

Wenatchee School District Affirmative Action Plan

2014-2019

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Updated 2017

INTRODUCTION

The Wenatchee School District is committed to equality of opportunity for all persons as a basic goal of a free society. The commitment to providing quality education and maintaining the success of the District is consistent with our Human Resources objective of enhancing and utilizing the abilities of all individuals to the maximum extent possible. By selecting, developing, promoting and compensating individuals fairly and on the basis of merit, District objectives will be achieved consistent with the national fair employment objectives.

Beyond equality of opportunity, however, the District supports the concept of Affirmative Action consistent with Federal laws, court decisions, Executive Orders and implementing regulations.

It is the policy of the Wenatchee School District to provide equal employment opportunity for all applicants and staff in all aspects of employment, including recruitment, hiring, retention, assignment, transfer, compensation, promotion, and training. Such equal employment opportunity shall be provided without unlawful discrimination based on race, creed, religion, color, national origin, age, honorably discharged veterans 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 and provides equal access to the Boy Scouts and other designated youth groups.

The District maintains a Non-Discrimination and Affirmative Action Policy is set forth in Policy 5010 and in Appendix A. The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of race, creed, religion, color, national origin, age, honorably discharged veterans 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 and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, reasonable steps will be taken to actively promote employment opportunities to qualified individuals in protected groups that are underutilized in the workforce. The Wenatchee School District is committed to promoting the full realization of equal employment opportunity by continuing our affirmative action efforts in every office, building and facility of this District.

The Superintendent of the District is assigned responsibility for implementing our Affirmative Action Plan. However, it is emphasized that every employee is expected to comply with and facilitate the ultimate success of the program.

The Equal Employment Opportunity program will be evaluated each year. The Affirmative Action Officer will report to the Board, as part of its standard reporting procedures, progress in the implementation of the District's Affirmative Action Plan.

Copies of the Affirmative Action Plan will be made available to the State Human Rights Commission, the Office of Superintendent of Public Instruction, the State Department of Personnel, staff members, community groups, and other interested parties.

The major goals of this Affirmative Action Plan are:

1. To ensure equal opportunity in all personnel policies, practices and collective bargaining agreements through the identification and elimination of practices or policies that discriminate on the basis of race, creed, religion, color, national origin, age, honorably discharged veterans 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;
2. To provide for the publication and dissemination of the Affirmative Action Plan and to ensure its availability to administrators, employees and interested citizen groups
3. To recruit members of protected classes for areas of underutilization;
4. To document a process which the district can be assured represents qualified applicants including racial and ethnic minorities and women at all levels of employment;
5. To establish and implement the procedures for continuing internal assessment and reporting of the status of the plan.

DEVELOPMENT OR REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Board of Directors of the Wenatchee School District No. 246 commits itself to an Affirmative Action employment program. The District, through responsible management, shall recruit, hire, train, promote and compensate individuals at all job levels without regard to race, creed, religion, color, national origin, age, honorably discharged veterans 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.

Specifically:

1. District administrators and human resource professionals shall further the principle of Equal Employment Opportunity in making decisions in their respective areas of responsibility.
2. District administrators and human resource professionals shall ensure that promotion decisions are in accord with the principal of equal opportunity by imposing only valid requirements for promotional opportunities.
3. District administrators and human resource professionals shall ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, District sponsored training, education tuition assistance, social and recreational programs will be administered without regard to race, creed, religion, color, national origin, age, honorably discharged veterans 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, or whether an individual is a disabled veteran or a veteran of the Vietnam Era.

4. District administrators and human resource professionals shall take Affirmative Action to ensure that women, minorities, disabled veterans of the Vietnam Era and qualified individual with disabilities are recruited, hired and participate fully in all employment and personnel actions within the company.
5. The policy on Equal Employment Opportunity and Affirmative Action applies to all District facilities.

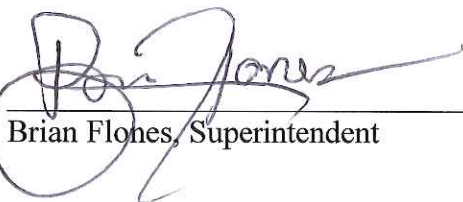
SUPERINTENDENT'S STATEMENT OF POLICY

The Wenatchee School District is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity and Affirmative action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, compensate and promote in all jobs without regard to race, creed, religion, color, national origin, age, honorably discharged veterans 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 and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, we shall continue to provide Equal Employment opportunity for qualified disabled veterans, veterans of the Vietnam Era and individuals with the presence of any sensory, mental or physical disability.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this Policy is fully implemented within our organization.

I have designated Lisa N. Turner, PHR as the District's Equal Employment Opportunity Compliance Officer and have charged her with the responsibility to maintain the necessary programs, records and reports to comply with all government regulations, including the maintenance of monitoring procedures for our Policy objectives.

Just as we all share the responsibility for meeting the challenges of our District objectives, each of us must assume a leading role in making our Equal Employment Policy work effectively.



Brian Flones, Superintendent

REAFFIRMATION OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Wenatchee School District No. 246 Affirmative Action Plan is designed to clearly reflect the District's commitment to equality of opportunity for all persons as a basic goal of a free society. The commitment to providing quality education and maintaining the success of the District is consistent with our objective of enhancing and utilizing the abilities of all individuals to the maximum extent possible. By selecting, developing, promoting and compensating individuals fairly and on the basis of merit, District objectives will be achieved consistent with the national fair employment objectives.

The Wenatchee School District supports the concept of active Affirmative Action consistent with Federal laws, court decisions, executive orders, and regulations. Lisa N. Turner, PHR, Executive Director of Human Resource, is specifically charged with the responsibility to establish Affirmative Action Programs, monitor the progress made under the plan, and aid the Superintendent in defining and attaining Affirmative Action goals in line with this philosophy.

The EEO Compliance Officer is:

Lisa N. Turner, PHR
Executive Director of Human Resource
235 Sunset Avenue
Wenatchee, WA 98801
Telephone: (509) 663-8161
Fax: (509) 663-3082
E-mail: turner.l@wenatcheeschools.org

DISSEMINATION OF POLICY (Internal/External)

To ensure that all employees, applicants for employment, and others are aware that this establishment is an Equal Employment Opportunity Employer, and to ensure that all personnel, both administration and staff, are fully apprised of our official policy on Equal Employment Opportunity, the following actions have been taken and will continue to be undertaken:

A. Internal Dissemination

1. A copy of the District's policy on non-discrimination is available in the official school board policy book in the office of each school in the district and on the Wenatchee School District's website.
2. A report of the status of the Affirmative Action Report will be made annually to the Board of Directors at a regular public meeting. Such report is also given to district principals and administrators.
3. Employees will be notified of the existence of the District's Affirmative Action Program and EEO policy through general monthly meetings, supervisor and staff meetings, and by annual distribution of the Superintendent's policy statement. Employees are advised that all aspects of employment, including job opportunity, training programs, tuition assistance,

and social events, will be available to all without regard to race, creed, religion, color, national origin, age, honorably discharged veterans 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 and provides equal access to the Boy Scouts and other designated youth groups. Additionally, employees will be advised to contact supervisors concerning problems that they have, including those of a discriminatory nature.

4. The EEO program and policy will be included in employee orientation programs, administrator and supervisory training, and communicated to applicants.
5. All administrative personnel responsible for personnel actions will be trained in affirmative action history, policies, and procedures. Additionally, the policy statement is included in the Human Resources Procedures Handbook distributed to Administrators.
6. The statement, 'AN EQUAL OPPORTUNITY EMPLOYER,' appears on all District job postings as well as external job advertisements.
7. EEO priorities are communicated through use of district bulletins which are intended for the general reading of administration and employees.
8. A meeting with union officials will be held annually, at which time they will be reminded of the EEO policy during negotiations and their cooperation is solicited.
9. A nondiscrimination clause is included in all union agreements, and all contractual provisions have been reviewed to ensure that they are nondiscriminatory. The top official in each union will be informed annually by letter of the policy and his or her cooperation will be requested.

The following non-discrimination clauses appear in the respective negotiated agreements with employee organizations:

- a. **Wenatchee Education Association (Teachers):** - Article III, Section A:
"The Parties agree that the provisions of this Agreement shall be applied without regard to or on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups, or as otherwise provided by law."
- b. **Public School Employees, an affiliate of Public School Employees of Washington** – Article XII, Section 12.1:
"Neither the District, nor the Association shall discriminate against any employee subject to this Agreement on the basis of race, creed, color, sex, national origin, religion, age, marital status, honorably discharged veteran,

military status, sexual orientation, 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 is recognized as and declared to be a civil right and proved equal access to the Boy Scouts and other designated youth groups, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physical disabled person or others."

c. **Food Service Managers, An affiliate of Washington State Council of County and City Employees, AFL-CIO – Article X:**

"Neither the District nor the Union shall discriminate against any employee on the basis of sex, race, creed, religion, color, national origin, age honorable discharged veteran or military status, sexual orientation including gender expression or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities."

d. **Food Service Employees, An affiliate of Washington State Council of County and City Employees, AFL-CIO – Article X:**

"Neither the District nor the Union shall discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities."

e. **PSE of Wenatchee Maintenance and Operations, An affiliate of Public School Employees of Washington – Article XI:**

"Neither the District nor the Association shall discriminate against any employee subject to this Agreement on the basis of race, creed, color, sex, national origin, religion, age, marital status, honorably discharged veteran, military status, sexual orientation, 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 is recognized as and declared to be a civil right and provided equal access to the Boy Scouts and other designated youth groups, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physically disabled person or others."

- f. **Public School Employees of Wenatchee School District, an affiliate of Public School Employees of Washington, Transportation – Article III, Section 3.3:**

"Neither the District nor the Union shall discriminate against any employee on the basis of sex, race, creed, religion, color, national origin, age honorable discharged veteran or military status, sexual orientation including gender expression or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities."

- g. **Co-Curricular Employees Association - Article III, Section 3.A:**

"The Parties agree that the provisions of this Agreement shall be applied without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups membership or non-membership in the Association, except as required in accordance with this Agreement, or as otherwise provided by law."

10. The Superintendent's EEO policy statement and the reaffirmation statements described above will be conspicuously posted in the staff lounge/break room of each facility.
11. When employees are featured in product or recruiting materials, employee reference guides or similar publications, both non-minority and minority men and women will be pictured.
12. Each facility administrator has communicated to employees the existence of the District's Affirmative Action Program, and will make available such elements of this program as will enable such employees to know of and avail themselves of its benefits.

B. External Dissemination

1. Employment applications contain the "Equal Opportunity Employer" statement to clearly identify the District's stance on Affirmative Action. The Superintendent's policy statement will be clearly displayed in the Central Office in view of potential applicants.
2. The existence of the Affirmative Action Plan will be communicated to prospective employees and any elements of this program that will enable such prospective employees to know of and avail themselves of its benefits, will be made available to them.
3. The name, address and telephone number of the District's Affirmative Action Officer will be published, at least annually in regular District publications to staff and community.

STAFF RESPONSIBILITIES FOR IMPLEMENTATION & EVALUATION

Ultimate responsibility for the implementation of the Affirmative Action and Equal Employment Opportunity Policy rests with Brian Fones, Superintendent. Responsibilities for ongoing daily implementation activities are delegated to Lisa N. Turner, PHR, Executive Director of Human Resource, who has the full support of the Board of Directors. Further, administrators and supervisors will be held accountable for initiating, administering and controlling activities within their span of management, in order to ensure implementation of the policy.

Lisa N. Turner, PHR, in her role as Compliance Officer, is responsible for, but not necessarily limited to the following activities:

1. Present annual report to the Board of Directors on status of the District Affirmative Action Plan. Keep the Board informed of the latest developments in equal opportunity employment.
2. Receive and investigate complaints of discrimination by the District or individual members of District staff, and make a written report on the investigation.
3. Develop and distribute the Affirmative Action Plan, to include annual distribution of Superintendent's statement and annual publication of District policy, to all District staff.
4. Assisting in the identification of problem areas; assisting administrators and supervisors in arriving at solutions to problems.
5. Ensure that Administrators and Supervisors are aware that their work performance is being evaluated on the basis of their equal employment opportunity efforts as well as other criteria.
6. Oversee all activities relating to recruitment, employment, promotion, assignment, and training of personnel to assure that discrimination does not occur.
7. Designing, implementing, and maintaining an audit and reporting system to:
 - a. measure the effectiveness of District programs;
 - b. indicate need for remedial action; and
 - c. determine the degree to which the District's goals and objectives have been attained.
8. Serve as liaison between the District and enforcement agencies.
9. Serve as liaison between the District and minority organizations, women's organizations and community action groups concerned with employment opportunities for minorities and women.

ADMINISTRATIVE RESPONSIBILITIES

Each administrator is responsible for the application of EEO policy within his or her organization. This includes initiating or supporting programs and practices designed to develop understanding, acceptance, commitment and compliance within the framework of this Policy. All employees, and

specifically each administrator and each supervisor, will be responsible for complying with all legal requirements.

Under the coordination of Lisa N. Turner, as Compliance Officer, the ongoing duty of Administrators will include, but not be limited to:

1. Assisting in the identification of problem areas, coordinating with the EEO Compliance Officer, and establishing building and department goals and objectives.
2. Periodic audit of training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
3. Regular discussions with supervisors and employees to be certain that District policies are being followed.
4. Review of the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.
5. Provide career counseling for all employees on an equal basis.
6. Periodic audit to ensure that each location is in compliance in such areas as:
 - a. Posters are properly displayed;
 - b. All facilities are in fact desegregated, both in policy and in use. Company facilities such as locker rooms and restrooms are comparable for both sexes; and
 - c. Minority and female employees are afforded a full opportunity and are encouraged to participate in all District-sponsored educational, training, recreational and social activities.
7. Ensure that supervisors take action to prevent harassment of employees. Employees may freely discuss any problems with their supervisor, administrator, or, if they prefer, with a Human Resources representative.
8. Making certain that individuals in his or her organization, who make or recommend employment and other personnel decisions, are fully aware of and comply with this District policy.
9. Notifying both applicants and sources of applicants that the District is an Equal Opportunity Employer.
10. Taking affirmative steps to encourage the application and qualifications of minorities and females for available job openings.
11. Assuring that employment, promotion and development opportunities, at all levels within his or her building/site, are made without regard to race, creed, sex, color, national origin, age, marital status or disabilities.

NUMERIC REVIEW ANALYSIS

Information provided is taken from the 2010 Census, provided by American FactFinder and US Census Bureau, as well as DataUSA for Chelan County. Wenatchee School District data was extracted from Human Resource records.

This section of the Affirmative Action Plan reflects a numerical analysis of the Wenatchee School District workforce demographics.

The tables that follow contain a numerical study of the District's workforce. The term "underutilization" as used in this policy means having fewer members of an affected group in a particular job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to Wenatchee derived from public census reports. Data was taken from Washington State by county grouping to include Chelan and Douglas counties available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. The use of such geographic areas and statistics is intended only for the purpose of implementing this Plan and facilitating identification of areas of potential underutilization. The statistics and geographic areas have been selected and used in good faith with respect to this Plan.

A. Availability Study

To research and prepare information for the District's 2014-2019 Plan, an availability analysis was conducted based the 2010 Census Data. Availability was evaluated by EEO occupational codes as provided by OSPI. The statics provided by report are listed as the theoretical availability figure, or "TA," in the utilization studies below.

2010 Census allowed people to classify themselves into one of seven mutually exclusive racial categories: White alone, Black or African American alone, American Indian/Alaska Native alone, Asian alone, Native Hawaiian/Other Pacific Islander alone, Some Other Race alone, or Two or More Races. It also allowed individuals to mark themselves as Hispanic/Latino in origin. For the purposes of this Plan, "minority" does not include those in either the "Some Other Race alone" or "Two or More Races" groups as these categories are not tracked by the District for affirmative action purposes.

For the purposes of this Plan, "workforce" includes non-military persons age 16 and over in the workforce according to 2010 Census data.

The 50% theoretical data used for population age 40 and over was taken from Chelan County, Washington - DP-1_ General Demographic Characteristics.mht. This is an average number based on Chelan County.

B. Theoretical Availability And Statistically Expected Utilization Figures

After the theoretical availability ("TA") was determined for protected groups in Chelan and Douglas counties a straight comparison was conducted against the TA figure. In addition, the TA figure was reduced by 20% to arrive at an "SEU," or statistically expected utilization, and a comparison was performed against the SEU as well. The SEU

comparison is done because it is a commonly accepted practice to use a figure that is 80% of the theoretical availability in determining whether protected groups are meaningfully underutilized, because pure chance may account for utilization that is 20% less than the theoretical availability. Both figures, however, are considered in the identification of problem areas and possible underutilization and the determination of if a goal is necessary.

A specific analysis was completed for each of the following job categories: Educational Administrators, Elementary Teachers, Secondary Teachers, Para-Professionals, Secretaries, Custodians, Food Service, Bus Drivers and Maintenance.

Table 1	Total workforce utilization of minorities, females and persons over 40 by job group
Table 2	Workforce utilization of minorities compared to availability of minorities by job group
Table 3	Workforce utilization of females compared to availability of females by job group
Table 4	Workforce utilization of persons over 40 compared to county population over 40 by job group

C. Salary Ranges

The following salaries are as of September 1, 2017, listed and grouped by job category.

Job Group	Salary Range		
Educational Administrator	\$41,763	\$132,254	
Teachers	\$36,521	\$68,836	
Para-Professionals	\$12.86	\$16.81	per hour
Secretaries	\$13.99	\$26.17	per hour
Custodians	\$16.45	\$23.22	per hour
Food Service	\$14.75	\$20.15	per hour
Bus Drivers	\$19.18	\$21.01	per hour
Maintenance	\$19.84	\$26.60	per hour

Wenatchee School District

Utilization Analysis

Minorities - December 31, 2017

Job Group	Total Employees	Total Minority	Percent Minority	WHITE	BLACK	HI	AS	AI	Theoretical Availability	Statistically Expected Utilization	Goal Set
Educational Administrator	54	4	7.41%	50	0	3	0	1	8.00%	6.40%	Yes
Elementary/Middle Teachers	284	49	17.25%	235	0	46	3	0	8.00%	6.40%	No
Secondary Teachers	256	20	7.81%	236	0	16	2	2	8.00%	6.40%	No
Para-Professionals / Non-rep	228	56	24.56%	172	1	52	2	1	7.00%	5.60%	No
Secretaries / Professional Tech / Cent Office	133	35	26.32%	98	0	34	1	0	17.00%	13.60%	No
Custodians	43	4	9.30%	39	0	4	0	0	42.00%	33.60%	Yes
Food Service	49	4	8.16%	45	0	3	0	1	21.00%	16.80%	Yes
Bus Drivers	33	3	9.09%	30	0	1	0	2	24.00%	19.20%	Yes
Maintenance	25	1	4.00%	24	0	0	1	0	11.00%	8.80%	Yes

Wenatchee School District

Utilization Analysis

Female - December 31, 2017

Job Group	Total Employees	Total Females	% of Total Females	Theoretical Availability	Statistically Expected Utilization	Goal Set
Educational Administrator	54	18	33.33%	42.00%	33.60%	No
Elementary/Middle Teachers	284	247	86.97%	56.00%	44.80%	No
Secondary Teachers	256	152	59.38%	56.00%	44.80%	No
Para-Professionals / Non-rep	228	202	88.60%	54.00%	43.20%	No
Secretaries / Professional Tech/Cent Office	133	116	87.22%	78.00%	62.40%	No
Custodians	43	3	6.98%	18.00%	14.40%	Yes
Food Service	49	45	91.84%	64.00%	51.20%	No
Bus Drivers	33	20	60.61%	26.00%	20.80%	No
Maintenance	25	1	4.00%	3.00%	2.40%	No

Wenatchee School District

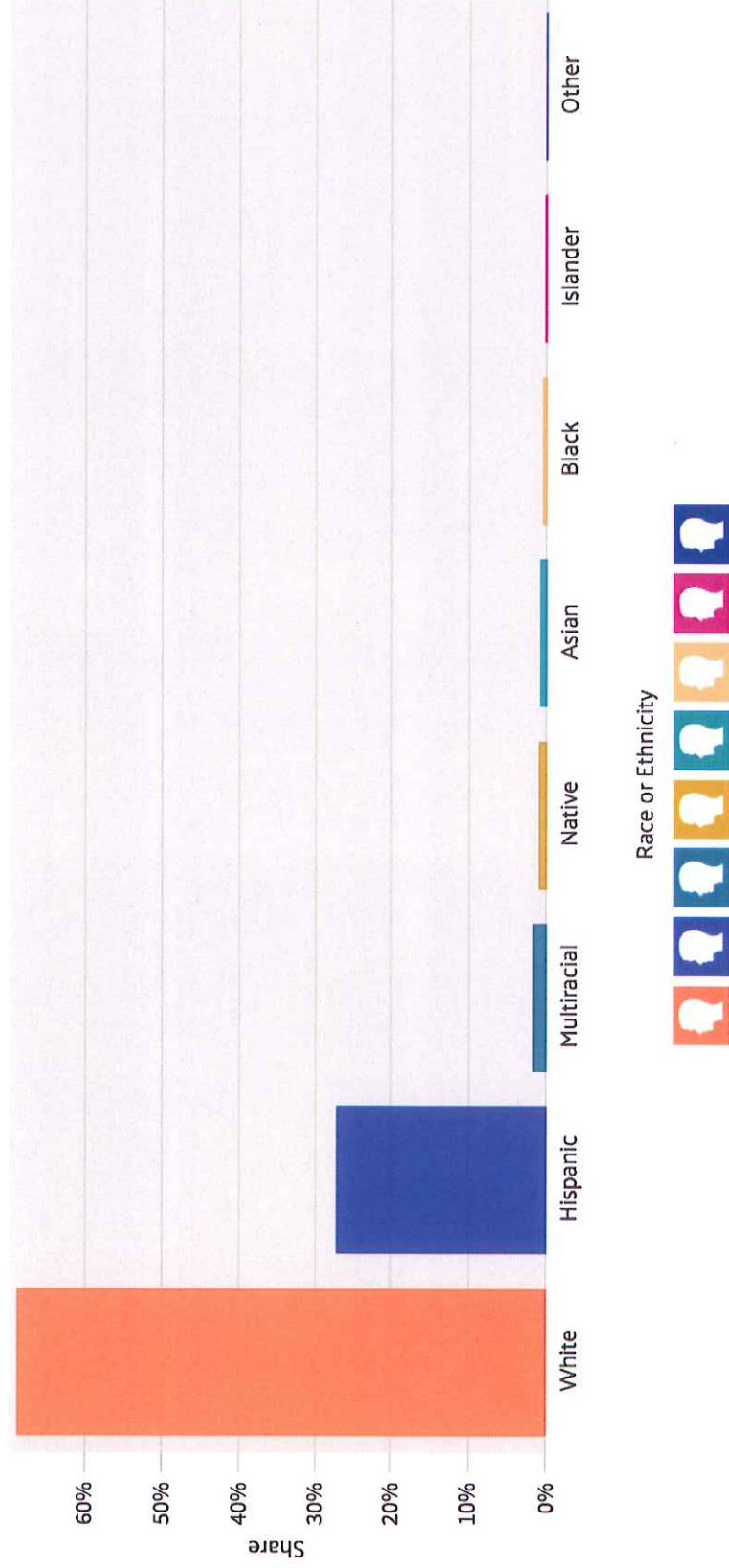
Utilization Analysis

Persons Over 40 - December 31, 2017

Job Group	TOTAL	Over 40	Theoretical Availability	Over 40 %
Educational Administrator	54	43	50%	79.63%
Elementary/Middle Teachers	284	173	50%	60.92%
Secondary Teachers	256	170	50%	66.41%
Para-Professionals / Non-rep	228	139	50%	60.96%
Secretaries /Professional Tech/Cent Office	133	93	50%	69.92%
Custodians	43	36	50%	83.72%
Food Service	49	39	50%	79.59%
Bus Drivers	33	32	50%	96.97%
Maintenance	25	22	50%	88.00%

Race & Ethnicity in Chelan County

The closest comparable data for the county of Chelan County, WA is from the public use microdata area of Chelan & Douglas Counties PUMA, WA



Dataset: ACS 5-year Estimate
Source: Census Bureau

DATA USA

PROBLEM AREAS IDENTIFICATION

A thorough examination in the following areas was undertaken to aid in the identification of problem areas as a necessary step in the development and implementation of action programs.

1. The composition of the workforce by minority group status and sex was analyzed.
2. The Wenatchee School District has developed job description specifications, and periodically reviews position titles, application forms, interview procedures, referral procedures and related selection techniques, such as test administration procedures, and test validation, to assure that they are reasonable and do not have qualification requirements that would tend to discriminate against minorities and women. As new procedures (job descriptions, etc.) are prepared, a review of their EEO impact is evaluated.
3. Transfer and promotion policies are reviewed to ensure they do not discriminate against minorities and women. Transfers and promotions are based on ability to perform the job without regard to race, age, color, national origin, sex, marital status, disability, or veteran's status. All factors affecting eligibility for transfer or promotion arise out of job-related qualifications of the individual.
4. All District facilities and District-sponsored recreational and social events are non-segregated and available to women and minorities on an equal basis. Information of the District's training and staff development programs are available to all employees through contacting their Administrator, Supervisor or Human Resources Office.
5. The Wenatchee School District periodically reviews all applicable collective bargaining agreements and seniority clauses to ensure they are consistent with current fair employment federal laws, court decisions and regulations. In addition, human resources professionals perform periodic audits to ensure that job posting practices adhere to District and union procedures. The seniority provisions of all District collective bargaining agreements are applied equally to all employees.
6. All apprenticeship-type or trainee programs are offered equally to all employees.
7. All training programs are offered equally to all employees.
8. An informal on-the-job training program is available within most job groups, and is available equally to all employees.
9. EEO posters and the EEO policies are displayed on the bulletin boards. Applications are 'active' for a one year period after the application is filed. A public notice is displayed describing the District's commitment to EEO.

Special attention is given to the following items, when performing the annual EEO analysis for potential problem areas:

1. Reviewing application forms and related pre-employment forms to ensure they are in compliance with federal legislation.
2. Reviewing position descriptions to ensure they are accurate in relation to actual functions and duties.
3. Reviewing tests and other selection techniques to ensure they are validated in accordance with employee selection guidelines.
4. Reviewing the referral ratio of minorities and women to the hiring supervisor or manager to ensure they do not indicate a significantly higher percentage are being rejected as compared to non-minority and male applicants.
5. Reviewing all District-sponsored activities or programs to ensure that minorities and women are not excluded from participating.
6. Ensuring that de facto segregation does not exist at any facility, department or job level.
7. Reviewing seniority provisions to ensure they do not contribute to overt or inadvertent discrimination.
8. Ensuring the District policy on Equal Employment Opportunity is adhered to by all Administrators, Supervisors and employees.
9. Reviewing all training or staff development programs to ensure that women and minorities are appropriately represented.
10. Establishing formal progress reporting and auditing procedures to evaluate the effectiveness of EEO programs.
11. Ensuring that labor unions, employment agencies and recruitment sources are notified of their responsibilities.

In conducting this review, if any deficiencies are uncovered a strategy and plan of action will be developed. Many of the above potential problem areas will, by necessity call for a long-range strategy and set of implementing programs while others can be dealt with immediately.

IDENTIFIED UNDERUTILIZATION

Inspection of the data indicates that women and minorities are underrepresented in several areas.

A. Educational Administrators

In the minority groups T.A. is 8% and SEU is 6.4%, while current District utilization is 7.41%. This represents a 3% increase in utilization since the last plan period. Usually these positions will be recruited for on a more statewide basis rather than a regional basis. Female utilization is 33.33% with a T.A. of 42% and a SEU of 33.6%.

Within the areas of Elementary Principal, Secondary Principal, Certificated Directors, Classified Directors and Central Office Administration, strides have been taken to equal the representation of minorities and women as exist in district employment, and area population. It is recognized that there are not a great number of minority and women applicants for these positions. Efforts to examine and expand recruiting sources, encourage women and minorities for in-district administrative internships and promotions, and give close consideration of current minority and women applicants must continue. We will continue our efforts to encourage women and minorities to participate in our intern program and the development of a succession planning program. Ensuring equal opportunity in the hiring process. Currently 75% of our teachers with administrative credentials are female and 62.5% of our administrative interns are female.

B. Secondary Teachers

In the minority groups T.A. is 8% and SEU is 6.4%, while current District utilization is 7.81%. Female utilization is 59.38% with a T.A. of 56% and a SEU of 44.8%.

Within the area of Secondary Teachers, efforts have been taken to equal the representation of minorities. We will continue to recruit from college career fairs and encourage minorities and woman to apply. Additionally we will analyze our substitute pool for potential minority applicants and increase our efforts to encourage them to apply for open teaching positions.

C. Custodians and Maintenance

Current District minority utilization of 9.3% - 4.00% and female utilization of 6.98% - 4.0% is well below the T.A. of 42-11% and SEU of 33.6-8.8%. In the area of maintenance there are limited openings and small applicant pools. The utilization of minorities and females in the custodian and maintenance operations continues to be an area of energetic recruitment. Efforts to examine and expand recruiting sources, encourage women and minorities for substituting, and give close consideration of current minority and women applicants must continue. Most hires into the custodial job category come from substitute employees. Our recruitment efforts will be focused on the increased recruitment of women and minorities for our substitute pool.

D. Food Service

Female utilization in this job group is well above availability at 91.84%. In the minority groups T.A. is 21% and SEU is 16.8%, while current District utilization is 8.16%. We will increase our efforts to recruit minorities. Most hires into food service come from our substitute pool. Additionally, we will continue to advertise job openings and substitute opportunities in locations that target minorities. We will continue to encourage minorities to apply for openings and expand our substitute pool.

E. Bus Drivers

Current District minority utilization of 9.09% is well below the T.A. of 24% and SEU of 19.2%. However, our utilization has increase 6 percentage points since the last reporting period. Female utilization is well above availability at 60.61%. In the area of bus drivers there are limited openings, small applicant pools and specialized drivers licenses needed. We will continue to energetically recruitment in the area of bus drivers for minorities and woman. Efforts to examine and expand recruiting sources, encourage women and minorities for substituting, and give close consideration of current minority and women applicants must continue.

GOALS

The Wenatchee School District has undertaken the following activities designed to address the items identified in the annual review of potential problem areas. This activity will be continued until all deficiencies have been corrected.

1. Position descriptions are being analyzed, and new descriptions developed for positions without updated descriptions, to ensure they accurately reflect position functions and are consistent for the same position from one location to another. As job duties and responsibilities change, the new position descriptions will be appropriately updated.
2. All worker specifications are valid, with academic, experience and skill criteria reflecting requirements that do not constitute inadvertent discrimination. If any set of requirements is determined to screen out a disproportionate number of minorities or women, a validation plan will be prepared.
3. The total selection process is evaluated annually to ensure that it is free from any bias and will aid in the attainment of EEO goals and objectives.
4. All individuals involved in recruitment, screening, selection, promotion, discipline and related processes receive special training to ensure their actions are free from any bias.
5. All formal tests and procedures are reviewed to ensure they meet federal guidelines on employee selection and test validation.
6. Human Resources professionals and managers who have hiring responsibilities, have been trained against the inappropriate use of unfair questions including arrest records, credit

checks, consideration of marital status or dependency of minor children. Any evidence of adverse impact will generate an inquiry into the selection process to determine which component in the process may require validation.

The Wenatchee School District has made the following efforts to increase the flow of minorities and women into underutilized jobs categories:

1. Contacting, as appropriate, the following organizations for referrals of female and minority candidates:
 - a. WSPA Career Fairs
 - b. Bilingual conference recruiting booth
 - c. Minority media advertising
 - d. Job booth in local Veteran's recruiting booth
 - e. Employment Security Department
 - f. Skills Source
2. Formal briefing sessions are held with representatives, as appropriate, from selected recruitment sources mentioned above. Forecasts of upcoming openings, explanations of position requirements, and the overall selection process will be an integral part of these meetings.
3. Applications from minority and women employees are accepted and encouraged.
4. Minority and female employees are made available for participation in Career Days through Wenatchee High School, Wenatchee Valley College, and other local service clubs.
5. Part-time, internships and summer employment are utilized at The Wenatchee School District to increase the flow of women and minorities into District positions.
6. Special employment programs are undertaken whenever possible. Such programs may include:
 - a. "After school" and/or work-study jobs for minority youths, male and female.
 - b. Summer jobs for underprivileged youth, male and female.
 - c. Summer work-study programs for male and female faculty members of the predominantly minority schools and colleges.
7. When recruiting brochures pictorially present work situations, the minority and female members of the workforce will be included.
8. Help wanted advertising includes the minority news media and women's interest media on a regular basis.
 - a. Wenatchee World
 - b. National Minority Update
 - c. LatCareers.com – Bilingual Job Board

- d. Indeed.com
- e. Linked-In
- f. Craigslist

The Wenatchee School District ensures that minority and female employees have equal employment opportunity to all promotions by utilizing the following techniques:

1. Promotional opportunities are posted.
2. An inventory of current minority and female employees will be done to determine academic, skills and experience level of individual employees.
3. Necessary remedial, job training and work-study programs are initiated.
4. Continue using formal employee evaluation programs.
5. When apparently qualified minority or female employees are passed over for promotion, supervisory personnel will be required to review selection.
6. Seniority practices and seniority clauses in union contracts are reviewed to ensure that such practices or clauses are nondiscriminatory and do not have a discriminatory effect.

INTERNAL AUDIT AND REPORTING SYSTEMS

The Wenatchee School District's audit and reporting system will be designed to:

1. Measure the effectiveness of the program.
2. Indicate those areas where remedial action is needed.
3. Determine the degree to which the District's goals and objectives have been obtained.

The audit system at the District will include a report, annually or as needed, by the EEO Compliance Officer indicating efforts to achieve their EEO responsibilities. This report will address the following components of the audit system:

1. Maintenance of accurate and up-to-date records on all applicants, hires, training, promotions, transfers and terminations by race and sex.
2. Review of all promotions, transfers and terminations to be certain all employees are treated on a fair and equitable basis.
3. Review of all selections, promotional and training procedures to be certain there is no discrimination.

4. Informing, on a regular basis, the Board of the effectiveness of this policy and recommendations for improvements, if necessary.

SUPPORTIVE SYSTEMS

A. Recruitment And Employment Plan

The Human Resources Office considers all applicants and employees on the basis of job-related qualifications. The District selects employees as needed on the basis of experience, training and skills with no unlawful discrimination against any employee or applicant because of race, creed, religion, color, national origin, age, honorably discharged veterans 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. A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and knowledge, skills and abilities required for the position.

In addition, the District promotes continued relationships with organizations that are a recruitment source for individuals from protected groups, including those groups that currently may be underutilized in the workforce. These organizations include such agencies as the state job service agencies and college and university placement offices.

The District has a distribution list containing names and addresses of those agencies to which job announcements are mailed. Job announcements are distributed to each building in the District and to each outside employment and referral source on the distribution list. Jobs may also be advertised in newspapers.

Specific emphasis will be placed on the outreach and recruitment of members of protected groups along with the efforts made to reach non-protected groups. Recipient listings for classified job announcements will be reviewed to ensure continued inclusion of agencies serving minority communities, as well as other protected and non-protected groups.

Consistent with the District's equal employment opportunity policy, and in addition to other measures described in this Plan:

1. Publicity for job openings may include, without limitation, informing professional groups and organizations, with memberships that include both protected and non-protected groups, and visiting areas to promote a diverse population of qualified applicants.
2. All staff will be encouraged to facilitate recruitment of a diverse pool of qualified applicants, including individuals from underrepresented protected groups.
3. Community organizations representing the special interests of protected groups will be notified of the District's recruiting efforts.

4. All subcontractors, vendors, and suppliers will be notified in writing of the District's equal employment policy.
5. All recruiting sources, including minority, women's, disabled and veteran's groups, will be notified in writing of the equal employment.

B. Training

The District recognizes the importance of on-going training for employees both to assist in upgrading skills and to assist in personal growth.

The District offers technology training for all classified staff members to improve their skill base, therefore better enabling their chances for promotion. Technology training for certificated staff is offered on an ongoing basis.

The District offers educational and professional development financial support to all employees. The level allowed is negotiation by and included in each bargaining unit. This financial support is available to support employees to further their skills for advancement within the District.

C. Proper Consideration Of Qualifications

The Wenatchee School District reviews personnel practices and processes to determine whether present procedures assure careful, thorough and systematic consideration of the job qualifications of known disabled veterans, veterans of the Vietnam era, and individuals with disabilities who are applying for jobs, whether they are applicants or employees. The Wenatchee School District also reviews processes for selection to training opportunities. In determining the qualifications of a covered veteran, the District only considers that portion of the military record, including discharge papers, relevant to the specific job qualifications for which the veteran is being considered.

D. Outreach And Positive Recruiting

The Wenatchee School District has reviewed its employment practices to ensure that the human resource programs provide the required affirmative action for employment and advancement of qualified individuals with handicaps, disabled veterans and veterans of the Vietnam era. In conjunction with these programs, the District shall undertake appropriate outreach and positive recruiting activities, such as those listed below:

1. Recruiting programs shall be established as appropriate and assistance of recruiting sources shall be enlisted, where applicable and feasible from:
 - a. State Employment Services
 - b. Vocational Rehabilitation Agencies
 - c. Veterans Administration Regional Office
 - d. National Association of Disabled Veterans

2. The facility shall engage in recruiting programs at schools for individuals with disabilities; contacts shall be made and fostered with the agencies listed above for technical assistance, advice and referral of potential employees.
3. In accordance with 38 U.S. Code 2012, all suitable openings are listed at the local State Employment Department.

E. Accommodations

The EEO Coordinator shall attempt to make reasonable accommodation to individuals with disabilities or disabled employees' limitations consistent with business necessity, financial cost and expense, and resulting personnel problems. Specifically, they shall make certain innovations, where practical, which may include factors such as accessibility, entry into the building, and modifications in restrooms, equipment and fire escapes, etc. Job placement of individuals with disabilities and disabled veterans, or veterans of the Vietnam era, shall be accomplished through a procedure of evaluation of job functions consistent with the individual's abilities.

It is emphasized that these accommodations must be made and progress reported, unless it can be conclusively shown that business necessity, financial cost or personnel problems would cause an undue hardship on the facility.

Whenever the District establishes job qualifications which necessitate an inquiry into the applicant's or the employee's physical or mental condition, or requires medical examination prior to employment, or promotion, there shall be written physical standards for the safe performance of the job. Such inquiries or qualifications must be related to the specific job or jobs for which the individual is being considered, and must be supported by business necessity.

If a policy of comprehensive medical examinations prior to employment is deemed necessary, results of such an examination shall be used only in accordance with the requirements of this section. Whenever we inquire into an applicant's or employee's physical or mental condition or require a pre-employment physical we will maintain the confidential nature of the information except that:

1. Evaluating placement of prospective and current employees in work which is commensurate with their physical and emotional capacities and which they can perform without danger to themselves or their co-workers and without damage to property.
2. To evaluate, promote and maintain the health of the District's employees through health counseling, educational activities, and specific preventive medical procedures.

GRIEVANCE PROCEDURES

Grievance procedures allow for employees to easily make complaints when they feel they have been discriminated against have been established both through employee negotiations and School Board policy.

Grievances arising regarding discriminatory practices shall be dealt with quickly, fairly and without recrimination. The Compliance Officer shall personally investigate or appoint an investigation team in response to discrimination claims.

Grievance procedures outlined in Board Policy shall be followed with the additional guideline that the sensitive nature of discrimination claims requires quick investigative action and extreme confidentiality. With the approval of the Superintendent, the Compliance Officer reserves the right to bypass or modify one or more of the steps in response to specific situations.

REDUCTION IN FORCE

The District's reduction in force ("RIF") procedures for bargaining unit positions is established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention. Affirmative Action is not currently a factor in negotiated RIF procedures. RIF procedures for administrative and other exempt positions are established by school board policy and do not explicitly address Affirmative Action. If a RIF is necessary, consistent with its legal and contractual obligations, the District will make reductions in force bearing in mind its commitment to equal employment opportunity.

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, compensation, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, 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 and provides equal access to the Boy Scouts and other designated youth groups.

The board will designate a staff member to serve as affirmative action

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, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the 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 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, handicapped, 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 fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. 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 opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

- B. The district will make reasonable accommodation 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. Such reasonable accommodations may include:
 - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 - 2. 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.
 - 3. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district will not make use of any employment test or criteria that screens out persons with disabilities unless:
 - 1. The test or criteria is clearly and specifically job-related; and
 - 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry 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.
- E. 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 or, performs, has performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in 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.

Cross References:

Board Policy 2030
Board Policy 5270
Board Policy 5407

Service Animals in Schools
Resolution of Staff Complaints
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 —
	RCW 49.60	Scope
	RCW 49.60.030	Discrimination — Human rights commission
	RCW 49.60.180	Freedom from discrimination — Declaration of civil rights
	RCW 49.60.400	Unfair practices of employer defined
	Chapter 73.16 RCW	Discrimination, preferential treatment prohibited.
	WAC 392-200	Employment and Re-employment
	WAC 392-200-015	School personnel — Employment Discrimination
	42 USC 2000c – 2000c-9	Public school employment — Affirmative action program
	42 USC 2000h – 2000h-6	Title VII of the Civil Rights Act of 1964
	42 USC 12101 – 12213	Title IX Educational Amendments of 1972
	29 USC 794	Americans with Disabilities Act
	8 USC 1324a and 1324b (IRCA)	Vocational Rehabilitation Act 1973
	38 USC §§ 2021 -2024	Immigration Reform and Control Act of 1986
		Uniformed Services Employment and Reemployment Rights Act

Management Resources:

Policy News, December 2014	Washington's Law Against Discrimination
Policy News, June 2013	State Updates Military Leave Rights
Policy News, June 2011	
Policy News, February 2011	
Policy News, August 2007	
Policy News, June 2001	

Adoption Date: 01.27.03
Wenatchee School District
Revised: 6.11; 6.29.12, 06.13, 12.14, 03.16

APPENDIX - B

NONDISCRIMINATION STATEMENT FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator

Mark Helm, Executive Director of Student Services

helm.m@wenatcheeschools.org

235 Sunset Ave, Wenatchee WA, 98801

509.663.8161

Civil Rights Compliance Coordinators

Mark Helm, Executive Director of Student Services (for students)

helm.m@wenatcheeschools.org

Lisa Turner, Executive Director of Human Resources (for staff)

turner.l@wenatcheeschools.org

235 Sunset Ave, Wenatchee WA, 98801

509.663.8161

DECLARACIÓN DE NO DISCRIMINACIÓN PARA PUBLICACIONES ESCOLARES Y ANUNCIOS PÚBLICOS

El Distrito Escolar de Wenatchee no discrimina en ningún programa o actividades basado en sexo, raza, credo, color, religión, origen nacional, edad, estatus militar o veterano, orientación sexual, expresión o identidad de género, discapacidad, o el uso de un perro guía o animal de servicio y proporciona igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuesta discriminación:

Coordinador de Título IX, Coordinador de Sección 504/ADA

Mark Helm, Director Ejecutivo de Servicios Estudiantil

helm.m@wenatcheeschools.org

235 Sunset Ave, Wenatchee WA, 98801

509.663.8161

Coordinadores de Cumplimiento de Derechos Civiles

Mark Helm, Director Ejecutivo de Servicios Estudiantil (para estudiantes)

helm.m@wenatcheeschools.org

Lisa Turner, Directora Ejecutiva de Recursos Humanos (para empleados)

turner.l@wenatcheeschools.org

235 Sunset Ave, Wenatchee WA, 98801

509.663.8161

**Wenatchee School District No. 246
235 Sunset Avenue
Wenatchee, WA 98801
(509) 663-8161**

APPENDIX - C

COMPLAINT OF HARASSMENT/BULLYING

Reference WSD Policy #3240, Student Conduct, Discipline,
Range of Sanctions #16, Harassment WSD Policy #3205,3207,3210,5013,5275



Date of report: _____

Person making the complaint of harassment: _____

Complaint report completed by: _____

Alleged harasser's name(s): _____

Check type of harassment being reported:

- | | | |
|--|--|---|
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Race | <input type="checkbox"/> Color |
| <input type="checkbox"/> Religion | <input type="checkbox"/> National origin | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Threat of harm/bullying | <input type="checkbox"/> Age | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Other (explain) | | <input type="checkbox"/> Sexual orientation |

When and where did this incident happen? _____ Date: _____

Time: _____ Place: _____

What happened? (Include as many details as possible – attach additional pages if needed)

Were there any witnesses to the incident, or are there students/staff who may have information about this incident?

No ☐ Yes ☐ *If yes, list name(s) _____

Did you do or say anything to respond to the harassment/bullying?

No ☐ Yes ☐ If yes, describe: _____

List any previous attempts to stop the harassment/bullying(date & what happened): _____

Do you think there will be more of this activity? No ☐ Yes ☐ *If yes, when and where might it happen _____

What would you like to see occur as a result of this report? _____

Has anyone contacted law enforcement about this incident? No ☐ Yes ☐ *If yes, give date, law enforcement agency and name of person who contacted the agency: _____

School official investigating report: _____ Date _____

If student(s) are involved, parents MUST be contacted. This means parents of the student(s) being harassed and parents of the student(s) who is doing the harassment.

Action Taken _____

Signature of complainant: _____

(over) ➡

School Official Conducting Investigation: _____

[illegible][illegible][illegible]

APPENDIX - D

WENATCHEE SCHOOL DISTRICT NO. 246
235 SUNSET AVENUE
WENATCHEE, WA 98801
(509) 663-8161

DISCRIMINATION INQUIRY FORM

Title IX and RCW28A.640

Under the provisions of Title IX of the Education Amendments of 1972 and Chapter 28A.640, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in race, sex, age or disability under any education program or activity program in the public school system.

In compliance with Title IX and Chapter 28A.640 RCW, this procedure has been established to allow students and employees to alert the district to areas which may require correction or a modification. Upon completion of this form, please file it with the district compliance officer, Lisa N. Turner, PHR, Director of Human Resources, 235 Sunset Avenue, Wenatchee, WA, 663-8161.

NAME	TELEPHONE NUMBER
ADDRESS	CITY/STATE/ZIP

1. Please check area of concern:

<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Athletics (Interscholastic)
<input type="checkbox"/>	Course Offerings	<input type="checkbox"/>	Extracurricular Activities
<input type="checkbox"/>	Physical Education	<input type="checkbox"/>	Use of Facilities
<input type="checkbox"/>	Vocational Training	<input type="checkbox"/>	Scholarships and Financial Aid
<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>	Textbooks and Instructional Materials

2. Give the grounds for your complaint, including all names, dates and places necessary to the understanding of the situation. _____

3. What resolution or remediation would you like to occur? _____

4. This matter has been discussed with the teacher, supervisor or individual(s) involved.

YES ☐ NO ☐

If "yes," to whom have you spoken? Name and Dates. _____

5. Results of your discussion(s) _____

I (we) understand that the school district may request further information about this complaint and, if such information is available, I (we) shall present it upon request.

Signature _____ Date _____