the Respondent,~~
- ~~without the consent of the Complainant.~~

2. ~~Fondling:~~

- ~~The touching of the private body parts of the Complainant (buttocks, groin, breasts) by the Respondent,~~

- ~~○ for the purpose of sexual gratification,~~
- ~~○ without the consent of the Complainant,~~
- ~~○ including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.~~

~~3. Sodomy~~

- ~~○ Oral or anal penetration,~~
- ~~○ Of the Complainant by the Respondent~~
- ~~○ without the consent of the Complainant,~~
- ~~○ including instances where the Complainant is incapable of giving consent~~
 - ~~▪ because of their age or~~
 - ~~▪ because of their temporary or permanent mental or physical incapacity~~

~~4. Sexual Assault with an Object~~

- ~~○ Respondent's use of an object or instrument~~
- ~~○ to unlawfully penetrate, however slightly, the genital or anal opening~~
- ~~○ of the body of the Complainant,~~
- ~~○ without the consent of the Complainant,~~
- ~~○ including instances where the Complainant is incapable of giving consent~~
 - ~~▪ because of their age or~~
 - ~~▪ because of their temporary or permanent mental or physical incapacity~~

~~5. Statutory Rape:~~

- ~~○ Sexual intercourse,~~
- ~~○ with a person who is under the statutory age of consent~~
 - ~~○~~
 - ~~▪ A person who is under age 16 OR~~
- ~~○ A person under the age of 18 (16 or 17) if the other person is more than 5 years (60 months) older than them~~

~~6. Incest:~~

- ~~○ Sexual intercourse,~~
- ~~○ between persons who are related to each other,~~
- ~~○ within the degrees wherein marriage is prohibited by Washington State law.~~

~~7. "Dating violence" means violence committed by a person:~~

- ~~○ Who is or has been in a social relationship of a romantic or intimate nature with the victim and~~
- ~~○ Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.~~

~~8. "Domestic violence" means felony or misdemeanor crimes committed by a person who:~~

- ~~○ Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the district, or a person similarly situated to a spouse of the victim;~~
- ~~○ Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;~~
- ~~○ Shares a child in common with the victim; or~~
- ~~○ Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.~~

~~9. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:~~

- ~~○ Fear for the person’s safety or the safety of others; or~~
- ~~○ Suffer substantial emotional distress.~~

~~Under State law, sex-based harassment may also be:~~

- ~~● 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.~~

~~G. “Retaliation” means intimidation, threats, coercion, or discrimination~~

- ~~● against any person~~
- ~~● for the purpose of interfering with any right or privilege secured by Title IX or this procedure or~~
- ~~● because the person~~
 - ~~○ reported information, made a complaint, was a witness or~~
 - ~~○ provided information, assisted, or participated or~~
 - ~~○ refused to participate in any manner~~
- ~~● in an investigation or appeal under Title IX or this process.~~

VII. X. Other Complaint Options

Office for Civil Rights (~~O.C.R.~~OCR), U.S. Department of Education

~~O.C.R.~~OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with ~~O.C.R.~~OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

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WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

-

~~For Complaints involving employee on employee conduct:~~

~~Equal Employment Opportunity Commission (EEOC)~~

~~Seattle Field Office~~

~~Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104 1061~~

~~Phone 1-800-669-4000~~

~~Fax 206-220-6911~~

~~TTY 1-800-669-6820~~

~~ASL Video Phone 844-234-5122~~

XI. -Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

XII. Training and Orientation

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A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

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

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

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

XIII. Policy and Procedure Review

Annually, the superintendent or designee will convene a committee to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Approved: November 13, 2019
Revised Date: July 27, 2022
Revised Date: January 24, 2024
Revised Date: January 8, 2025

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~~Sex Discrimination and Sex-Based Harassment Prohibited—Implementation Procedure~~

~~The procedure is intended to set forth the implementation requirements of Policy 3205 and Policy 5011 to specify the district's obligations with respect to establishing an educational and work environment that does not tolerate sex discrimination, including sex-based harassment.~~

~~“Sex discrimination” means discrimination on the basis of sex, sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy, or related conditions. Sex-based harassment is a form of sex discrimination.~~

~~The district prohibits sex discrimination, including sex-based harassment, of students by other students, employees, or third parties involved in school-district activities.~~

~~The district also prohibits sex discrimination in the policies, procedures, and practices of the district's program and activities, including but not limited to counseling and guidance services, recreational and athletics activities, and access to course offerings.~~

~~I.—District Notice and Information~~

~~Publication of Notices~~

~~Information about the policy and procedure will be clearly stated and:~~

- ~~• conspicuously posted on the district's website;~~
- ~~• conspicuously posted throughout each school building;~~
- ~~• provided to each employee, and~~
- ~~• reproduced in each student, staff, volunteer, and parent handbook.~~

~~Such notices will:~~

- ~~• Include a statement that the recipient does not discriminate on the basis of sex and prohibits sex discrimination and sex-based harassment in any education program or activity that it operates, as required by the State and Federal law Title IX, including employment;~~
- ~~• State that inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, the Office for Civil Rights, or both;~~
- ~~• Identify the district's Title IX coordinator and provide contact information, including their name or title, office address, email address, and telephone number;~~
- ~~• How to locate the district's sex discrimination policy and grievance procedures;~~
- ~~• How to report information about conduct that may constitute sex discrimination; and~~
- ~~• How to make a complaint of sex discrimination.~~

~~If necessary, due to the format or size of any publication, the district may instead include in those publications a statement that the district prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates. It will also state that individuals may report concerns or questions to the Title IX Coordinator, and provide the location of the notice described above on the district's website.~~

~~In addition, copies of this policy and procedure, including the policies relating to employees, will be posted on the district website and in each district building in a place accessible to staff, students, parents, volunteers, and visitors.~~

~~At a minimum, sex discrimination, including sex-based harassment, recognition and prevention, and the elements of this policy will be included in staff, student, and regular volunteer orientation.~~

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~~Information about the district's sex discrimination and sex-based harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee, and reproduced in each staff, volunteer and parent handbook.~~

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

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

- ~~• Pressuring a person for sexual favors~~
- ~~• Writing graffiti of a sexual nature on school property~~
- ~~• Distributing or displaying sexually explicit texts, emails or pictures~~
- ~~• Making unwelcome, offensive or inappropriate sexual comments, gestures, or jokes~~
- ~~• Making unwelcome comments about someone based on their sex, appearance, sexual orientation or gender identity or expression~~
- ~~• Unwelcome touching of a sexual nature or stalking a person~~
- ~~• Physical violence, including rape, sexual assault, dating violence, and domestic violence~~

~~H. The Title IX Team~~

~~For the purposes of this section, the Title IX Team refers to the Title IX Coordinator, investigators, decisionmakers, appeal decisionmakers, informal resolution facilitators, and people with the authority to modify or terminate supportive measures.~~

~~A. Roles of Members of the Title IX Team~~

~~Any individual designated with any of the following roles must not have a conflict of interest or bias for or against any of the parties:~~

~~**The Title IX Coordinator is the person authorized by the Superintendent to coordinate the district's federal state and sex discrimination and sex-based harassment regulation compliance efforts.**~~

~~The district's Title IX Coordinator can be reached at:~~

~~Roberta Kramer, Ed.D
Assistant Superintendent
240 SE Dexter St., Pullman, WA 99163
Phone: (509) 332-3144
Email: rkramer@psd267.org~~

~~**Person with authority to modify or terminate supportive measures** is an impartial employee and someone other than the employee who made the challenged supportive measure decision. They have the authority to modify or reverse a decision to provide, deny, modify, or terminate any supportive measure upon request of a party. Their decision will be based on a determination that the initial supportive measure decision the supportive measure was inconsistent with the definition of supportive measures under Title IX at 34 CFR 106.2.~~

~~**An informal resolution facilitator** is a person who has received the training provided to all employees. They must also be trained on the rules and practices associated with the district's informal resolution process(es) and on how to serve impartially, including avoiding conflicts of interest and bias. Any district designee for the informal resolution process cannot be the complaint investigator, decision maker, or~~

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appeal decision maker. Such designee must not have a conflict of interest or bias for or against either of the parties. However, a district designee for the informal process will not be considered biased solely because they are an employee of the district or are paid to serve as a facilitator in an informal resolution process.

An investigator is a person who is impartial and has been trained to investigate compliance with the district's sex discrimination grievance process as described in Procedure 3205P.2. The investigator can be the same person who serves as the Title IX Coordinator or the Decisionmaker of the sex discrimination complaint.

The decisionmaker is the Superintendent or a designee that reaches the final determination of responsibility for alleged Title IX sex discrimination, including sex-based harassment, will be the Superintendent or their designee. The decisionmaker can be the same person who serves as the Title IX Coordinator or the investigator of the sex discrimination complaint.

The appeal decisionmaker will be a member of the School Board or a School Board designee and cannot be the Superintendent or an employee of the district.

B. Training for the Title IX Team

All investigators, decisionmakers, employees with authority to modify or terminate supportive measures, and other employees responsible for implementing the recipient's grievance procedures must be trained on the following topics to the extent related to their responsibilities:

- The definition of sex-based harassment under Title IX and state law;
- The scope of the district's education program or activity;
- How to conduct an investigation, the grievance process, and the informal resolution process;
- How to serve impartially;
- Their responsibilities under chapter WAC 392-190 WAC; and
- How to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

-
Investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

-
The decisionmaker and appeal decisionmaker must also receive training on issues of relevance of questions and evidence, including the requirement that questions and evidence about a Complainant's sexual predisposition or prior sexual conduct are not relevant unless 1) such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or 2) questions and evidence concerning specific incidents of the Complainant's prior sexual behavior with respect to the Respondent is offered to prove consent.

Appeal decisionmakers must also receive training on any technology to be used during in-person or virtual hearings.

In addition to training requirements for all employees described above, the Title IX Coordinator and any designees under the Title IX Coordinator must be trained on:

- the responsibilities of the Title IX Coordinator,
- specific responsibilities for ensuring equal opportunity to pregnant and parenting students,
- the provision of supportive measures,
- the District's recordkeeping requirements, and
- any other training necessary to coordinate the recipient's compliance with Title IX.

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III. ~~Compliance Responsibilities~~

~~The Title IX Coordinator's name, title, office address, telephone number, and email address must be available on the district website; in handbooks/catalogs that are made available to staff, students, and parents; and in the district's nondiscrimination statement.~~

~~The Title IX Coordinator will inform the district community, including people who report sex discrimination, of the district's responsibilities under Policy 3205 and related policies and procedures. These include policies for pregnant and parenting students (Policy 3206), gender-inclusive schools (Policy 3211), and district employees (Policy 5210) to comply with its obligations under State and Federal laws, including Title IX, and to create inclusive and welcoming school communities.~~

~~The Title IX Coordinator will ensure the district has a process for facilitation of supportive measures for all students, staff, and people attempting to enroll or participate in district programs that report sex discrimination. In addition to the Title IX Coordinator, the process for supportive measures will include another district employee who is not a subordinate of the Title IX Coordinator to address requests for reseinding or modifying supportive measures.~~

~~The Title IX Coordinator will ensure the district has a process and system in place to provide support and modifications to pregnant and parenting students, staff, and people attempting to enroll or participate in district programs that report being pregnant or having pregnancy-related conditions.~~

~~The Title IX Coordinator will annually:~~

- ~~A. Monitor the district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or this part and~~
- ~~B. Take steps reasonably calculated to address such barriers.~~

~~When notified of conduct that reasonably may constitute sex discrimination under Title IX, Washington State law, or the district's policies, the Title IX Coordinator must take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:~~

- ~~• Treat the Complainant and Respondent equitably;~~
- ~~• Offer and coordinate supportive measures, as appropriate, for the Complainant.~~
- ~~• Offer and coordinate supportive measures, as appropriate, for the Respondent if the district has initiated grievance procedures or offered an informal resolution process to the Respondent.~~
- ~~• Notify the Complainant or, if the Complainant is unknown, the individual who reported the district's grievance procedures under 3205P1 and the informal resolution process, if available and appropriate.~~

~~If a complaint is initiated under the grievance procedures, the Title IX Coordinator will:~~

- ~~• Evaluate the complaint and, as appropriate, initiate the grievance procedures under 3205P1 Sex-Based Discrimination and Sex-Based Harassment of Students Prohibited—Grievance or other; and,~~
- ~~• Notify the Respondent of the grievance procedures, if appropriate and applicable.~~

~~In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and the absence or termination of an informal resolution process, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures under 3205P1. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:~~

- ~~A. The Complainant's request not to proceed with a complaint;~~
- ~~B. The Complainant's reasonable safety concerns regarding a complaint;~~

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- ~~C. The risk that additional acts of sex discrimination would occur if a complaint is not initiated;~~
- ~~D. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;~~
- ~~E. The age and relationship of the parties, including whether the Respondent is an employee of the recipient;~~
- ~~F. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;~~
- ~~G. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and~~
- ~~H. Whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures under Procedure 3205P1.~~

~~If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the Complainant or other person or that the conduct as alleged prevents the recipient from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.~~

~~When there has been a determination of responsibility for sex discrimination, the Title IX Coordinator or a designee will ensure that any corrective measures and remedial actions deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent mailed a written decision unless a student is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.~~

IV. District Staff Responsibilities

~~Any district employee who witnesses or receives a report or complaint about sex discrimination, including sex-based harassment, is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing reporters to the complaint process.~~

~~Any district employee who is informed by a student (or a student's parent, guardian, or legal representative) of the student's pregnancy or pregnancy-related condition must promptly:~~

- ~~• provide them with the district's Title IX Coordinator's contact information and~~
- ~~• inform the affected student (or the student's legal representative) that the Title IX Coordinator can coordinate specific actions to prevent pregnancy and pregnancy-related discrimination and ensure equal access to the district's education program or activity.~~

~~Such notice does not need to be provided if the employee reasonably believes that the Title IX Coordinator has already been notified.~~

~~Reports of other forms of discrimination and discriminatory harassment 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.~~

~~Employees who are mandatory reporters must also report allegations of criminal misconduct to law enforcement, and suspected child abuse must be reported to law enforcement or Child Protective Services.~~

~~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.~~

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~~V. District Training and Orientation Requirements~~

~~A fixed component of all district newly hired employees, and annual orientation sessions for staff, students, and regular volunteers will introduce the elements of this procedure, the district's grievance procedures, and the corresponding policy.~~

~~Staff will be provided information on recognizing and preventing sex discrimination, including sex-based harassment. Staff will be fully informed of their responsibilities when on notice of sex discrimination, the district's complaint procedures, and their roles and responsibilities under the policy and procedure.~~

-

~~All employees must receive training on the district's obligations under Federal, State, and local laws and regulations and district policy and procedures prohibiting sex discrimination, including those related to pregnancy or pregnancy-related conditions or marital or parental status. The training shall include, at a minimum:~~

- ~~• Employees' obligations to provide notice of the Title IX Coordinator as discussed above;~~
- ~~• The district's prohibition of sex discrimination, including prohibitions of harassment of students and staff based on sexual orientation, gender identity, gender expression, pregnancy, pregnancy-related conditions, and marital or pregnancy status; and~~
- ~~• The district's policy prohibition of retaliation against a student or staff member for exercising these rights, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under the policy.~~

~~Professional school personnel, including but not limited to certificated staff, will be reminded of their legal responsibility to report suspected child abuse and how some allegations of sex-based harassment may implicate that responsibility. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.~~

~~VI. Policy and Procedure Review~~

~~Annually, the Superintendent or designee and the Title IX Coordinator will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students, and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee.~~

~~Based on the review of the committee, the Superintendent will prepare a report to the Board, including, if necessary, any recommended policy changes. The Superintendent will consider adopting changes to this procedure if recommended by the committee.~~

~~VII. Investigation Recordkeeping~~

~~The district will maintain, for a period of at least seven years, the following records:~~

- ~~• All materials used to train employees, Title IX Coordinator, investigators, decisionmakers, and any person who facilitates an informal resolution process for the district and make such materials available upon request~~
- ~~• Records of any actions, including supportive measures, taken in response to a report of sex-based harassment under Title IX, even if no complaint is filed~~
- ~~• Records of any informal resolution and the result~~
- ~~• Records of each sex discrimination investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions~~

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~~imposed on the Respondent and any remedies provided to the Complainant; and any appeal from the result of a determination regarding responsibility~~

~~Adoption Date: January 8, 2025~~

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STUDENTS

Non-Discrimination

This complaint procedure is adopted in accordance with chapter 392-190 WAC.

~~The Pullman School District Board of Directors recognizes and affirms that a discriminatory act or practice by any of its employees or students, of any kind, in violation of state or federal law, is intolerable within our schools or extracurricular settings.~~

~~Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020).~~

Definitions as used in this procedure:

~~A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.~~

I. Formal Complaint

~~A formal Complaint complaint must be in writing and describe the means a written charge alleging specific acts, conditions, or circumstances alleged to violate, which are in violation of the anti-discrimination laws.~~

~~A The time period for filing a complaint must be filed within is one year from the date of the occurrence giving rise to the that is the subject matter of the complaint. However, a complaint The filing deadline may will not be imposed if the complainant was prevented from filing a complaint because due to: (1) Specific misrepresentations by the district specifically misrepresented that it had resolved the problem forming the basis of the complaint; or (2) Withholding of of the district withheld information it that the district was required to provide under chapter WAC 392-190-065 or WAC 392-190-005 392-190 WAC.~~

~~B. A complaint Complaints may be submitted filed by mail, fax, e-mail or hand-delivery to the any district or, school administrator or to the assistant superintendent who serves as the district compliance officer, responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.~~

~~C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.~~

~~The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.~~

A. II. Informal Complaint Process for Resolution

~~A complainant may bring Anyone with an allegation of discrimination may request an informal (i.e., oral) complaint to the district. If that occurs, the meeting with the compliance officer or designated employee to resolve their designee will schedule their concerns. Such a meeting to discuss the informal complaint and how will be at the option of the complainant. If unable to resolve the complainant's concerns. Using issue at this informal process does not limit the complainant's right to file a formal complaint. Further, as part of this informal process, the district will notify meeting, the complainant in writing about may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.~~

B. ~~III. Receiving a Formal Process for Resolution~~ Complaint**Level One: Complaint to District**

~~Any district or school administrator who receives a formal complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint will promptly notify; the compliance officer. Once the compliance officer receives a complaint, they will do the following:~~

- ~~1. will provide~~ Provide the complainant with a copy of Policy 3210 and this procedure in a language they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.
- ~~2. Ensure that the district conducts a prompt and thorough investigation into~~ The compliance officer will investigate the allegations in the complaint.

~~In lieu of investigating, the within 30 calendar days. The school district and the complainant may agree to resolve the complaint. If the complaint is resolved, no further action is necessary.~~

IV. Written Response to a Formal Complaint

~~in lieu of an~~After completing the investigation, the compliance ~~officer~~ or their designee will give ~~shall~~ provide the superintendent with a full written report of the complaint and the ~~results of the~~ investigation results.

The superintendent or their designee will ~~issue a written response~~ respond to the complainant ~~within thirty~~ with a written decision as expeditiously as possible, but in no event later than 30 calendar days after following receipt of the ~~district receives the formal written~~ complaint. ~~The thirty-day timeline can be extended if, unless otherwise~~ agreed to by the complainant or if exceptional circumstances related to the complaint require an extension. ~~If of the time limit. In the event~~ an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date. ~~The notice will be in a language~~At the time the district responds to the complainant ~~can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency,~~ the district must send a copy of the response to the office of the superintendent of public instruction.

The ~~written response must~~ decision of the superintendent or designee will include: ~~1) a summary of the results of the investigation; a finding as to~~ 2) whether the district ~~has~~ failed to comply with anti-discrimination laws; ~~notice to the complainant of their right to appeal, including where and to whom the appeal must be filed; and,~~ 3) if ~~non-compliance is found, corrective measures~~ the district failed to comply with anti-discrimination laws, the corrective measure deemed necessary ~~deems necessary~~ to correct the noncompliance. Any corrective measures must be instituted as expeditiously as possible but no later than thirty calendar days after the written response is issued unless otherwise agreed to by the complainant. The written response will be it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand, ~~which and~~ may require language assistance ~~for complainants with limited English proficiency~~ in accordance with Title VI of the Civil Rights Act of 1964 ~~for complainants with limited English proficiency.~~

~~Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing. The district will send a copy of a~~ the written response to the Office of the Superintendent of Public Instruction (OSPI) when it sends the ~~response~~ complaining party unless otherwise agreed to by the complainant.

IV. Level Two—Appeal to the Board of Directors

If a complainant disagrees with the superintendent's ~~or designee's~~ written response, ~~they~~ decision, the complainant may appeal the decision to the ~~district board~~ of directors by filing a written notice of ~~The~~ appeal ~~must be in writing and filed~~ with the ~~secretary~~ superintendent of the Board within ~~10 ten~~ calendar days ~~of receiving the written~~ following the date upon which the complainant received the response.

~~The board must issue a written appeal decision within thirty calendar days of receiving the appeal unless the complainant agrees otherwise. The Board shall may schedule a hearing meeting to hear from to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and district representatives before issuing its decision. If it doesn't schedule a meeting the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony, as the Board deems relevant and material. Unless otherwise agreed to by the complainant, the board will consider the investigation report, the written response, and any documentation under a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant submits before making its with a copy of the decision.~~

~~The appeal decision must include notice of the complainant's right to file a complaint with OSPI under WAC 392-190-075. The district will send a copy of the appeal decision to OSPI. The appeal decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.~~

V. Level Three—Complaint to the Superintendent of Public Instruction OSPI

~~If a complainant disagrees with the board's decision of the board of directors, or if the district fails to comply with this procedure, or if the board was involved in the initial complaint or investigation, the complainant may file a complaint with the Superintendent of Public Instruction OSPI.~~

~~A complaint must be received by the Superintendent of Public Instruction OSPI on or before the twentieth (20th) calendar day following the date upon which the complainant received written notice of the board's board of directors' decision, unless the Superintendent of Public Instruction OSPI grants an extension for good cause.~~

~~1. Complaints may be submitted by mail, fax, electronic mail email, or hand delivery.~~

~~2. A complaint must be in writing and include the following: (1) A-a description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; (2) The-the name and contact information, including address, of the complainant; (3) The-the name and address of the district subject to the complaint; (4) A-a copy of the district's complaint written response and appeal decision, if any; and (5) A-a proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the student's name and address and the name of the school and school district the student attends, or in If the student is ease of a homeless, the compliant should include child or youth; contact information.~~

~~Upon receipt of a complaint, the Office of the Superintendent of Public Instruction OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.~~

~~3. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter chapter 392-190, WAC or OSPI's guidelines and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct~~

noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

VI. Level Four—Administrative Hearing

~~The A complainant or school-the district that desires to may appeal the OSPI's written decision by filing of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days of receiving the following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance accordance with the Administrative Procedures Act, Chapter chapter 34.05, RCW.~~

VII. Mediation

~~At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a The district may, at its own expense, offer mediation at any time during the complaint procedure. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation. The purpose of mediation is to provide offer both the complainant and the district an opportunity to resolve disputes and reach a mutually an acceptable agreement concerning through the complaint using use of an impartial mediator. The parties may agree to extend the complaint procedure deadlines to pursue mediation.~~

~~C. Mediation must be is voluntary, and requires the mutual agreement of both parties, and. It may be terminated by either party at any time, during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.~~

~~Mediation must be conducted by a qualified and impartial The mediator must be impartial, who may not be: 1) Be an employee of the district or any school district, public charter school, or other public or private agency that is providing education or related services to a student who is involved in the mediation, and must not have the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A person is not disqualified as a mediator A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she the district pays them to serve serves as a mediator.~~

~~If the parties resolve a dispute reach agreement through mediation, they may execute a legally binding agreement that sets forth describes the resolution, and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding, and is. The agreement must be signed by the complainant and the district's a district representative, who has authority to bind the district.~~

D. Preservation of Records Recordkeeping

~~The compliance officer's office will maintain documentation for files containing copies of all correspondence relative to each complaint received (e.g., the complaint, notices, the investigation report, the written response, the appeal decision, documentation of communicated to the district and the disposition, including any corrective measures, etc.) for instituted by the district, will be retained in the office of the compliance officer for a period of six years.~~

Resources:

State Contacts

Superintendent of Public Instruction

~~Equity and Civil Rights Office~~

~~P.O. Box 47200~~

~~Olympia, WA 98504 7200~~

~~360.725.6162~~

Washington State Human Rights Commission

~~711 South Capitol Way, Suite 402~~

~~P.O. Box 42490~~

~~Olympia, WA 98504 2490~~

~~360.753.6770~~

Office of Civil Rights

~~U.S. Department of Education~~

~~915 Second Avenue, Room 3310~~

~~Seattle, WA 98174~~

~~206.607.1600~~

Approved: March 1994

Revised: December 14, 2011

Revised: April 8, 2015

Revised: May 13, 2015

Revised: November 13, 2019

STUDENTS

Gender-Inclusive Schools

The principal or building administrator—or an appropriate, designated school employee—is encouraged to request a meeting with a transgender or gender-expansive student upon the student's enrollment in the district or in response to a currently enrolled student's change of gender expression or identity. Before contacting a student's parents, the school will consult with the student about the student's preferences regarding family involvement and consider whether safety concerns are present for the student.

The goals of the meeting are to:

- develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the district will provide according to Policy 3211 and this procedure and under state and federal law; and
- develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as condition of providing them with the protection to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity.

I. Key Definitions/Terms

- **Assigned sex at birth:** The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).
- **Cisgender:** A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).
- **Gender Expansive:** A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.
- **Gender Expression:** The external ways in which a person expresses their gender to the world, such as through their behavior, emotions, mannerisms, dress, grooming habits, interests, and activities.
- **Gender Identity:** A person's internal and deeply-felt sense of being female, male, both, non-binary, gender-expansive, or other—regardless of the gender assigned at birth.
- **Transgender:** A term often used to describe a person whose gender identity or expression, or both, are different from those traditionally associated with their sex assigned at birth.
- **Transitioning:** The process in which a person goes from living and identifying as one gender to living and identifying as another.

II. Communication and Use of Names and Pronouns

An appropriate school employee will privately ask known transgender or gender-expansive students how they would like to be addressed in class, in correspondence to the home, and at conferences with the student's parent/guardian. That information will be included in the

electronic student record system along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should be accessible by only necessary staff members—it should not be visible to teachers or other staff who have access to the electronic records system. When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

When communicating with transgender or gender expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression. Before communicating with parents of transgender or gender expansive students, it's important to ask the student how school employees should refer to the student when talking with their parents and guardians. For families who are supportive, using the student's name and pronoun could be affirming for the student. For parents who are not supportive, or who are not aware of the student's transition at school, referring to their name and pronoun could be very dangerous. The district will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender expansive status.

III. Official Records

The standardized high school transcript is the only official record that requires a student's legal name. School staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender-expansive status. The District will change a student's official records to reflect a change in legal name upon receipt of:

1. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
2. A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at: <https://www.k12.wa.us/sites/default/files/public/cedars/pubdocs/2018-19cedarsreportingguidance.pdf>. The process should not be overly cumbersome, and the district may not require verification from a physician.

The school must use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, directory information.

IV. Confidential Health or Educational Information

Information about a student's gender identity, legal name, or assigned sex at birth may constitute confidential medical or educational information.

~~As stated in Policy 3230 Searches of Students and Student Privacy, Washington State law provides that at certain ages, students attain the right to decide for themselves what medical~~

~~records will remain confidential, even from their parents, and what activities the student will participate in.~~

Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Parents have the right under FERPA to request their student's ~~educational~~ records and if requested, the District will provide the student's educational records to the parent according to 3231/3231P Student Records. To ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender-expansive status to others, including other school personnel, other students, or the parents of other students, unless the school is (1) legally required to do so or (2) the student has authorized such disclosure.

V. Restroom Accessibility

Students will be allowed to use the restroom that corresponds to the gender identity they assert at school. No student will be required to use a restroom that conflicts with their gender identity. Any student—regardless of gender identity—who requests greater privacy should be given access to an alternative restroom. However, schools may not require a student to use an alternative restroom because of their transgender or gender-expansive status.

VI. Locker Room Accessibility

Use of locker rooms by transgender or gender-expansive students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender-expansive student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities and ensuring the student's safety. The district will take an approach that conforms with OSPI 's guidelines. In most cases, the district should provide the student access to the locker room that corresponds to the gender identity they assert at school. Reasonable alternatives to locker room conditions for any student who wants additional privacy include, but are not limited to:

- Use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom);
- A separate changing schedule (i.e., utilizing the locker room before or after the other students).

The school will provide accommodations needed to allow the student to keep their transgender or gender-expansive status private. No student will be required to use a locker room that conflicts with their gender identity.

VII. Sports and Physical Education Classes

The District will provide all students, including transgender and gender-expansive students, the opportunity to participate in physical education and athletic programs/opportunities in a manner that is consistent with their gender identity.

A student may seek review of their eligibility for participation in interscholastic athletics by working through the Gender Identity Participation procedure set forth by the Washington Interscholastic Activities Association (WIAA).

VIII. Dress Codes

The District will allow students to dress in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and

within the constraints of the District guidelines for dress as they relate to health and safety issues (e.g., prohibitions on wearing gang-related apparel). School dress codes will be gender-neutral and will not restrict a student's clothing choices on the basis of gender. The district will take an approach that conforms with OSPI 's guidelines.

IX. Other School Activities

In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to participate in accordance with the gender identity they assert at school. Teachers and other school employees will make every effort to separate students based on factors other than gender where practicable.

X. Training and Professional Development

The district will designate one person to be the primary contact regarding this policy and procedure relating to transgender or gender expansive students. The primary contact must participate in at least one mandatory training opportunity offered by OSPI.

When possible, the District will conduct staff training and ongoing professional development in an effort to build the skills of all staff members to prevent, identify and respond to harassment and discrimination. The content of such professional development should include, but not be limited to:

- Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;
- Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;
- Strategies for preventing and intervening in incidents of harassment and discrimination, including bullying and cyber-bullying;
- District and staff responsibilities under applicable laws and district policies regarding harassment, discrimination, gender identity, gender expression issues.

XI. Discrimination and Harassment Complaints

Discrimination and harassment on the basis of sex, gender identity, or gender expression are prohibited within the district. It is the responsibility of each school, the District, and all staff to ensure that all students, including transgender and gender-expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the person designated as the primary contact relating to transgender or gender expansive students. The primary contact will communicate with the district's Civil Rights Compliance Coordinator. Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and harassment complaints. This includes investigating the incident and taking age and developmentally-appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the district's ~~Sex Discrimination and Sex-Based Grievance~~Nondiscrimination Procedure ~~3205P-13210P~~.

The district will share this policy and procedure with students, parents/guardians, employees, and volunteers.

Adopted: February 12, 2014

Revised: May 28, 2014

Revised: November 13, 2019

Revised: March 23, 2022

Revised: January 8, 2025

Coversheet

The Pullman Promise: Priorities, Goals, Success Indicators

Section: VII. Informational Items
Item: F. The Pullman Promise: Priorities, Goals, Success Indicators
Purpose: FYI
Submitted by:
Related Material: The Pullman Promise.pdf

The Pullman Promise:

The Pullman Public School District commits to these priorities and the six Cultural Beliefs that serve as the foundation of our educational excellence.

