



CHIMACUM SCHOOL DISTRICT

TO: Chimacum School District Staff, Substitutes and Volunteers

FROM: Stephanie McCleary, Personnel

The Chimacum School District is required to:

- Review and update board policies every two years to remain compliant with current state and federal laws.
- Ensure that all staff including substitutes and volunteers receive a copy of the board policies every two years, signs receipt of policies and protocols and returns to Human Resources to be kept on file.

Please review the attached documents, sign below that you have reviewed the documents and return it to:
Chimacum School District, PO Box 278~91 West Valley Rd, Chimacum WA 98325, Attn: Stephanie McCleary

1. I have received and reviewed the following Chimacum School District policies: Protocol For All Personnel in Dealing with Inappropriate Behavior by Adults with Students, SBP 6590: Sexual Harassment; SBP 3421: Child Abuse, Neglect and Exploitation Prevention and SBP 5253 Maintaining Staff Student Boundaries.
2. I understand there are two kinds of boundary invasions, those that are appropriate because they have educational or health reasons and those that are inappropriate.
3. I understand that I am responsible for following District procedures regarding inappropriate Boundary Invasion, incident reporting, and consequences of enacting in such behaviors.
4. I understand that I have a legal Duty to report ANY AND ALL allegations of Sexual Misconduct (RCW 28A.400.301).
5. I will adhere to these guidelines and acknowledge my role in protecting children from inappropriate conduct by adults.

Printed Name:				Date					
Signed:									
Employee		Substitute		Volunteer		Coach		Other	

If you have any questions, please contact me. For additional information, forms, legal citations, etc., a link on our webpage has been created titled: **Inappropriate Conduct**.



CHIMACUM SCHOOL DISTRICT Staff Protocols

For All Personnel in Dealing with Inappropriate Behavior by Adults with Students

The purpose of this protocol is to provide all staff members with information regarding what is deemed appropriate and inappropriate behaviors in regards to student interactions, and to increase staff awareness of their role in protecting children from inappropriate conduct and sexual abuse by adults.

Since it may not be possible to determine whether boundary invasion behaviors are in fact sexual grooming until it is too late, boundary invasion behaviors engaged in by school employees, which are inappropriate or have questionable educational benefit, are prohibited.

APPLICABLE LAW

Washington state law, RCW 28A.400.317 *Physical abuse or sexual misconduct by school employees* "Duty to report" *Training states that:* A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator.

If you become aware of an adult engaging in behavior with children at school which may be construed as inappropriate boundary invasion, or "sexual grooming behavior" you ***must*** report the matter immediately to your principal or the District Title IX Officer if the principal is somehow involved in the conduct.

The following behaviors of actions may be deemed inappropriate boundary invasion behavior:

• Taking an undue interest in a student (i.e. having a "special" friend or a "special relationship" with a particular student).	• Favoring certain students by giving them special privileges.
• Intentionally allowing the student to get away with inappropriate behavior.	• Hugging, kissing, or other physical contact including when the student does not want this attention.
• Engaging in peer-like behavior with students.	• Touching students for no educational or health reason, i.e. being overly "touchy".
• Giving gifts or money to the student.	• Having personal secrets with a student.
• Initiating or extending contact with students beyond the school day and school approved activities.	• Taking the student on outings, away from protection adults, including personal outings.
• Visiting the student's home without supervisor's approval.	• Inviting individual students to the teacher's personal home.
• Being alone with the student behind closed doors at school.	• Talking to the student about the educational practitioner's personal problems.
• Talking to the student about the student's personal problems to the extent that the adult becomes a confidant of the student when it is not the adult's job to do so.	• Using e-mail, text-messaging, social networking sites, or instant messaging to contact and/or discuss personal topics or interests with students.
• Giving students rides in staff member's personal vehicle.	• Talking with a student about sexual topics that are not related to a specific curriculum.
• Showing pornography to the student.	• Telling sexual jokes to students.
• Engaging in talk with students containing sexual innuendo or banter.	• Invading the student's privacy (e.g. walking in on the student in the bathroom).

Or any combinations of the above or similar conduct.

Child abuse may include physical injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment. The report must be made at the educator's first opportunity, but in no case later than within 48 hours. Generally report intra-family abuse to Child Protective Services (360)379-4330 and other abuse to law enforcement.²

Please note that educators must also report the situation to an appropriate administrator and document action which has been taken to the Title IX office.³

4. If you observe misconduct between students, you shall take appropriate action to intervene. "They are not my students," "It's my lunch time," "It is the duty monitor's or principal's job," or "I am in a hurry" are unacceptable excuses for not intervening.
5. Any questions about anything related to this process may be referred to your site principal or the following:

Title IX/RCW 28A.640 Officer:

Mike Raymond
PO Box 220, Chimacum WA 98325
(360)732-4090 ext. 237

Title VII Officer:

Superintendent
PO Box 278, Chimacum WA 98325
(360)732-4090 ext. 222

Additional information can be found at any of the following external agencies:

Washington State Commission for Human Rights: <http://www.hum.wa.gov/>

Director of the Office for Civil Rights, Department of Ed

<http://www.ed.gov/about/offices/list/ocr/index.html>

Department of Health and Human Services: <http://www.hhs.gov/ocr/>

Any student, staff or community member who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member, on a school campus or at school activity, will be subject to appropriate disciplinary action.

Adopted: November 2007

Reviewed and Revised: November 2010

CHILD ABUSE, NEGLECT AND EXPLOITATION PREVENTION

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child's bodily functioning.
- C. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes.
- D. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- E. Assaulting or criminally mistreating a child as defined by the criminal code.
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- G. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district shall also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.

The superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff shall receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

Professional staff are legally responsible for reporting all suspected cases of child abuse and neglect. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator. The administrator shall report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Chimacum board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The Chimacum board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

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

Legal References:

RCW 28A.400	Crimes against children
RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.
RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
RCW 28A.410.100	Revocation of authority to teach - Hearings.

SEXUAL HARASSMENT

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur 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 take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

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

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

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

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to

SCHOOL EMPLOYEE DUTY TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

DUTY TO REPORT

Per RCW 28A.400.317, A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

PROFESSIONAL STAFF (CERTIFICATED STAFF AND ALL ADMINISTRATORS)

Per RCW 26.44.030, when a professional school employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW 26.44.040. The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

SEXUAL MISCONDUCT

1. Per WAC 180-88-060, sexual misconduct is any sexually exploitive act with or to a student. Sexually exploitive acts include, but are not limited to, the following:
 - (a) Any sexual advance, verbal, written or physical.
 - (b) Sexual intercourse, as defined in RCW 9A.44.010.
 - (c) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student.
 - (d) Any activities determined to be grooming behavior for purposes of establishing a sexual relationship.
 - (e) The provisions of (a) through (d) of this subsection shall not apply if at the time of the sexual conduct the participants are married to each other.
2. Indecent exposure, as defined in RCW 9A.88.010.
3. Sexual harassment of another as defined under Board Policy 3412, 4730, 5503.
4. Commission of a criminal sex offense as defined in RCW 9A.44.
5. Sexual abuse or sexual exploitation of any minor as found in any dependency action under RCW 13.34 or in any domestic relations proceeding under RCW 26.

PHYSICAL ABUSE

Per WAC 180-88-050, "physical abuse" means the willful action by an employee of inflicting or attempting to inflict bodily injury against another, or using physical force in excess of what is necessary to restrain a person from harming self or others. To constitute physical abuse, a school district must possess sufficient information to conclude that the employee engaged in the conduct and that it resulted in the employee leaving a position with the school district. [Exempt from this definition is the authorized use of physical restraints or aversive interventions consistent with WAC 392-172.

I certify that I have read and understand of the above information regarding a school employee's duty to report suspected child abuse or neglect.

Full Name (printed)

Signature

Date



DISTRICT BOARD POLICIES AND PROCEDURES REVIEW

2000 INSTRUCTION

- 2022 Electronic Information System

3000 STUDENTS

- 3207 Prohibition of Harassment, Intimidation, Bullying
- 3210 Nondiscrimination
- 3421 Child Abuse, Neglect and Exploitation Prevention

4000 COMMUNITY RELATIONS

- 4215 Use of Tobacco on School Property

5000 PERSONNEL

- 5010 Nondiscrimination and Affirmative Action
- 5201 Drug-Free Workplace
- 5253 Maintaining Professional Staff Student Boundaries
- 5271 Reporting Improper Governmental Action
- 5404 Family Leave
- 5406 Leave Sharing

6000 MANAGEMENT SUPPORT

- 6590 Sexual Harassment
- 6895 Pesticide Notification, Posting and Record Keeping

Board policies and procedures are available online at www.csd49.org under the School Board link.

I certify that I have completed my review of the above Chimacum School District board policies and procedures.

Full Name (printed)

Signature

Date



BLOODBORNE PATHOGENS TRAINING

Introduction

It is important for each Chimacum School District employee to understand the dangers of infection and the safe procedures to minimize risk. Protecting yourself from bloodborne diseases on the job requires knowing the facts and taking sensible precautions. This training is designed to increase your awareness of blood pathogens by providing information on bloodborne diseases and how to prevent them from spreading.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease. These pathogens include, but are not limited to, the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). The Occupational Safety and Health Administration (OSHA) has developed a quality protection standard that we support. Those standards are shared in this information.

While not all Chimacum School District employees are exposed to bloodborne pathogens performing their job duties, unexpected situations sometimes arise. Your safety is our concern. Please take the time to review this information carefully and answer the questions listed after each section. It is best for everyone in an educational setting to understand the dangers of bloodborne pathogens and prevention to protect our children and employees.

In addition to this initial bloodborne pathogens training and test, employees will also receive annual training. The annual training will include an update on bloodborne pathogens and Hepatitis B vaccination.

Hepatitis B Virus (HBV)

Hepatitis is a common name meaning "inflammation of the liver." Hepatitis B is a serious disease caused by the Hepatitis B Virus (HBV) that attacks the liver and can be spread to others. HBV is spread by sexual contact with an infected person or through direct contact with the blood of an infected person. You cannot spread HBV through casual contact.

Those infected with HBV may suffer from flu-like symptoms, loss of appetite, fatigue, nausea, vomiting, abdominal pain, and/or jaundice. These symptoms may become so severe that hospitalization is required. Others may notice no symptoms at all and be unaware that they are infected. The blood, saliva, and other body fluids of anyone infected with HBV may also become infected and they may be capable of spreading the disease to others. HBV can be fatal, as it may severely damage the liver, leading to cirrhosis. A vaccination is available to protect yourself from getting infected with HBV.

1. **Hepatitis B cannot be spread through casual contact.**
 - a. True
 - b. False
2. **Which of the following symptoms could a person infected with Hepatitis B experience:**
 - a. Flu-like symptoms
 - b. Cirrhosis of the liver
 - c. No symptoms at all
 - d. All of the above

Universal Precautions

According to the concept of Universal Precautions, all blood and most body fluids are treated as if known to be a potential carrier of infectious disease. No distinction is made between fluids from someone with a known disease and fluids from someone without any symptoms or with an undiagnosed disease. The term "body fluids" includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. There are many people who carry infectious disease that have no visible symptoms or knowledge of their condition. HIV and HBV infect people from:

- All age groups
- Every socioeconomic class
- Every country and territory
- Rural areas and inner cities

Universal Precautions resolves uncertainty by requiring that every person, all blood and most body fluids, be considered a potential carrier of infectious disease. You cannot identify every person who may transmit infection, so take every precaution, since it just takes one exposure to become infected. Universal Precautions require the use of protective barriers to reduce the risk of exposure to potentially infectious materials by the skin or mucous membranes. Universal Precautions are designed to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent contamination of hands.

7. **It is easy to distinguish someone with an infectious disease from someone without one.**
 - a. True
 - b. False
8. **According to the concept of Universal Precautions, all exposure to blood and most body fluids should be treated as if known to be infectious with HIV, HBV, or other bloodborne pathogens.**
 - a. True
 - b. False

Reducing Risk

Five tactics can reduce the risk of exposure to bloodborne pathogens on the job.

- **Engineering Controls** include physical or mechanical systems that eliminate hazards at their source, such as using appropriate containers for the disposal of regulated waste and towels soaked with blood or body fluids. Be sure to become familiar with the engineering controls at your building and use them.
- **Work Practice Controls** include specific procedures you must follow on the job to reduce your exposure to blood or other potentially infectious materials. Certain job categories are identified to handle bloodborne hazards on a regular basis.
- **Personal Protective Equipment** protects you from contact with blood or other potentially infectious materials. Such equipment varies with the task and the degree of exposure anticipated and may include gloves, gowns, aprons, lab coats, face shields, protective eye wear, masks, mouthpieces, resuscitation bags or other ventilation devices. You will be advised by your work site if you are required to wear protective equipment and will be trained to use this equipment properly.
- **Good Housekeeping** protects you, the students, and your coworkers. Good housekeeping is everyone's responsibility. Each building has specific methods and regular schedules for cleaning environmental surfaces possibly contaminated with infectious materials.

Certificated Assignments

- Shop Teachers
- Physical Education Teachers
- Special Education Teachers and Specialists

Extra-Curricular Assignments

- Coaches

Classified Assignments

- Custodians (day shift)
- Maintenance Staff
- Bus Drivers
- Office Staff (assigned to health room duties)
- Paraeducators-Special Education, Lunchroom and Playground
- Security Officer

This information is updated and provided to all employees.

12. Which of the following job categories are considered a high risk for occupational exposure to bloodborne pathogens?
- a. Shop Teacher
 - b. Custodian
 - c. Security Officer
 - d. Coach
 - e. All of the above

Accidents or Body-Fluid-Exposure Incidents

All personal injury accidents or employee body-fluid-exposure incidents must be reported to a supervisor or designee immediately . This person will assist you in filling out the proper forms and will forward them to the designated department for filing and distribution to the appropriate agencies. The following District forms may be used in the reporting of an injury or accident:

- **Employee's Exposure Incident Report Form** is used to report an injury, near-miss incident, or a body-fluid-exposure incident of an employee. (If the employee requires professional medical attention relating to an injury, then it is mandatory for the employee to complete the Self-Insured Accident Report, Form SIF-2.)
- **Student Exposure Incident Report Form** is used to report an injury, accident, or body fluid/exposure incident of a student.
- **Non-Student/Non-Employee Exposure Incident Report Form** is used to report an accident of a non-student or non-employee, such as a parent, community member, speaker, or anyone who is a visitor to school district property.
- The **Bloodborne Pathogen Exposure Control Plan** relating to procedures that must be followed regarding a post-blood exposure.
- **Authorization or Waiver for Blood Collection/Testing of Exposed Employee Form**
- **Medical Evaluation Report Form**
- **Identification of Source Form**

If you have any questions following a blood exposure incident, please consult the Human Resources Department.



Chimacum School District

Human Resources Department

Stephanie McCleary, Personnel Ext 222
Marilyn Gustafson, Payroll Ext 221
(360)732-4090

1. Hepatitis B cannot be spread through casual contact.
a. True b. False
 2. Which of the following symptoms could a person infected with Hepatitis B experience:
a. Flu-like symptoms
b. Cirrhosis of the liver
c. No symptoms at all
d. All of the above (a-c)
 3. The Human Immunodeficiency Virus (HIV) attacks what part of the human body?
a. Nervous System
b. Immune System
c. Respiratory System
d. None of the above (a-c)
 4. A vaccination to prevent HIV infection is currently available.
a. True b. False
 5. Bloodborne pathogens are only a concern when exposed to blood.
a. True b. False
 6. Bloodborne pathogens can enter the body through open cuts.
a. True b. False
 7. It is easy to distinguish someone with an infectious disease from someone without one.
a. True b. False
 8. According to the concept of Universal Precautions, all exposure to blood and most body fluids should be treated as if known to be infectious with HIV, HBV, or other bloodborne pathogens.
a. True b. False
 9. Any employee that experiences a blood exposure incident is eligible for the Hepatitis B vaccination if indicated by the employee's healthcare provider within twenty-four hours of exposure.
a. True b. False
 10. After handling a body fluid or blood with gloves, it is safe to rinse the gloves and use again later.
a. True b. False
 11. Even though protective gloves are worn, hands should still be washed after contact with blood or bodily fluids.
a. True b. False
 12. Which of the following job categories are considered a high risk for occupational exposure to bloodborne pathogens?
a. Shop Teacher
b. Custodian
c. Security Officer
d. Coach
e. All of the above (a-d)
 13. All personal injury accidents or employee body-fluid-exposure incidents must be reported to a supervisor or designee immediately.
a. True b. False
 14. If an employee requires professional medical attention relating to an injury, then it is mandatory for the employee to complete the Self-Insured Accident Report SIF-2.
a. True b. False
 15. Chimacum School District provides bloodborne pathogens training once upon employment only.
a. True b. False
- I certify that I have completed the Chimacum School District's Bloodborne Pathogens training and review.
-
- Full Name (printed)
-
- Signature/Date