



BOARD OF DIRECTORS
Regular Business Meeting - 5:30 PM
January 21, 2025
364 S Park St
Walla Walla, WA 99362

Watch Live: <https://wwps-org.zoom.us/j/97701082712>

Listen: Dial 1-253-215-8782 and enter the Webinar ID: 977 0108 2712

Individuals with disabilities and those individuals who may have difficulty attending a board meeting due to issues such as mobility limitations may contact the superintendent’s office at 509-526-6715 no later than three days before a regular meeting and as soon as possible in advance of a special meeting so the district can arrange for them to participate.

Spanish Agenda / Agenda Española: <https://www.wwps.org/district/information/school-board/board-meeting-schedule>

I. CALL TO ORDER: (5:30 p.m.) *Derek Sarley*

II. FLAG SALUTE: *Kathy Mulkerin*

III. ROLL CALL:

- Derek Sarley, President
- Ruth Ladderud, Vice President
- Alayna Brinton
- Kathy Mulkerin
- Terri Trick
- Eva Maxwell, Student Board Representative
- Ari Kim-Leavitt, Student Board Representative

IV. APPROVAL OF AGENDA: *Derek Sarley*

V. CONSENT AGENDA: *Derek Sarley*

- | | |
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| 1. Personnel Report | 3 |
| 2. Extracurricular Athletic Contracts | 4 |
| 3. Non-Athletic Extra & Co-Curricular Contracts | 5 |
| 4. Resolution 01-2025 Request for Waiver from Minimum 180-Day School Year | 6 |
| 5. January 7 & 21 Accounts Payable and December Payroll | 7 |
| 6. December Financial Report | 8 |
| 7. Special Meeting/Executive Session Minutes of December 16, 2024 | 12 |
| 8. Regular Business Meeting Minutes of December 17, 2024 | 13 |
| 9. Special Meeting Minutes of January 6, 2025 | 16 |
| 10. Special Meeting Minutes of January 7, 2025 | 17 |

VI. SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS: (5:35 p.m.) *Derek Sarley*

- | | |
|---|----|
| 1. School Board Recognition Month: <i>Dr. Wade Smith</i> | |
| 2. Walla Walla Public Schools Foundation Update: <i>Elsa Watson</i> | 18 |

VII. ASSOCIATED STUDENT BODY STUDENT REPRESENTATIVE REPORT: *Maddy VanCleve*

VIII. CITIZENS' COMMENTS: (5:55 p.m.) *Derek Sarley*

IX. REPORTS: (6:05 p.m.) *Derek Sarley*

1. Board of Directors Report: *Derek Sarley*
2. Superintendent's Report: *Dr. Wade Smith*
 - a. Monthly Enrollment Report 32
3. Superintendent Search Update: *Derek Sarley*
4. Monthly Financial Dashboard Report: *Janette Jeffris* 34
5. Policies First Reading: *Dr. Wade Smith* 37
 - 3206 Pregnant and Parenting Students
 - 3210 Nondiscrimination - Students
 - 3432 Emergencies
 - 4130 Title I, Part A Family Engagement
 - 4301 Addressing Immigration Enforcement In Schools
 - 5010 Nondiscrimination and Affirmative Action
 - 5012 Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff
 - 5400 Personnel Leaves
 - 5404 Family, Medical, and Maternity Leave
 - 6220 Bid Requirements

X. ACTION: (7:05 p.m.) *Derek Sarley*

XI. ADJOURNMENT: (7:05 p.m.) *Derek Sarley*



PERSONNEL REPORT

January 21, 2025 – Board Meeting

Date: January 16, 2025

EMPLOYMENT

Classified: Yaritza Garcia Centeno, Para-Educator, Sharpstein Elementary School
 Adrianna Leonides Flores, Para-Educator, Green Park Elementary School

RESIGNATION/RETIREMENT/SEPARATION OF EMPLOYMENT

Administrative: Sarah Glover, Principal, Berney Elementary School, 1 year
 Dr. Wade Smith, Superintendent, District Office, 9 years

Certificated: Nancy Anhorn, Math Teacher, Garrison Middle School, 37 years
 Valerie Gentzler, K-6 Teacher, Homelink/Walla Walla Online, 23 years
 Kim Kelsay, Long-Term English Learner Specialist, District Office, 29 years
 Leidy Martinez-Mejia, ELD Teacher, Walla Walla High School, 3 years
 Stacy Morrison, First Grade Teacher, Berney Elementary School, 32 years
 Dana Parkin, School Psychologist, Special Education, 2 years
 Andrew Ueckert, Music Band Teacher, Walla Walla High School, 23 years

Classified: Yahaira Cruz, Head Start Assistant Teacher, WWCCF, 11 years
 Corey Glover, Assistant Secretary, Walla Walla High School, 6 months
 Nicole Reavis, Para-Educator, Green Park Elementary School, 5.5 years

RECOMMENDATION FOR TERMINATION

Classified: Ricardo Luna, Bus Driver, SE Washington Transportation Co-Op, 3 months

EXTRA-CURRICULAR ATHLETIC CONTRACTS 2024-2025

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Alfredo Avalos	Lincoln High School	Assistant Boys Basketball
Steffen Crosby	Walla Walla High School	Unified Basketball
Sebastian Cruz	Green Park Elementary	Girls Basketball
Lori Grimes	Sharpstein Elementary	Girls Basketball
Amy Korslund	Walla Walla High School	Unified Basketball
Judy Moser	Prospect Point Elementary	Girls Basketball
Josiah Wik	Berney Elementary	Girls Basketball

NON-ATHLETIC EXTRA/CO-CURRICULAR CONTRACTS 2024-2025

<u>Name</u>	<u>School</u>	<u>Assignment</u>
Ryan Campeau	W	Drama Assistant Director - 2nd Semester
Ryan Campuea	PI	Drama Director
Hailey Coleman	SH	Math Coach
To Be Determined	W	Drama Producer - 2nd Semester
Molly Emerick	PI	Drama Assistant Director
Kristin Hessler	W	Drama Director - 2nd Semester
Gabriela Mora Silva	GP	Math Coach
Sarah Thomson	W	Drama Vocal Director - 2nd Semester
Jean Tobin	GP	Math Coach
Julia Woods	W	Drama Instrumental Director - 2nd Semester



RESOLUTION #01-2025
January 21, 2025

REQUEST FOR WAIVER FROM MINIMUM 180-DAY SCHOOL YEAR

WHEREAS, the Board of Directors recognizes that one characteristic of high performing schools is a "high level of family and community involvement," and

WHEREAS, the Board of Directors recognizes the educational importance of having students accept ownership of and responsibility for their achievements towards meeting the standards, and

WHEREAS, the option of having a full-day to schedule parent/student/teacher conferences in addition to evening hours allows greater participation rates by parents, as well as making it possible for parents with more than one child to meet with each of their teachers on the same day, and

WHEREAS, teachers will be fulfilling their contractual responsibilities while meeting with students and parents during parent/student/teacher conference times, and

WHEREAS, the District shall make available to all students the total annual instructional hours as required by RCW 28A.150.220.

BE IT RESOLVED, that the Board of Directors of Walla Walla Public Schools, Walla Walla County, State of Washington hereby requests a renewal of its previous two-day waiver from the minimum 180- day school year requirement under RCW 28A.150.220 and WAC 180.18.050 solely for the purpose of parent teacher conferences for the 2025-2026 school year resulting in a 178-day school year for all students.

WALLA WALLA SCHOOL DISTRICT NO. 140
Walla Walla County, Washington

Derek Sarley, School Board President

ATTEST: _____
Dr. Wade Smith, Superintendent
and Secretary of the Board

Adopted at a regular meeting of the Board of Directors January 21, 2025

WARRANT SUMMARY

Vouchers 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 January 21st, the Board, by a majority vote, does approve for payment those vouchers and electronic transfers included in the following list and described as follow:

Warrant Date	Warrant Number	Fund	Warrant Number	Amount
		General Fund		
1/7/2025	241424	Through	241571	\$ 590,649.61
1/21/2025	241572	Through	241696	\$ 1,113,058.30
1/7/2025	242500220	Wire Transfer	242500242	\$ 4,696.12
1/21/2025	242500244	Wire Transfer	242500281	\$ 5,865.89

		Capital Projects		
1/7/2025	240046	Through	240048	\$ 45,602.84
1/21/2025	240049	Through	240057	\$ 325,753.38
		Through		
		Wire Transfer		
		Wire Transfer		

		ASB		
1/7/2025	240047	Through	240053	\$ 7,649.19
1/21/2025	240054	Through	240063	\$ 20,619.04
		Wire Transfer		
1/21/2025	242500243	Wire Transfer	242500243	\$ 476.27

		Transportation Vehicle		
		Through		
		Through		
		Wire Transfer		
		Wire Transfer		

		Payroll		
12/31/2024	241381	Through	241423	\$ 2,202,496.37
12/31/2024	1400001	Wire Transfer	1401105	\$ 3,334,951.05
12/31/2024	NA	Payroll Taxes	NA	\$ 1,113,547.58

TOTAL:	\$ 8,765,365.64
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SCHOOL BOARD PRESIDENT:

SECRETARY OF THE BOARD:

Derek Sarley

Dr. Wade Smith, Superintendent



TO: Dr. Wade Smith - Superintendent
FROM: Janette Jeffris – Director of Fiscal Services 
DATE: January 16, 2025
RE: December's Financial Report

8

Attached is the December 2024 financial report consisting of:

- Revenues, expenditures and fund balance for all five funds.
 - General Fund ending balance is 8.7% of expenditures
- General Fund trend charts
- Payroll trend chart

Attachments

JJ

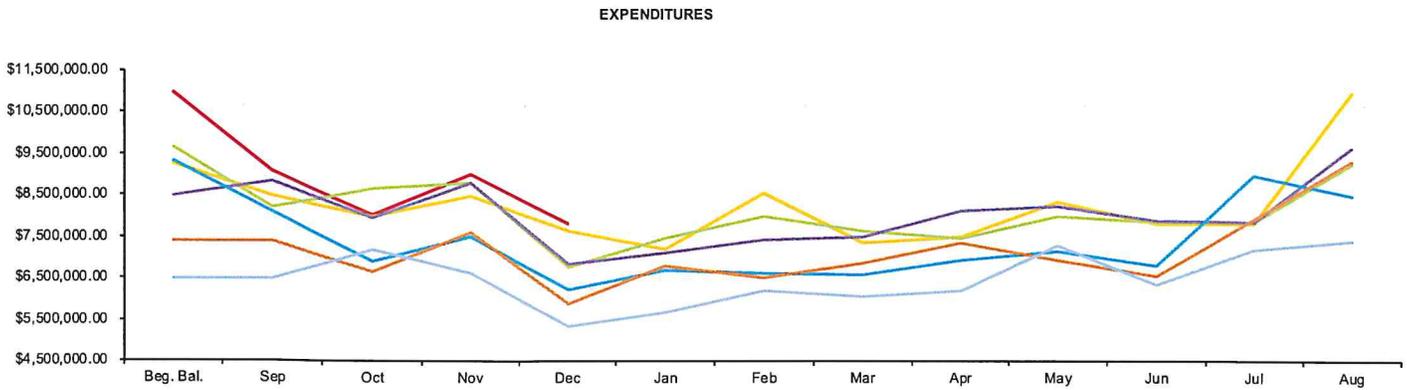
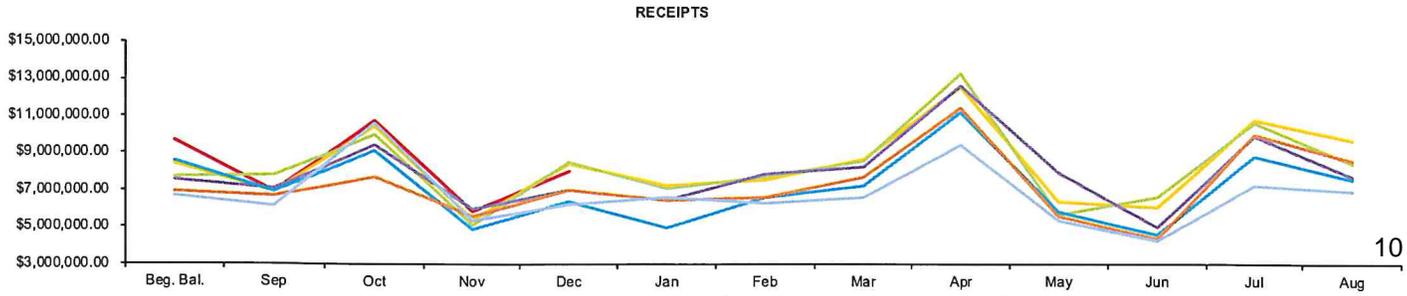
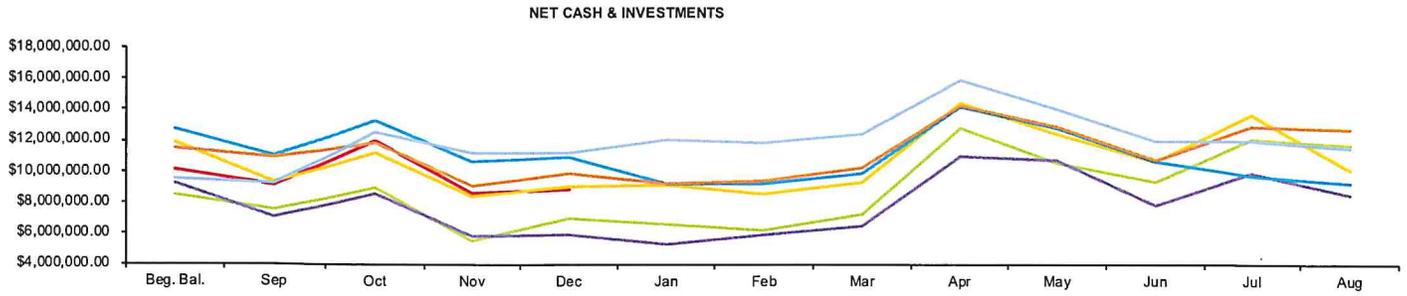
Walla Walla School District

Monthly Financial Report

December 2024

	<u>Adopted Budget</u>	<u>Working Budget</u>	<u>Year to Date</u>
<u>GENERAL FUND</u>			
Beginning Fund Balance	\$ 10,500,000	\$ 11,493,655	\$ 11,493,655
Revenues	\$ 100,512,346	\$ 100,512,346	\$ 31,483,699
Expenditures	\$ (101,120,371)	\$ (101,120,371)	\$ (33,945,078)
Prior Period Adjustment	\$ -	\$ -	
Transfers	\$ (800,000)	\$ (800,000)	\$ (208,467)
Ending Fund Balance	\$ 9,091,975	\$ 10,085,630	\$ 8,823,809 8.7%
<u>CAPITAL PROJECTS</u>			
Beginning Fund Balance	\$ 14,500,000	\$ 11,647,644	\$ 11,647,644
Revenues	\$ 2,887,352	\$ 2,887,352	\$ 318,554
Expenditures	\$ (15,793,000)	\$ (15,793,000)	\$ (3,317,539)
Transfers	\$ (250,000)	\$ (250,000)	
Ending Fund Balance	\$ 1,344,352	\$ (1,508,004)	\$ 8,648,659
<u>DEBT SERVICE</u>			
Beginning Fund Balance	\$ 3,051,794	\$ 3,149,247	\$ 3,149,247
Revenues	\$ 5,432,008	\$ 5,432,008	\$ 2,181,006
Expenditures	\$ (5,401,417)	\$ (5,401,417)	\$ (3,849,631)
Ending Fund Balance	\$ 3,082,385	\$ 3,179,838	\$ 1,480,622
<u>ASB FUND</u>			
Beginning Fund Balance	\$ 427,577	\$ 442,407	\$ 442,407
Revenues	\$ 343,200	\$ 343,200	\$ 138,040
Expenditures	\$ (392,497)	\$ (392,497)	\$ (67,302)
Ending Fund Balance	\$ 378,280	\$ 393,110	\$ 513,145
<u>TRANSPORTATION VEHICLE</u>			
Beginning Fund Balance	\$ 932,156	\$ 936,578	\$ 936,578
Revenues	\$ 5,576,078	\$ 5,576,078	\$ 11,038
Expenditures	\$ 6,503,235	\$ 6,503,235	\$ (810,412)
Transfers			\$ -
Ending Fund Balance	\$ 13,011,469	\$ 13,015,891	\$ 137,204

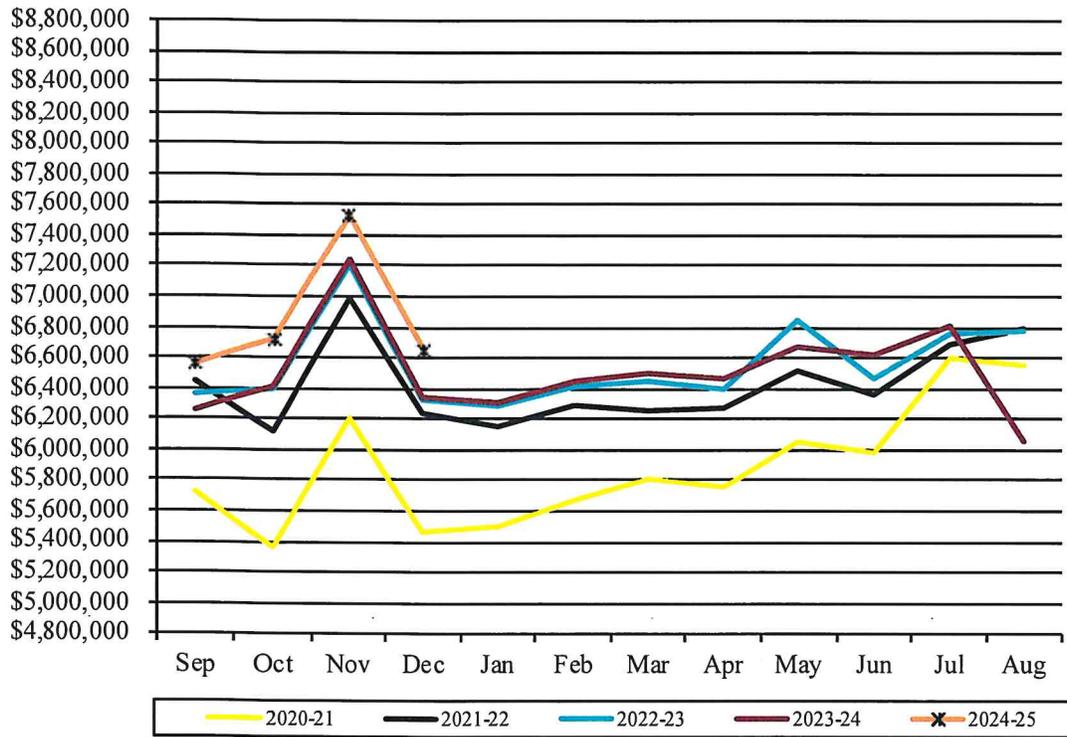
WALLA WALLA PUBLIC SCHOOLS GENERAL FUND



— 24-25
 — 23-24
 — 22-23
 — 21-22
 — 20-21
 — 19-20
 — 18-19



WALLA WALLA PUBLIC SCHOOLS Monthly Payroll



**BOARD OF DIRECTORS
Special Meeting – 5:00 p.m.
December 16, 2024
WWPS Administration Building / 364 S. Park Street**

The Board of Directors met in executive session on December 16 at 5:00 p.m. to review the performance of a public employee. All board members were present. The executive session concluded at 5:45 p.m. and was not open to the public.

Minutes to be presented for board approval on January 21, 2025.

APPROVED:

Dr. Wade Smith, Superintendent
and Secretary of the Board
- Susie Golden, Recorder

Ruth Ladderud
School Board President

BOARD OF DIRECTORS
Regular Business Meeting – 5:30 p.m.
December 17, 2024
WWPS Administration Building / 364 S. Park Street

PRESENT

BOARD OF DIRECTORS
Ruth Ladderud, President
Terri Trick, Vice President
Alayna Brinton
Kathy Mulkerin
Derek Sarley
Ari Kim-Leavitt, Student Representative

ADMINISTRATORS
Dr. Wade Smith, Superintendent
Chris Gardea, Assistant Superintendent
Christy Krutulis, Executive Director of Teaching & Learning
Janette Jeffris, Director of Fiscal Services
Sarah Edwards, Principal of Sharpstein Elementary School

AUDIENCE

Including board members, administrators and guests, approximately 20 were in attendance.

I. CALL TO ORDER

The meeting was called to order in the administration building Anne Golden Boardroom at 5:30 p.m. by President Ruth Ladderud.

II. FLAG SALUTE

The flag salute and pledge of allegiance was led by Director Terri Trick.

III. ROLL CALL

All board members were present.

IV. APPROVAL OF AGENDA

Motion by Derek Sarley and seconded by Alayna Brinton to approve the agenda as presented; the motion carried unanimously.

V. CONSENT AGENDA

Motion by Derek Sarley and seconded by Terri Trick to approve the consent agenda consisting of the following items: 1) personnel report; 2) extracurricular athletic contracts; 3) non-athletic extra & co-curricular contracts; 4) December 3 & 17 accounts payable and November payroll; 5) annual school improvement plans; 6) November financial report; 7) regular business meeting minutes of November 19, 2024; and 8) special meeting/work session minutes of December 2, 2024. The motion carried unanimously.

VI. SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS

VII. CITIZENS' COMMENTS

Public comment was received by one individual.

VIII. REPORTS

Board of Directors Report: The Board members shared of events and activities in which they participated or attended since the last Board meeting, noting the Washington State School Directors Association Annual Conference, district and state meetings, as well as work on a student board representative onboarding manual.

Superintendent's Report: Superintendent Dr. Wade Smith reported on a recent Seattle/Olympia trip for the Gates Education Roundtable Convening and Office of Superintendent of Public Instruction testimony and meeting, policy work with his student advisory council, and his involvement on a state committee focused on education funding. Dr. Smith also noted December enrollment is 5325 FTE.

Monthly Financial Dashboard Report: Director of Fiscal Services Janette Jeffris provided a review of revenues, expenditures and ending fund balance.

Vision 2023: Goal #1; Strategy #2 – Guaranteed and Viable Curriculum: Executive Director of Teaching & Learning Christy Krutulis, Sharpstein Principal Sarah Edwards and Teacher Denyse Hutchinson provided an update on Vision 2030 Goal #1 Strategy #2 – Guaranteed and Viable Curriculum.

Superintendent Evaluation Process Review: Dr. Smith reviewed the process used for his annual evaluation.

Policies Second Reading: Dr. Smith presented the following policies for first reading.

- 2401 Financial Education Mastery-Based Learning and Credit
- 2402 English Language Arts Mastery-Based Learning and Credit
- 2403 Math Mastery-Based Learning and Credit
- 2404 Science Mastery-Based Learning and Credit
- 2405 Social Studies Mastery-Based Learning and Credit
- 2406 The Arts Mastery-Based Credit
- 2407 Health and Physical Education Mastery-Based Credit
- 2409 World Language Mastery-Based Credit
- 3241 Student Discipline
- 3419 Self-Administration of Asthma and Anaphylaxis Medications
- 3424 Opioid Related Overdose Reversal

Reading and Proposed Adoption of Board Policy 4301 – Addressing Immigration Enforcement in Schools: Dr. Smith presented Policy 4301 for review and adoption.

IX. ACTION ITEMS

Policies Second Reading: Motion by Derek Sarley and seconded by Alayna Brinton to approve policies 2401-3424 as presented; the motion carried unanimously.

Board Policy 4301 – Addressing Immigration Enforcement in Schools. Per Board Policy 1310, it is deemed by the board that immediate action would be in the best interest of the district. Motion by Kathy Mulkerin and seconded by Terri Trick to approve Policy 4301 as presented; the motion carried unanimously.

X. ELECTION OF OFFICERS FOR BOARD OF DIRECTORS

President Ruth Ladderud opened nominations for the office of President of the Board for 2025. Terri Trick nominated Derek Sarley for President and Alayna Brinton seconded the motion. President Ladderud called for additional nominations and there were none. President Ladderud called for a roll call vote for approval of Derek Sarley as President; the motion carried with four ayes by Directors Derek Sarley, Alayna Brinton, Terri Trick and Ruth Ladderud and one abstain by Director Kathy Mulkerin.

President Sarley opened nominations for the office of Vice President of the Board for 2025. Terri Trick nominated Ruth Ladderud for Vice President and Alayna Brinton seconded the motion. President Sarley called for additional nominations and there were none. Ruth Ladderud moved to close nominations for Vice President and Alayna Brinton seconded the motion. President Sarley called for a roll call vote to close nominations; the motion carried unanimously. President Sarley called for a roll call vote for approval of Ruth Ladderud as Vice President; the motion carried with four ayes by Directors Derek Sarley, Alayna Brinton, Terri Trick and Ruth Ladderud and one abstain by Director Kathy Mulkerin.

XI. ADJOURNMENT

President Sarley declared the meeting adjourned at 6:47 p.m.

Minutes to be presented for board approval on January 21, 2025.

APPROVED:

Dr. Wade Smith, Superintendent
and Secretary of the Board
- Susie Golden, Recorder

Derek Sarley
School Board President

**BOARD OF DIRECTORS
Special Meeting – 1:30 p.m.
January 6, 2025
Virtual/Online**

The Board of Directors conducted a special meeting on January 6 at 1:30 p.m. to review proposals from superintendent search firms. All board members were present. Including board members and guests there were 10 in virtual attendance.

The special meeting concluded at 2:00 p.m. and was open to the public.

Minutes to be presented for board approval on January 21, 2025.

APPROVED:

Derek Sarley
School Board President

**BOARD OF DIRECTORS
Special Meeting – 5:00 p.m.
January 7, 2025
Virtual/Online**

PRESENT

BOARD OF DIRECTORS

Derek Sarley, President
Ruth Ladderud, Vice President
Alayna Brinton
Kathy Mulkerin
Terri Trick
Ari Kim-Leavitt, Student Representative
Eva Maxwell, Student Representative

AUDIENCE

Including board members and guests, approximately 15 were in virtual attendance.

I. CALL TO ORDER

The virtual/online meeting was called to order at 5:00 p.m. by President Derek Sarley.

II. APPROVAL OF AGENDA

Motion by Alayna Brinton and seconded by Terri Trick to approve the agenda as presented; the motion carried unanimously.

III. SUPERINTENDENT SEARCH FIRM INTERVIEWS

The board of directors conducted a virtual/online special meeting that was open to the public to interview three superintendent search firms: Human Capital Enterprises; Hazard, Young, Attea & Associates (HYA); and McPherson & Jacobson, LLC.

IV. ACTION

Motion by Terri Trick and seconded by Alayna Brinton to authorize the board president to execute a contract on the District's behalf with Hazard, Young, Attea & Associates (HYA) for the purpose of conducting a superintendent search. The motion carried unanimously.

V. ADJOURNMENT

President Sarley declared the meeting adjourned at 6:23 p.m.

Minutes to be presented for board approval on January 21, 2025.

APPROVED:

Derek Sarley
School Board President

WALLA
WALLA
PUBLIC

SCHOOLS

Foundation



OUR MISSION

To enrich and enhance the educational experiences of students in the Walla Walla Public School District.





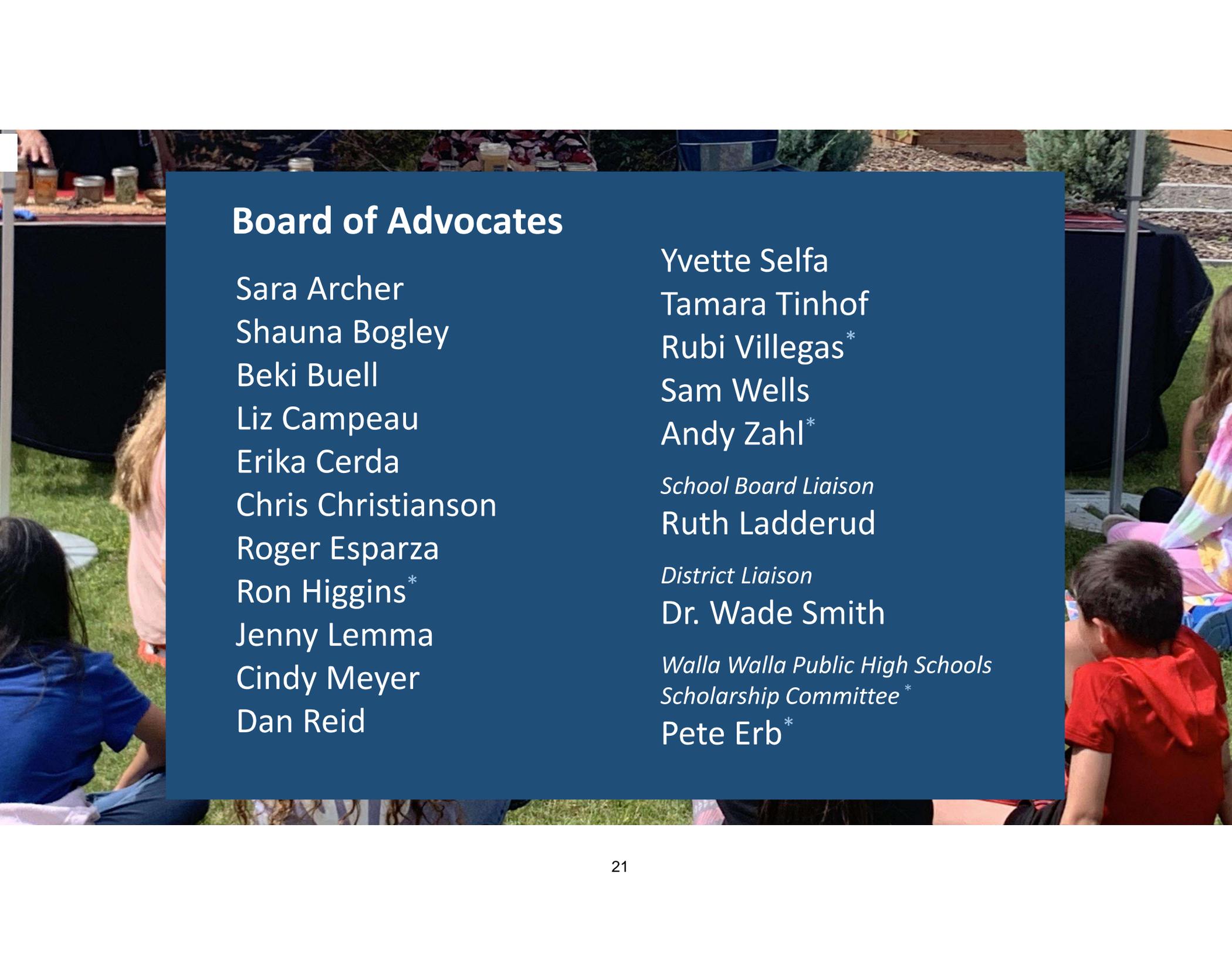
- Our 3rd year
- Out-of-the classroom educational experiences
- Serve a full grade level
- Free for all students



Blue Mountain
Community
Foundation



Walla Walla Public Schools



Board of Advocates

Sara Archer
Shauna Bogley
Beki Buell
Liz Campeau
Erika Cerda
Chris Christianson
Roger Esparza
Ron Higgins*
Jenny Lemma
Cindy Meyer
Dan Reid

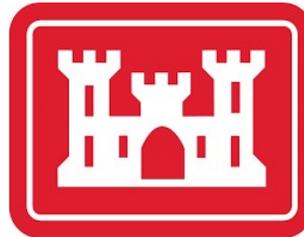
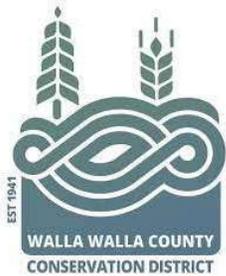
Yvette Selfa
Tamara Tinhof
Rubi Villegas*
Sam Wells
Andy Zahl*

School Board Liaison
Ruth Ladderud

District Liaison
Dr. Wade Smith

*Walla Walla Public High Schools
Scholarship Committee **
Pete Erb*

Thank you to our Community Partners!





In 2023-2024

16,800+
out-of-the-
classroom
educational
hours
3,427
students



In 2024-2025

15
educational
field trips
for K-8
students



Into the Blue and the Leadership Academy

.....
Overnight, outdoor
experiences
for students
at both high schools



Overnight camp for all WWPS 5th graders



- Brent Cummings, Partnership and Community Outreach Coordinator
 - Funded by Outdoor Schools WA
-
- Students will spend 26 hours at camp
 - April 16 – 23
-
- Website: wwps.org/outdoorschool





- Held at Camp Dudley, ACA-accredited YMCA camp
 - Near White Pass
 - Turn-key camp experience (session & activity leaders, meals, cabins)
-
- 5 Learning Sessions that meet state learning standards
 - Canoeing, hiking, bird watching, hands-on science, environmental education, games, arts & crafts, rock climbing, campfire
-
- Trained Wa-Hi student leaders serve as counselors





Questions?

WALLA
WALLA
PUBLIC

SCHOOLS Foundation

www.wwpsfoundation.org

Facebook: [wwpsfoundation](https://www.facebook.com/wwpsfoundation)

Instagram: [wwpsfoundation](https://www.instagram.com/wwpsfoundation)

~ CITIZENS' COMMENTS ~

We welcome your comments and questions during the time set aside in regular business meetings for citizens' comments. Attendees sign up to provide public comment using the sign-in form in the boardroom prior to the start of the Citizens' Comments period of the meeting.

Citizens' Comment Script:

This is the time in the meeting we welcome citizens to come forward and offer public comment, ask questions, or provide recommendations for educational improvement. Per Board policy we typically refrain from providing responses following public comments, and will ensure follow up is made if requested and necessary.

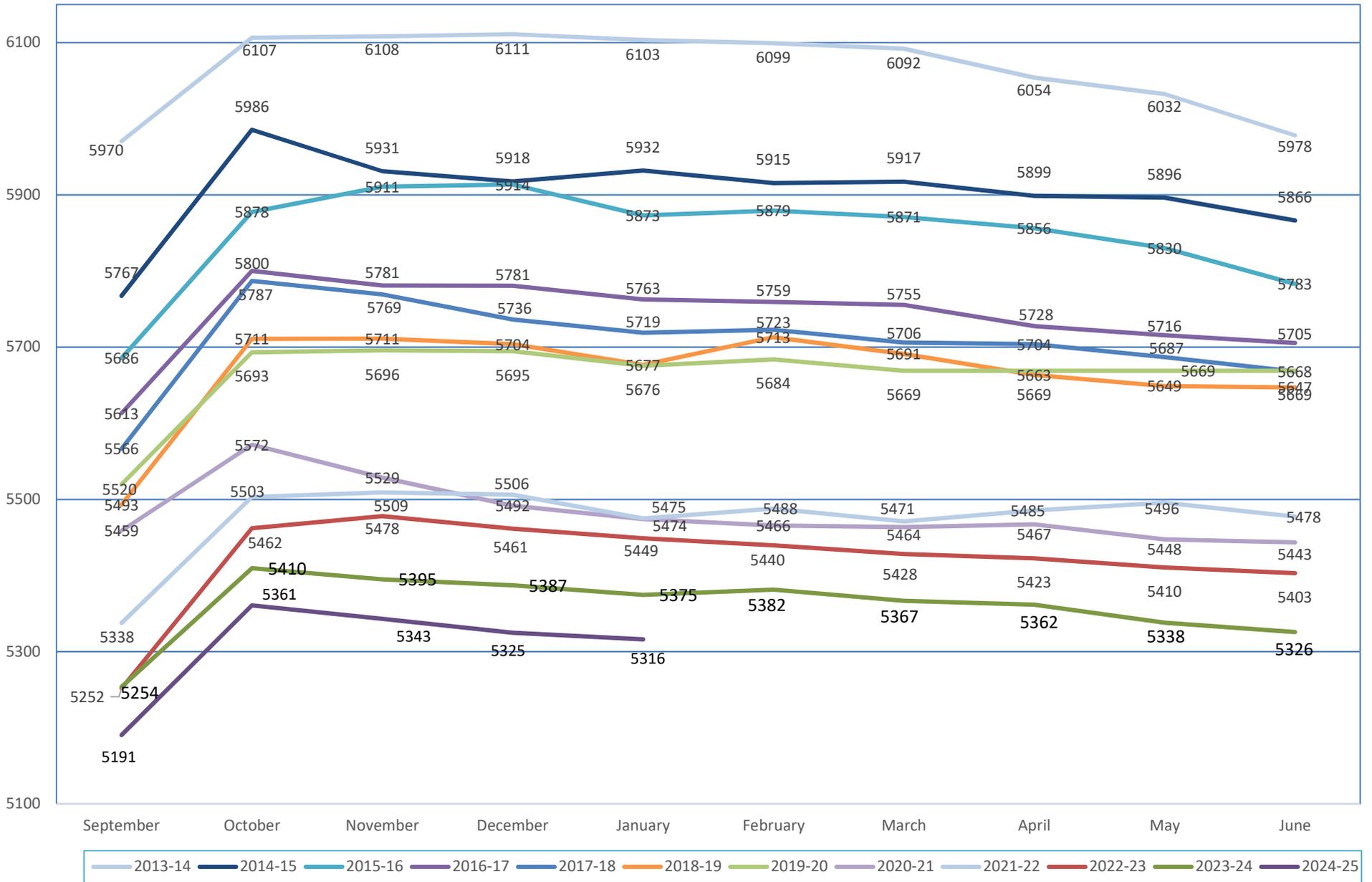
We also ask that you adhere to the following guidelines:

- State your name.
- Keep your comments brief and to the point, with a **three-minute time limit**.
- Do not reflect adversely on the political or economic view, ethnic background, character, or motives of any individual.
- If you have a specific complaint about an individual employee, it must be addressed through the Superintendent's office and not in this setting.

At this time, please come forward if you wish to address the board.

01/03/2022

WWPS Enrollment Trends: 2013 to Present Student FTE Counts



Target Avg Class Size

2024-2025	24	25	27	27	28	28	TOTALS
	Kindergarten	First	Second	Third	Fourth	Fifth	
Berney	Brown, A 20 Hubbard, K 20	Diaz Madrigal, A 18 Gonzales, C 19 Morrison, S 18	Kearbey, K 23 Parodi, D 22	Baker, T 25 Pekar, Katie 26	Ambler, C 21 Bona, A 22 Hartelius, S 21	Clearman, D 23 Holbrook, J 22 James, I 23	
Behavior Prg K-5	Merrill, L 1	Merrill, L 1	Merrill, L 3	Merrill, L 1	Merrill, L 2	Merrill, L 1	
SECTIONS	15	40	55	45	51	64	68
slots available	32	20	9	3	20	16	Ratio 21.53
Edison	Espinosa, M 21 Helm, E 22 Matson, E 17 Valencia, A 20	Maycumber, Y 23 Berumen, B 22 Moreno, J 23 Phillips, L 22	Hobbs, S 17 Parsons, S 17 Saldivar, C 17 Williams, N 18	Aceves, J 25 Estrada, A 26 Lopez, J 24	Ledesma, M 24 Reed, J 24 Schafer, J 24	Ochoa, F 25 Solis Martinez, V 24 Solis, C 24	
SECTIONS	21	80	90	69	75	72	73
slots available*	4	(6)	15	6	12	11	Ratio 21.86
Green Park	Goble, E 23 Nuno, J 20 Lamanna, S 18 Katsel, E 16	Bahena-Flores, R 25 Garcia, A 24 Collins, A 22 James, L 23	Chavez, R 21 Salazar, I 24 Shuler, A 21 Real, D 17	Contreras, A 21 Mora, G 20 Boeckman, R 22 Gregoire, L 22	Esquivel, T 27 Johnson, M 25 Tobin, J 27	Maya, J 19 Lopez, M 18 Ambler, D 28 Lux, J 27	
Lifeskills Program	Angotti, E 4 Scarborough, M 3	Angotti, E 2 Scarborough, M 1	Angotti, E 2 Scarborough, M 1	Angotti, E 1 Scarborough, M 5	Angotti, E 1 Scarborough, M 1	Angotti, E 2 Scarborough, M 1	
SECTIONS	23	77	94	83	85	79	92
slots available	19	6	25	45	5	20	Ratio 22.17
Prospect Point	Ferraro, A 21 Heinzman, A 19 Kaup Rose, S 20	Hanson, K 22 Humphreys, S 21 Pederson, R 22	Babbit, H 19 Baldwin, W 20 McFetridge, M 18 Paul, M 17	Jausoro, D 22 Kuhlmann, K 21 Reese, N 21	Prull, V 26 Taylor, L 26 Watson, K 27	Mahan, L 27 Parodi, D 26 Pegel, G 25	
SECTIONS	19	60	65	74	64	79	78
slots available*	36	10	34	17	5	6	Ratio 22.11
Sharpstein	Gillin, L 19 Wilson, H 17	Locati, R 17 Russell, J 17 Ruvalcaba, G 15	Berg, L 18 Griffith, R 19 York, L 18	Hutchinson, D 26 Villanueva, S 26	Keyes, K 27 VanDonge, B 27	Mendoza, L 23 Shirley, C 23 Woiblet, B 23	
Developmental Prog Autism Program	Stimmel, M 5 Amundson 3 Vaughan 3	Stimmel, M 3 Amundson 2 Vaughan 2	Stimmel, M 2 Amundson 0 Vaughan 4	Stimmel, M 2 Amundson 2 Vaughan 2	Stimmel, M 2 Amundson 2 Vaughan 2	Amundson 6 Vaughan 1	
SECTIONS	15	36	49	55	52	54	69
slots available	31	23	26	2	2	15	Ratio 21.00
WW Online/Homelink		6	7	6	5	13	9
slots available		6	7	6	5	13	9
TOT SLOTS AVAIL	122	53	109	73	44	68	
GRADE LVL TOTAL		293	353	326	327	348	380
GRADE LVL SECTNS	15	17	17	14	14	16	
AVERAGE LOADS		19.53	20.76	19.18	23.36	24.86	23.75
TOTAL SC SPED		12	7	5	9	9	4
TOTAL ENROLLED		311	367	337	341	370	2119

Dual classes

MONTHLY REVENUE REPORT

MONTH	LOCAL TAXES	LOCAL NONTAX	STATE GEN PURP	FED GEN PURP	FED SPEC PURP	REV (SD)	REV (OTHER)	TOTAL PROJ.	TOTAL ACT.	VARIANCE	
SEP PROJECTED	\$ 235,000	\$ 60,212	\$ 6,495,493	\$ -	\$ 171,928	\$ 9,375	\$ -	\$ 6,972,008		\$ (86,658)	-1.24%
SEP ACTUAL	\$ 238,489	\$ 107,384	\$ 6,357,939	\$ -	\$ 174,152	\$ 7,387			\$ 6,885,350	\$ (86,658)	YTD
OCT PROJECTED	\$ 3,725,622	\$ 60,212	\$ 5,954,175	\$ 6,378	\$ 452,428	\$ 9,375	\$ -	\$ 10,208,190		\$ 521,180	5.11%
OCT ACTUAL	\$ 3,878,128	\$ 273,629	\$ 6,058,212	\$ 13,821	\$ 496,594	\$ 8,985			\$ 10,729,370	\$ 434,523	YTD
NOV PROJECTED	\$ 480,000	\$ 60,212	\$ 3,961,416	\$ 35,378	\$ 965,852	\$ 9,375	\$ -	\$ 5,512,233		\$ 331,816	6.02%
NOV ACTUAL	\$ 543,837	\$ 118,515	\$ 3,996,869	\$ 6,911	\$ 1,174,050	\$ 3,867			\$ 5,844,049	\$ 766,339	YTD
DEC PROJECTED	\$ 30,000	\$ 60,212	\$ 6,579,828	\$ 23,378	\$ 756,877	\$ 9,375	\$ -	\$ 7,459,670			
DEC ACTUAL									\$ -	\$ 766,339	YTD
JAN PROJECTED	\$ 15,000	\$ 60,212	\$ 6,193,983	\$ 23,378	\$ 765,427	\$ 9,375	\$ -	\$ 7,067,375			
JAN ACTUAL									\$ -	\$ 766,339	YTD
FEB PROJECTED	\$ 55,000	\$ 60,212	\$ 6,583,743	\$ 23,378	\$ 756,877	\$ 9,375	\$ -	\$ 7,488,585			
FEB ACTUAL									\$ -	\$ 766,339	YTD
MAR PROJECTED	\$ 1,757,520	\$ 60,212	\$ 6,589,523	\$ 23,378	\$ 871,496	\$ 9,375	\$ -	\$ 9,311,504			
MAR ACTUAL									\$ -	\$ 766,339	YTD
APR PROJECTED	\$ 5,333,955	\$ 60,212	\$ 7,019,323	\$ 23,378	\$ 880,046	\$ 9,375	\$ -	\$ 13,326,289			
APR ACTUAL									\$ -	\$ 766,339	YTD
MAY PROJECTED	\$ 1,450,000	\$ 60,212	\$ 4,097,668	\$ 23,378	\$ 984,996	\$ 9,375	\$ -	\$ 6,625,629			
MAY ACTUAL									\$ -	\$ 766,339	YTD
JUN PROJECTED	\$ 40,000	\$ 60,212	\$ 4,452,458	\$ 23,378	\$ 871,496	\$ 9,375	\$ -	\$ 5,456,919			
JUN ACTUAL									\$ -	\$ 766,339	YTD
JUL PROJECTED	\$ 40,591	\$ 60,212	\$ 9,461,318	\$ 23,378	\$ 766,546	\$ 9,375	\$ -	\$ 10,361,420			34
JUL ACTUAL									\$ -	\$ 766,339	YTD
AUG PROJECTED	\$ 105,768	\$ 60,212	\$ 7,504,948	\$ 23,378	\$ 1,302,769	\$ 9,375	\$ -	\$ 9,006,450			
AUG ACTUAL									\$ -	\$ 766,339	YTD
Total Projected	\$ 13,268,456	\$ 722,544	\$ 74,893,876	\$ 252,153	\$ 9,546,738	\$ 112,500	\$ -	\$ 98,796,267			
Adopted Budget	\$ 13,544,008	\$ 676,000	\$ 76,052,154	\$ 255,000	\$ 9,872,684	\$ 112,500	\$ -	\$ 100,512,346			
Variance	\$ (275,552)	\$ 46,544	\$ (1,158,278)	\$ (2,847)	\$ (325,946)	\$ -	\$ -	\$ (1,716,079)			
TOTAL ACTUAL	\$ 4,660,454	\$ 499,527	\$ 16,413,020	\$ 20,732	\$ 1,844,796	\$ 20,239	\$ -	\$ 23,458,769	FORECAST ACTUAL	\$	99,562,606
% collected to PRO	35.12%	69.13%	21.92%	8.22%	19.32%	17.99%	#DIV/0!	23.74%			

NOTES:

LEGEND

Above or within 2.00% of projection

Between 2.01% & 5.00% below

Below 5.01% of projection

MONTHLY EXPENDITURE REPORT

MONTH	PROJ. P/R	ACTUAL P/R	PROJ. A/P	ACTUAL A/P	TOTAL	VARIANCE
SEPTEMBER PROJECTED	\$ 6,509,497		\$ 2,733,011		\$ 9,242,508 MONTHLY	\$ (157,796) -1.71%
SEPTEMBER ACTUAL		\$ 6,559,056		\$ 2,525,656	\$ 9,084,712 YTD	\$ (157,796) -1.71%
OCTOBER PROJECTED	\$ 6,568,028		\$ 1,595,210		\$ 8,163,238 MONTHLY	\$ (131,821) -1.61%
OCTOBER ACTUAL		\$ 6,716,042		\$ 1,315,376	\$ 8,031,417 YTD	\$ (289,616) -1.66%
NOVEMBER PROJECTED	\$ 7,534,789		\$ 1,248,016		\$ 8,782,804 MONTHLY	\$ 234,419 2.67%
NOVEMBER ACTUAL		\$ 7,528,291		\$ 1,488,932	\$ 9,017,223 YTD	\$ (55,198) -0.21%
DECEMBER PROJECTED	\$ 6,599,954		\$ 1,295,309		\$ 7,895,263 MONTHLY	
DECEMBER ACTUAL					\$ - YTD	\$ (55,198) -0.16%
JANUARY PROJECTED	\$ 6,569,007		\$ 900,014		\$ 7,469,021 MONTHLY	
JANUARY ACTUAL					\$ - YTD	\$ (55,198) -0.13%
FEBRUARY PROJECTED	\$ 6,707,509		\$ 1,593,334		\$ 8,300,843 MONTHLY	
FEBRUARY ACTUAL					\$ - YTD	\$ (55,198) -0.11%
MARCH PROJECTED	\$ 6,763,092		\$ 1,204,576		\$ 7,967,668 MONTHLY	
MARCH ACTUAL					\$ - YTD	\$ (55,198) -0.10%
APRIL PROJECTED	\$ 6,717,718		\$ 1,044,039		\$ 7,761,757 MONTHLY	
APRIL ACTUAL					\$ - YTD	\$ (55,198) -0.08%
MAY PROJECTED	\$ 6,945,253		\$ 1,363,500		\$ 8,308,753 MONTHLY	
MAY ACTUAL					\$ - YTD	\$ (55,198) -0.07%
JUNE PROJECTED	\$ 6,891,532		\$ 1,293,596		\$ 8,185,128 MONTHLY	
JUNE ACTUAL					\$ - YTD	\$ (55,198) -0.07%
JULY PROJECTED	\$ 7,083,719		\$ 1,098,742		\$ 8,182,460 MONTHLY	
JULY ACTUAL					\$ - YTD	\$ (55,198) -0.06%
AUGUST PROJECTED	\$ 6,814,762		\$ 3,668,682		\$ 10,483,444 MONTHLY	
AUGUST ACTUAL					\$ - YTD	\$ (55,198) -0.05%
TOTAL PROJECTED	\$ 81,704,860		\$ 19,038,027		\$ 100,742,887	
ADOPTED BUDGET	\$ 81,357,348		\$ 19,763,023		\$ 101,120,371	
VARIANCE	\$ (347,512)		\$ 724,996		\$ 377,484	
TOTAL ACTUAL		\$ 20,803,389		\$ 5,329,964	\$ 26,133,352	FORECAST ACT \$ 100,687,689
% spent to projected		25.46%		28.00%	25.94%	
Notes:						
LEGEND	Below or within 2.00%	Between 2.01% & 5.00% above			Above 5.01% of projection	

MONTHLY ENDING FUND BALANCE REPORT

DATE		Revenue	Expenditure	Ending Fund Balance	Variance		EFB Monthly Projection for Year End
Beginning Fund Balance (Projected)				\$ 10,500,000			
Beginning Fund Balance (Actual)				\$ 11,493,655			
September	PROJECTED	\$ 6,972,008	\$ 9,242,508	\$ 8,229,500			
	ACTUAL	\$ 6,885,350	\$ 9,084,712	\$ 9,294,293	\$ 1,064,793	12.94%	8.76%
October	PROJECTED	\$ 10,208,190	\$ 8,163,238	\$ 10,274,452			
	ACTUAL	\$ 10,729,370	\$ 8,031,417	\$ 11,992,246	\$ 1,717,794	16.72%	9.41%
November	PROJECTED	\$ 5,512,233	\$ 8,782,804	\$ 7,003,880			
	ACTUAL	\$ 5,844,049	\$ 9,017,223	\$ 8,819,071	\$ 1,815,191	25.92%	9.50%
December	PROJECTED	\$ 7,459,670	\$ 7,895,263	\$ 6,568,287			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
January	PROJECTED	\$ 7,067,375	\$ 7,469,021	\$ 6,166,640			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
February	PROJECTED	\$ 7,488,585	\$ 8,300,843	\$ 5,354,382			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
March	PROJECTED	\$ 9,311,504	\$ 7,967,668	\$ 6,698,218			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			36
April	PROJECTED	\$ 13,326,289	\$ 7,761,757	\$ 12,262,750			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
May	PROJECTED	\$ 6,625,629	\$ 8,308,753	\$ 10,579,625			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
June	PROJECTED	\$ 5,456,919	\$ 8,185,128	\$ 7,851,416			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
July	PROJECTED	\$ 10,361,420	\$ 8,182,460	\$ 10,030,375			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
August	PROJECTED	\$ 9,006,450	\$ 10,483,444	\$ 8,553,380			
	ACTUAL	\$ -	\$ -	\$ 8,819,071			
PRELIMINARY PROJECTED EFB		\$ 98,796,267	\$ 100,742,887	\$ 8,553,380			8.42%
ACTUALS TO DATE		\$ 23,458,769	\$ 26,133,352				
FORECASTED ACTUALS*		\$99,562,606	\$100,687,689	\$9,568,571	YEAR END PROJECTION		9.50%
Monthly Variance	Above or within 2.00% of projection		Between 2.01% & 5.00% below projection		Below 5.01% of projection		
Yr End Projection	Above 8.00%		Between 6.00% to 7.99%		Below 6.00%		

*Calculated using actuals through the current month and projected revenue and expenditures for future months. Includes August Maint Res Transfer of \$800K

Walla Walla Public Schools

BOARD POLICY

Policy No. 3206

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PREGNANT AND PARENTING STUDENTS

The district is committed to a positive and productive education free from sex-based discrimination as required by Federal, State, and local laws for all students in its education programs and activities. These laws prohibit discrimination against any student based on their current, potential, or past pregnancy or related conditions or marital or parental status. Sex-based harassment is a form of sex-based discrimination and includes harassment on the basis of pregnancy or related conditions or marital or parental status.

The district establishes this policy and the accompanying ~~Superintendent's~~ procedures for ensuring the protection and equal treatment of students who are or become pregnant, individuals with pregnancy-related conditions, and new parents.

Pregnancy or related conditions include:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to the above; or
- Recovery from above.

The district must also not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex, except as necessary to provide pregnancy or pregnancy-related medical accommodations.

This commitment and discrimination prohibition 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 does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to *voluntarily* participate in a separate portion of its education program or activity, *provided* the district ensures that the separate portion is comparable to that offered to students who are not pregnant or parenting, and do not have related conditions.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with ~~comprehensive~~ training of staff and volunteers. ~~Specific notice, training, and compliance requirements are included in the accompanying procedure 3206P.~~

Investigation and Response / Grievance Procedures

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

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BOARD POLICY

Policy No. 3206

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Complaints alleging discrimination or harassment based on a person's actual or perceived pregnancy status are to be taken seriously and handled in the same manner as other sex-based discrimination and harassment complaints.

If an investigation reveals that sex-based harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sex-based harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Allegations of criminal misconduct and suspected child abuse will be reported to law enforcement or Child Protective Services as required by law. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sex-based harassment.

Retaliation and False Allegations

Retaliation, as defined under Federal and State laws and the ~~Superintendent's~~ procedure, including retaliation by a student against another student, 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 sex-based discrimination. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline as discussed in ~~the Superintendent's~~ procedure.

This policy and its procedure will support that effort by facilitating district compliance with local, state, and federal laws concerning sex-based discrimination.

Cross References:

Policy 3205 – Sex Discrimination of Students Prohibited

Policy 3210 - Nondiscrimination

Policy 3230 – Searches of Students and Student Privacy

Policy 3231 - Student Records

Legal References

RCW 28A.640.010 Sexual Equality, Purpose – Discrimination Prohibited

RCW 28A.642 Discrimination Prohibition

RCW 49.60.040 Definitions

20 U.S.C. §§ 1681-1688 Title IX of the Education Amendments Act of 1973

34 C.F.R. § 106.40, Title IX Regulations (2024 Amendments)

First Reading/New Policy: January 21, 2025

Walla Walla Public Schools

BOARD POLICY

Policy No. 3210

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NONDISCRIMINATION - STUDENTS

The district is committed to complying with anti-discrimination laws.

Definition

"Protected status" is defined as "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 by a person with a disability."

Nondiscrimination Statement

The district's nondiscrimination statement will include the following as described in WAC 392-190-060:

- 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 by a person with a disability.
- 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.
- Notice that the district provides equal access to the Boy Scouts of America and any other youth group 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.

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 the district, or its schools, publish or post on their websites.

Discriminatory Harassment

Students have a right to be free from discriminatory harassment. The district violates that right if any of the following conditions are met:

- The alleged conduct is based on a student's protected status.
- The alleged conduct creates a hostile environment. A hostile environment is created if the alleged conduct is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the district's course offerings, including any educational program or 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.
- After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to 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.
- Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

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- 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.

Complaint Procedure

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

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

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.

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 compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Training

The district will train all administrators, 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 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 by a person with a disability.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under 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 Policy 2020	Course design, Selection and Adoption of Curriculum and Instructional Materials
Board Policy 2030	Service Animals in Schools
Board Policy 2140	Guidance and Counseling
Board Policy 2150	Co-Curricular Program
Board Policy 2151	Interscholastic Activities
Board Policy 3211	Transgender Students

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Board Policy 4260 Use of School Facilities and Equipment

Legal References:

RCW 28A.640 Sexual Equality
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 392-400-215 Student rights

20 U.S.C. § 7905 Boy Scouts of America Equal Access Act

42 U.S.C. §§ 12101 - 12213 Americans with Disabilities Act

DRAFT

Adopted by the Board: July 16, 2002
Revised: 10.07.03; 05.21.13
Revised: August 15, 2017
First Reading/Revision: January 21, 2025

Walla Walla Public Schools

BOARD POLICY

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NONDISCRIMINATION - STUDENTS

The district is committed to complying with anti-discrimination laws.

Definition

"Protected status" is short for the phrase "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 by a person with a disability."

Nondiscrimination Statement

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

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.

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.

Notice that the district provides equal access to the Boy Scouts of America and any other youth group 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.

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

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.

Discriminatory Harassment

Students have a right to be free from discriminatory harassment. The district violates that right if the following conditions are met:

The alleged conduct is based on a student's protected status.

The alleged conduct creates a hostile environment. A hostile environment is created if the alleged conduct is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the district's course offerings, including any educational program or 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.

After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to 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.

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

Walla Walla Public Schools

BOARD POLICY

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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.

Complaint Procedure

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

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, parents, and employees of it. The district will provide the notice in a language each parent 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.

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.

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 compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Training

The district will train all administrators, 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 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 by a person with a disability.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under 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.

~~The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.~~

~~Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the~~

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~~district's course offerings, educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.~~

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

~~The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.~~

~~The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy, and will ensure equal opportunity for all students in the district.~~

Cross References:

Board Policy 2020	Course design, Selection and Adoption of Curriculum and Instructional Materials
Board Policy 2030	Service Animals in Schools
Board Policy 2140	Guidance and Counseling
Board Policy 2150	Co-Curricular Program
Board Policy 2151	Interscholastic Activities
Board Policy 3211	Transgender Students
Board Policy 4260	Use of School Facilities and Equipment

Legal References:

RCW 28A.640	Sexual Equality	44
RCW 28A.642	Discrimination prohibition	

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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 392-400-215	Student rights
20 U.S.C. § 7905	Boy Scouts of America Equal Access Act
42 U.S.C. §§ 12101	- 12213 Americans with Disabilities Act

DRAFT

Adopted by the Board: July 16, 2002
Revised: 10.07.03; 05.21.13
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EMERGENCIES

The district is committed to having current safe school plans and procedures in place to maximize safety for all students and staff per RCW 28A.320.125. A commitment to safety supports~~enables~~ teaching and learning. The district and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery.

Drills

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

Basic Functional Drills

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-hold on):

Shelter-in-Place

Shelter-in-place is designed to limit the exposure of student and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Staff and S~~students~~ will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

Lockdowns

A lockdown is meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school. Staff and students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take precautionary measures~~positions in secure enclosures.~~ Lookdown drills will not include live simulations of or reenactments of active shooter scenarios that are not trauma-informed and age and developmentally appropriate.

A secure building is a precaution taken to keep staff and students safe indoors when there is a hazard outside the school building. This may include medical emergencies on campus, or an emergency near the vicinity of the school. Staff and students will receive instruction on how to secure the classroom/campus when outside events or emergencies may impact the normal operations. ~~Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures.~~

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Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, such as fires, ~~or oil train spills~~ gas leaks, earthquakes, etc., they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

“Drop-cover-hold” is the basic functional earthquake response. The superintendent or designee shall establish procedures should an earthquake occur while school is in session.

The above safety-related drills will incorporate the use of the school mapping information system in at least one of the drills. ~~and These safety-related drills~~ may also incorporate an earthquake drill using the state-approved earthquake safety technique “drop, cover, and hold.”

The superintendent or designee is directed to develop emergency evacuation procedures for each building.

Earthquakes

~~The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.~~

~~The superintendent shall establish procedures should an earthquake occur while school is in session.~~

Additional Drills

In addition to the above four functional response drills, the district shall, at a minimum, also develop response plans for the following:

Bomb Threats

The superintendent or designee shall establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent or designee shall determine whether schools should be started late, closed for the day or transportation provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

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Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or ~~a~~-designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent or designee will establish procedures for the emergency closure of a building or department.

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. District and school plans shall comply with RCW 28A.320.125 requirements. Evacuation plans shall also include reunification plans. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill in the school office.

Cross References:

Board Policy 4310 District Relationships with Law Enforcement and other Government Agencies

Legal References:

RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts, and schools, ~~and educational service districts — Reports — Drills — Rules~~

RCW 19.27.110 International fire code — Administration and enforcement by counties, other political subdivisions and municipal corporations

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TITLE I, PART A FAMILY ENGAGEMENT

~~The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board adopts the following policy, which describes how the district will involve parents and family members of Title I students in developing and implementing the district's Title I programs. The board recognizes that parent/guardian and family engagement helps students participating in Title I, Part A programs achieve academic standards. To promote parent/guardian and family engagement, the board adopts the following policy, which lists the components at both the district and school levels. The district procedure 4130P serves to review and evaluate this policy with the help of parents and provides descriptions of how each component will be implemented.~~

District-Wide Parent/Guardian and Family Engagement

The district will do the following to promote parent/guardian and family engagement:

- ~~A.~~ The district will involve parents/guardians and family members in jointly developing the district's Title I, Part A plan. ~~Each spring the WWPS Family Engagement Coordinator and/or Title I Coordinator will offer a day and evening session for parents/guardians to learn about the district's Title I plan and provide input for the following year.~~
- ~~• Families will be given the opportunity to participate in the development, operation and evaluation of the program.~~
 - ~~• Families will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Title I families will be surveyed annually to determine engagement activities for the following year. The survey will be available online and in paper form in both English and Spanish.~~
- B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the district in the planning and implementing of effective parent/guardian and family involvement activities to improve student academic achievement and school performance.
- C. The district will conduct, with the meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I, Part A schools. At that meeting, the following will be identified:
- Barriers to greater participation by parents/guardians in Title I, Part A activities;
 - The needs of parents/guardians and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - Strategies to support successful school and family interactions.

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The district will use the findings from the annual evaluation to design evidence-based strategies for more effective family engagement and to revise this policy if necessary.

The district will facilitate removing barriers to family engagement by doing the following:

- Provide opportunities to attend meetings at various times of day and evening;
 - Make live interpretation available;
 - Provide written communication in at least English and Spanish;
 - Conduct joint parent/guardian meetings with other programs;
 - Arrange for in-home conferences when needed;
 - Provide transportation and childcare solutions to facilitate parent/guardian attendance at meetings.
- D. The district will involve parents/guardians of Title I, Part A student in decisions about how the Title I, Part A funds reserved for parent/guardian and family engagement are spent. The district must use Title I, Part A funds reserved for parent/guardian and family engagement for at least one of the reasons specified in 20 U.S.C. § 6318(a)(3)(D).
- E. The district and each of the schools within the district providing Title I services will do the following to support a partnership among schools, parents/guardians, and the community to improve student academic achievement:
1. Provide assistance to parents/guardians of Title I, Part A students, as appropriate, in understanding the following topics:
 - Washington's challenging academic standards;
 - State and local academic assessments, including alternate assessments;
 - The requirements of Title I, Part A;
 - How to monitor their child's progress. A tutorial for accessing grades is available to all parents/guardians through each school's website; and
 - How to work with educators to improve the achievement ~~by~~^{of} their children. The district will provide a brochure of information and resources relevant to each school in the district. This brochure will be located at each school and on the Walla Walla Public Schools website in both English and Spanish.
 2. Provide materials and training to help parents/guardians work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster family engagement.
 - ~~Provide guidance as to how parents can assist at home in the education of their child;~~
 - ~~Hold parent meetings at various times of the day and evening;~~

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- ~~• Provide opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;~~
 - ~~• Submit parent comments about the program to the district; and~~
 - ~~• Provide parents with the opportunities to meet with the classroom and Title I, Part A teachers to discuss their child's progress.~~
3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff ~~whowith the assistance of~~ parents/guardians, in the value and utility of contributions of parents/guardians and how to do the following:
 - Reach out, communicate with, and work with parents/guardians as equal partners;
 - Implement and coordinate parent/guardian programs; and
 - Build ties between parents/guardians and the school.
 4. Coordinate and integrate parent/guardian and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such as:
 - Head Start;
 - Learning Assistance Program (LAP); and
 - Special Education.
 5. Ensure that information related to the school and parent/guardian programs, meetings, and other activities, is sent to the parents/guardians of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/guardians can understand. The district will provide information through a variety of methods:
 - Walla Walla Public Schools website and social media accounts;
 - Individual school websites and social media accounts;
 - Flyers and other school communication sent home with students;
 - District Notification System for ~~School Messenger~~ calls, texts and emails.

School-Based Parent/Guardian and Family Engagement Policies

Each school offering Title I, Part A services will have a separate parent/guardian and family engagement policy, which will be developed with parents/guardians and family members of Title I, Part A students. Parents/Guardians and family members will receive notice of their school's parent/guardian and family engagement policy in an understandable and uniform formant and, to the extent practicable, in a language the parents/guardians can understand.

Each school-based policy will describe how each school will do the following:

1. Convene an annual meeting at a convenient time, to which all parents/guardians of Title I, Part A students will be invited and encouraged to attend, to inform parents/guardians of their schools'

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participation under Title I, Part A, to explain the requirements of Title I, and to explain the rights that parents/guardians have under Title I, Part A;

2. Offer a flexible number of meetings, such as meetings in the morning or evening;
3. Involve parents/guardians, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I, Part A programs; and
4. Provide parents/guardians of Title I, Part A students the following:
 1. Timely information about Title I, Part A programs;
 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
 3. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

Each school-based policy will include a school-parent/guardian compact that outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership to help children achieve state standards. The compact must do the following:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I, Part A students to meet Washington's challenging academic standards and describe the ways in which each parent/guardian will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
- B. Address the importance of communication between teachers and parents/guardians on an ongoing basis through the following:
 1. Annual parent/guardian-teacher conferences in elementary schools during which the compact will be discussed as the compact relates to the individual child's achievements;
 2. Frequent reports to parents/guardians on their children's progress;
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Classification: Essential (if school receives Title I, Part A funds)

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Legal References:

20 USC 6311 State plans (“Every Student Succeeds Act”)

20 USC 6312 Local educational agency plans

20 USC 6318 Parent and family engagement

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Revised: 07/2010, 06/2015

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ADDRESSING IMMIGRATION ENFORCEMENT IN SCHOOLS

Applicability of Policies to Immigration Enforcement

- Walla Walla Public Schools adheres to all requirements of federal and state law.
- The provisions of this policy shall apply to Walla Walla Public Schools and all school facilities, which include, but are not limited to, adjacent sidewalks, parking areas, sports facilities, playgrounds and entrances and exits from said building spaces.
- Walla Walla Public Schools policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff and volunteers.
- Walla Walla Public Schools personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

Access to Schools

- Walla Walla Public Schools has a responsibility to ensure that all students who reside within their boundaries can safely access a free public K-12 education.
- Walla Walla Public Schools does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.

Immigration Enforcement on School Campus

1. Walla Walla Public Schools does not grant permission for any person engaging in, or intending to engage in, immigration enforcement, including: surveillance, ~~to~~ access to the nonpublic areas of Walla Walla Public Schools facilities, property, equipment, databases or other wise areas on school grounds or their immediate vicinity.
2. District staff shall direct anyone engaging in, or intending to engage in, immigration enforcement, including federal immigration authorities with official business, to the Superintendent or their authorized designee prior to permitting entrance to school grounds.
3. If anyone attempts to engage in immigration enforcement on or near school grounds, including requesting access to a student, employee, or school property:
 - a. District staff shall immediately alert and direct the person to the Superintendent or authorized designee, who shall: verify and record the person's credentials (at least, name, agency, and badge number), record the names of all persons they intend to contact, collect the nature of the person's business at the school, request a copy of the court order or judicial warrant, log the date and time, and forward the request to legal counsel for review.
 - b. District staff shall request that any person desiring to communicate with a student regarding immigration enforcement, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.
 - c. The Superintendent, authorized designee, and/or legal counsel shall review the court order or judicial warrant for signature by a judge and validity. For Walla Walla Public Schools to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search legation, name the specific person to whom access must be granted, include a current date and be signed by a judge.

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- d. The Superintendent, authorized designee and/or legal counsel shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter school district property, for a specific purpose. If no written authority exists, the Superintendent, authorized designee and/or legal counsel shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter school district property for the specific purpose identified.
- e. Upon receipt and examination of the required information, the Superintendent, authorized designee and/or legal counsel will determine whether the District will allow access to contact or question the identified individual.
- f. The Superintendent, authorized designee and/or legal counsel shall make a reasonable effort, to the extent allowed by the Family Educational Rights and Privacy Act (FERPA), to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
- g. The Superintendent, authorized designee and/or legal counsel shall request a District representative be present during any interview.
- h. The District shall not permit access to information, records or areas beyond that specified in the court order, judicial warrant or other legal requirement.

Responding to Requests for Information:

1. District staff shall not share, provide or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure and approval by the Superintendent or authorized designee. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.
2. District staff shall immediately report receipt of any information request relating to immigration enforcement to the Superintendent or their authorized designee, who shall document the request and refer the request to legal counsel. The Superintendent, authorized designee and/or legal counsel shall review the request to ensure compliance with FERPA, Keep Washington Working Act (KWW), the Public Records Act (PRA), and other relevant federal and state laws. This review shall be conducted expeditiously, but before any production of information is granted to the requesting party.
3. Walla Walla Public Schools shall, to the extent allowed by FERPA, notify an affected student's parent(s) and/or guardian(s) immediately of any request for information relating to immigration enforcement unless advised otherwise by legal counsel.

Use of School Resources

1. District resources shall not be used for immigration enforcement.

Legal References:

RCW 43.10.310 – Immigration enforcement model policies

Adopted: December 17, 2024

First Reading/Revision: January 21, 2025

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NONDISCRIMINATION AND AFFIRMATIVE ACTION

Definition

“Protected status” is defined as “age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender 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.”

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person’s protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant’s enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee’s protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.
2. Harassment based on an employee’s protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.

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3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive: Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.

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2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship. Reasonable accommodations may include:
 - making facilities used by staff readily accessible and usable by persons with disabilities;
 - job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Affirmative Action Program

The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.

Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for

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advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.

Complaint Procedure

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

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee 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.

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.

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 compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under 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 Policy 2030

Service Animals in Schools

Board Policy 5011

Sex Discrimination and Sex-Based Harassment of District Staff

Board Policy 5270

Resolution of Staff Complaints

Board Policy 5407

Military Leave

Legal References:

RCW 28A.400.310

Law against discrimination applicable to district's employment practices

RCW 28A.640.020

Regulations, guidelines to eliminate discrimination—Scope – Sexual harassment policies

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RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human rights commission
RCW 49.60.030	Freedom from discrimination – Declaration of civil rights
RCW 49.60.180	Unfair practices of employer
RCW 49.60.400	Discrimination, preferential treatment prohibited
RCW 73.16	Employment and Re-employment
WAC 392-190	Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0591	Public school employment and contract practices - Nondiscrimination
WAC 392-190-0592	Public school employment--Affirmative action program
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
20 USC 1681-1688	Title IX Educational Amendments of 1972
29 USC 794	Vocational Rehabilitation Act of 1973
38 USC 4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)
38 USC 4301-4333	Uniformed Services Employment and Reemployment Rights Act
42 USC 2000e1-2000e10	Title VII of the Civil Rights Act of 1964
42 USC 12101-12213	Americans with Disabilities Act
34 CFR 104	Nondiscrimination on the basis of handicap in Programs of activities receiving federal financial assistance

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NONDISCRIMINATION AND AFFIRMATIVE ACTION

Definition

“Protected status” is short for the phrase “age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender 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.”

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person’s protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant’s enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. ~~Such equal employment opportunity will be provided without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.~~

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee’s protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.⁶¹

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2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.
3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

~~The Superintendent will designate a staff member to serve as Compliance Officer.~~

Affirmative Action

~~The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the~~

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~~availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.~~

~~The superintendent/designee will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups—aged, persons with disabilities, ethnic minorities and women and Vietnam veterans. Although under state law, racial minorities, and women may not be treated preferentially in public employment.~~

~~This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.~~

Employment of Persons with Disabilities

~~In order to~~ To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. ~~The district will not discriminate against a qualified individual based on their disability, nor will the district. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not~~ limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects ~~his/her~~ their opportunities or status because of ~~at~~ their disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.
2. ~~The district will make reasonable accommodations to~~ the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship ~~on the operation of the district program.~~

3.

A. ~~Such~~ Reasonable accommodations may include:

1. ~~M~~ making facilities used by staff readily accessible and usable by persons with disabilities; ~~and~~
2. ~~J~~ job restructuring; ~~;~~ part-time or modified work schedules; ~~;~~ acquisition or modification of equipment or devices; ~~;~~ the provision of readers or interpreters; ~~;~~ and other similar actions.

~~1. An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district. In determining whether or not an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations. Factors to be considered include the nature and cost of the accommodation.~~

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~~2.4.~~ The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, and. ~~Also, the D~~ district will not use such tests or criteria if alternative tests or criteria ~~(that do not screen out persons with disabilities)~~ are available.

~~3.5.~~ While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

~~4. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.~~

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

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Affirmative Action Program

The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.

Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.

Complaint Procedure

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

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee 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.

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.

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 compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under 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:

<u>Board Policy 2030</u>	<u>Service Animals in Schools</u>
<u>Board Policy 5011</u>	<u>Sex Discrimination and Sex-Based Harassment of District Staff</u>
<u>Board Policy 5270</u>	<u>Resolution of Staff Complaints</u>
<u>Board Policy 5407</u>	<u>Military Leave</u>

Legal References:

<u>RCW 28A.400.310</u>	<u>Law against discrimination applicable to district's employment practices</u>
<u>RCW 28A.640.020</u>	<u>Regulations, guidelines to eliminate discrimination—Scope – Sexual harassment policies 65</u>

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RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human rights commission
RCW 49.60.030	Freedom from discrimination – Declaration of civil rights
RCW 49.60.180	Unfair practices of employer
RCW 49.60.400	Discrimination, preferential treatment prohibited
RCW 73.16	Employment and Re-employment
WAC 392-190	Equal Education Opportunity – Unlawful Discrimination Prohibited
<u>WAC 392-190-0591</u>	<u>Public school employment and contract practices - Nondiscrimination</u>
WAC 392-190-0592	Public school employment--Affirmative action program
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
20 USC 1681-1688	Title IX Educational Amendments of 1972
29 USC 794	Vocational Rehabilitation Act of 1973
38 USC 4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)
38 USC 4301-4333	Uniformed Services Employment and Reemployment Rights Act
42 USC 2000e1-2000e10	Title VII of the Civil Rights Act of 1964
42 USC 12101-12213	Americans with Disabilities Act
34 CFR 104	Nondiscrimination on the basis of handicap in Programs of activities receiving federal financial assistance

Adopted: July 16, 2002
Revised: 10.07.03; 10.04.05; 11.21.06; 05.21.13
Revised: August 15, 2017
First Reading/Revision: January 21, 2025

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PARENTAL, FAMILY, OR MARITAL STATUS, AND PREGNANCY OR RELATED CONDITIONS OF STAFF

The district is committed to a positive and productive workplace free from sex-based discrimination. The district does not discriminate on the basis of sex and prohibits sex discrimination against applicants or employees as required by Federal, State, and local laws. Sex-based discrimination is prohibited and illegal in the district's education programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Parent, Family, or Marital Status

Consistent with the Title IX regulation at 34 CFR 106.57, the district will not implement any policy, practice, or procedure or take any employment action on the basis of sex:

- (1) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- (2) that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

Pregnancy or Related Conditions

The district will not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions.

The district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

In the case of an employee who does not have an applicable leave policy or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, the district must treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

The district establishes this policy, and the Superintendent will develop and implement procedures for ensuring the protection and equal treatment of employees and applicants for employment on the basis of parental, family, and marital status and for employees and applicants for employment who are pregnant individuals, people with pregnancy-related conditions, and new parents.

Pregnancy or related conditions include:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to the above, including infertility treatment; or

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- Recovery from above.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and compliance requirements. The Superintendent will develop and implement procedures to ensure the district's compliance with the above requirements.

The district has also developed specific related policies for district employees to comply with its obligations under State and Federal laws, including Title IX, the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, and Pregnant Works Fairness Act (PWFA), and RCW 43.10, to create inclusive and a welcoming work environment, including other nondiscrimination policies (Policy 5210), Policy 5210 (Sex-Based Discrimination of Staff Prohibited), and 5404 (Family Medical and Maternity Leave).

The district has jurisdiction over complaints of sex-based discrimination 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.

The Superintendent or designee will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex-based discrimination based on family, parenting, or marital status, and pregnancy and pregnancy-related conditions. The procedures will include reasonable and prompt timelines and delineate roles and responsibilities for such.

It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and ~~the district~~ Superintendent's procedure, against any person who makes or is a witness in a sex-based discrimination complaint under this policy and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

Cross References:

Policy 5010 - Nondiscrimination and Affirmative Action

Policy 5404 - Family, Medical, and Maternity Leave

Legal References:

4 C.F.R. 106.56, Title IX of the Education Amendments Act

Title VII of the Civil Rights Act of 1964

Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act

Pregnant Works Fairness Act (PWFA - 2023)

RCW 43.10 - Washington's Healthy Starts Act

Washington Law Against Discrimination (WLAD)

First Reading/New Policy: January 21, 2025

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PERSONNEL LEAVES

Upon the recommendation of the superintendent/designee and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement or employment guide provides otherwise:

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days only.
- C. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- D. **Flexibility in Granting Leaves.** The superintendent/designee, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- E. **Leaves Prorated for Part-Time Staff.** Part-time staff shall be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves shall be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- F. **Noncumulative.** Leaves shall be non-cumulative from year to year unless otherwise stated.

Unpaid Leaves

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

Cross References:

Board Policy 5410	Holidays
Board Policy 5407	Military Leave
Board Policy 5406	Leave Sharing
Board Policy 5404	Family, Pregnancy Disability and Military Caregiver Leave
Board Policy 5401	Sick Leave

Legal References:

RCW 28A.400.300	Hiring and discharging employees – Leaves for employees –Seniority and leave benefits, retention upon transfers between schools
AGO 1980 No. 22	Limitation on compensated leave for school district employees

Adopted by the Board: July 16, 2002
Revised: November 5, 2002; February 27, 2018
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FAMILY, MEDICAL, AND MATERNITY LEAVE

I. State Paid Family and Medical Leave

Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at paidleave.wa.gov. The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.

Eligibility

Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.

Reasons for leave

Family leave means leave taken by an employee from work for the following reasons:

- A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;
- B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or
- C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).

Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).

Amount of leave

Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive calendar weeks.

Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

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Employee notice to district

An employee must provide the district at least 30 days written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.

An employee must provide the district written notice as soon as practicable when 30 days' notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.

An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.

The notice must be in writing and contain at least the anticipated timing and duration of the leave.

District notice to employee

Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.

The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.

Employment restoration

Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.

The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:

- A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;
- B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and
- C. The leave has commenced and the employee elects not to return to employment after receiving the notice.

The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.

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If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.

The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

II. Federal Family and Medical Leave

General provisions

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for their own serious health condition if it renders the employee unable to perform their job; or
- C. Respond to a qualifying exigency occurring because the employee's spouse, child, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

An employee who is the spouse, child, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on their ~~his or her~~ own serious health condition.

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The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

Birth or adoption

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

Employment restoration

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.

Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.

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B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.

C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

III. Maternity Leave

A staff member may use accumulated paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

Notice

A pregnant staff member is requested to notify her immediate supervisor and the superintendent or designee by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent or designee for one or more of the following:

1.

- A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
- C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

Employment conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

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The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent or designee of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

Cross References:

Policy 5021 - Conflicts Between Policy and Bargaining Agreements

Legal References:

RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

Title 50A RCW Family and Medical Leave

WAC 162-30-020 Pregnancy, childbirth, and pregnancy related conditions

29 USC Sec 2601 Family and Medical Leave Act of 1993

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~~FAMILY, PREGNANCY DISABILITY AND MILITARY CAREGIVER LEAVE~~

~~Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:~~

- ~~A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;~~
- ~~B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job; or~~
- ~~C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.~~

~~Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary.~~

~~A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.~~

~~The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.~~

~~Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to Human Resources not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.~~

~~If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period.~~

~~There is no pooling effect for spouses if the family leave is related to a serious health condition.~~

~~The district may require written verification from the employee's health care provider. The district may obtain the opinion of a second health care provider, at district expense, concerning any information~~

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~~pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive. The district will extend the employee's health benefit during eligible leave.~~

~~Pregnancy Disability Leave~~

~~A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.~~

~~If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.~~

~~During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.~~

~~A. Notice Required~~

~~A pregnant staff member is requested to notify her immediate supervisor and Human Resources by the beginning of the fifth month of pregnancy.~~

~~At the time of such notice the staff member will submit a written request to her immediate supervisor and Human Resources for one or more of the following:~~

- ~~1. Pregnancy disability leave for the period of her actual disability due to pregnancy or childbirth;~~
- ~~2. Family leave for a period of up to 12 weeks, in addition to any period of pregnancy disability leave, the district will extend the employee's health benefit during this period of unpaid leave;~~
- ~~3. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or~~
- ~~4. Termination of employment by resignation.~~

~~The notice to the district will include the approximate beginning and ending dates for the leave.~~

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~~B. Employment Conditions~~

~~A pregnant staff member may continue working as long as she is capable of performing her normal duties.~~

~~The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.~~

~~No later than 30 days after the date of birth, the staff member is requested to notify Human Resources of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.~~

~~The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.~~

~~C. Assignment upon Return~~

~~An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.~~

~~Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.~~

~~Military Caregiver Leave~~

~~An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.~~

~~Return to Work~~

~~Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.~~

~~Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction in force resulting from lack of funds or lack of~~

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~~work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:~~

- ~~A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.~~
- ~~B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.~~
- ~~C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.~~

Cross References:

~~Board Policy 5021—Conflicts Between Policy and Bargaining Agreements~~

Legal References:

~~RCW 28A.400.300—Hiring and discharging of employees—Written leave policies—Seniority and leave benefits of employees transferring between school districts and other educational employers~~

~~Chapter 49.78 RCW—Family Leave~~

~~WAC 162-30-020—Pregnancy, childbirth, and pregnancy related conditions~~

~~29 USC Sec 2601—Family and Medical Leave Act of 1993~~

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BID REQUIREMENTS

The superintendent or designee is responsible for establishing and maintaining procedures and an approval process for the procurement of all materials (including lease contracts), equipment, and services for the school district, including ASBs.

It is the intent of the board of directors to conduct open, fair, and competitive purchasing and to exercise local preference when competitive factors are equal. To this end, the district, when purchasing furniture, supplies (except books), equipment, building improvements, or repairs shall comply with all requirements of RCW 28A.335.190.

Bid procedures shall be waived when the board declares an emergency, for purchases involving special facilities or market conditions, for purchases of insurance or bonds, or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract shall be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board shall include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies as specified under RCW 28A.400.322 from working where they ~~he/she~~ would have contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The ~~S~~superintendent or designee will notify the Board when there is a change in bid parameters.

Legal References:

RCW 28A.335.190 Advertising for bids - Competitive bid procedures - Purchases from inmate work programs - Telephone or written quotation solicitation, limitations - Emergencies

28A.335.330 Crimes Against Children – Contractor employees – Termination of Contract

39.04.155 Small Works roster--Contract award--Process

39.04.280 Competitive bidding requirements--Exemptions

39.30.060 Bids on public works -- Subcontractors must be identified -- When

43.19.1911 Competitive Bids -- Notice of Modification or Cancellation -- Cancellation Requirements

--Lowest Responsible Bidder -- Preferential Purchase -- Life Cycle Costing

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