

TAMBARC CREEK STAFF HANDBOOK 2019-2020

Tambark Creek Elementary School
4419 180th Street S.E.
Bothell, WA 98012
Webpage: <http://www.everettsd.org/tambarkcreek>

The Mission & Vision of Tambark Creek elementary School

VISION: In progress

We agree to:

Make instructional decisions based on what is in the best interest of all students' learning & achievement Danielson/Criterion 1: Centering instruction on high expectations for student achievement

- Focus instruction on learning targets
- Focus on analyzing student work
- Collaborate, use data, and implement strategies
- Intentionally implement the HAE PBIS using and teaching the common area expectations
- Apply research-based, culturally relevant strategies to promote differentiation
- Increase student growth and achievement by implementing the 8 step process (continuous improvement model)

Tambark's School Improvement Plan Danielson/Criterion 4: providing clear and intentional focus on subject matter, content and curriculum

Written in collaboration with teachers, instructional coaches, and school administrators is the guiding document for planning and decisions made regarding program and instruction. The SIP is the school's guiding document towards increasing student achievement and engagement in learning.

- Grade level teams align instruction and practice to the SIP
- Professional development and instructional coaching aligns to the SIP
- Learning log meetings reflect progress towards achieving SIP SMART goals and opportunities to discuss SIP effectiveness
- Tambark Instructional Leadership Team is responsible for writing and preparing the SIP for school and community review with grade level input

Foster a healthy, positive work environment by demonstrating professionalism, honesty, & integrity Danielson/Criterion 5: Fostering and managing a safe, positive learning environment

- Value one another
- Consider time, manner and place when dealing with emotional and sensitive issues
- Share your expertise and knowledge with others
- Address concern or misunderstanding directly by talking to the person
- Maintain confidentiality
- Take ownership and apologize
- Keep a sense of humor and a sense of understanding

Work in partnership with our families and community members to achieve educational growth for each student Danielson/Criterion 7: Communicating and collaborating with parents and the school community

See Title I Parent/School Compact review annually, publish annually

See SIP and Parent Involvement Plan

- Provide opportunities for volunteers

Implement and maintain a shared decision-making model Danielson: Criterion 8: Exhibiting collaborative and collegial practice focused on improving instructional practice and student learning

Maintain a positive climate to facilitate ideal decision making-use an effective plan and process-value diversity-be cooperative in nature-have a clear evaluation process

Share Leadership Overview Chart and Procedures

Agendas/Minutes:

Meeting agendas will be shared and published in Office 365 with staff notified if/when a team decision is to be made quickly so impacted parties may consider options, attend meeting and/or give input to others. Minutes will be maintained during meetings and made available on Office 365.

Continual Progress:

We will regularly measure and /revisit these agreements based on our CEE/EEA/Plan, Do, Check, Act and other informal surveys or requests for input from our staff, students, and/or parent community.

Tambark Instructional Leadership Team (TILT)

Our school Improvement Team meets once a month on Wednesdays from 3:40-4:40 p.m. The purpose of TILT is to facilitate the implementation of the School Improvement Plan that will be developed by the entire staff. The School Improvement Team is composed of a member from each of the grade levels, specialist, para-educators, and the administrative team. TILT also addresses questions/concerns from grade level teams, district for their participation.

TILT Dates:

September 18	May 20
October 16	June 10 (17 th is the last day of school)
November 20	
December 18	
January 15	
February 19	
Math 18	
April 15	

Tambark Creek Committee Teams

Tambark Creek Committee Teams	Structures & Expectations	Who	When
Administrative Team	-TILT (Tambark Instructional Leadership Team), SIT, SpEd, Food Services, Maintenance, Evaluations/TPEP, PD	Celia	On-going
Tambark Instructional Leadership Team (TILT)	-8 Step Process: The work of High Performing Teams -Monitoring SIP -Professional development -PBIS (New Data documentation beginning 2019-20) -ACE -Attend all meetings -SOSR	Maureen Krieger Margaret Shindler Paige Warfield Amy Adams Anna Moisant Richelle Shively Kelly Ihrig Kristen Bissell Mary Kay Rockenstire Ali McElwee Sharon Park Amie Nesting Jules Hehn Maureen Kriegen	Meeting Dates: Wednesdays (1x time per month)

Student Intervention Team (SIT)	<ul style="list-style-type: none"> -Determine interventions for both academics and behavioral needs -Analyze student data -Create a timeline and complete the SIT form -Determine next steps e.g. required ELL steps -Incorporate interventions MDT process 	Facilitator: Jules Hehn, Counselor Referring Teacher: Instructional Coaches: Mary Kay Rockenstire Sharon Park Ali McElwee	Meeting Dates:
Multiple Disciplinary Team (MDT)	<ul style="list-style-type: none"> -Discuss SpEd case load -Meet to discuss evaluations and assessments -IEP's -Meet to discuss behavior support -Provide staff with necessary professional development 	Facilitator: Logan Caplan Chandler Forna, Resource room teacher Amy Beagle, SLP Karen Wolfe-Fritz, OT Gloria Diana-Rigby, PT Yeo Chung, Psych Makenzie Gamache, DK Magenta Dumpit, DPS Celia O'Connor-Weaver Monique Beane	Meeting Dates:
Instructional Coaches (IC)	<ul style="list-style-type: none"> -Plan professional development around SIP -Plan for SBA/Scheduling -Coaching -Model lessons 	Mary Kay Rockenstire Sharon park Ali McElwee	Meeting Dates:
PBIS Team	<ul style="list-style-type: none"> -Analyze the referrals using our electronic process -Look for trends -Relay info to staff members - Provide positive behavior intervention support to all staff members 	Magenta Dumpit Leigh Benaderet Laura Whitmore Stephanie Wills Charley Myers Tori Lyman Amy Sprague Angie Huang-Bagaason Maureen Krieger Jules Hehn Celia O'Connor-Weaver Monique Beane	Meeting Dates: 4 th Wednesday of the month
Safety Committee	<ul style="list-style-type: none"> -Plan/conduct safety drills -organize disaster plans -Document all drills in Rave -Handle building safety concerns 	Facilitator: Monique Angie James Liz Figurelli Shandra Quartararo Mellissa Carlson Meghan Owen	Meeting Dates: TBD
Grade Level Teams	<ul style="list-style-type: none"> -Examine common formative assessment data to make real-time instructional calendar adjustments and plan instruction -Grade level business 	DPS-Dumpit DK-Gamache K-Benaderet, Henderson, Richard, Shindler, Surina, white 1-Carrington, Quartararo, Strawn, Warfield, Whitmore	Meeting Dates: 2 nd Wednesday of the month

		2-Adams, Kanuch, Kelley, Wills 3-Becker, Moisant, Carlson, Myers 4-Ihrig, Lyman, Owen 5-Bissell, Sprague HC-Strong, Shively, Knutson, Stingily	
Attendance Team	Analyze student attendance -Send letters home -Phone calls home -Implement specific interventions e.g. bus pick-up, alarm clocks, incentive chart with prizes	Monique Beane Jules Hehn Angie James	Meeting Dates: TBD
Scheduling Committee		Facilitator: Celia O'Connor-Weaver Makenzie Gamache Tanya Strawn Megan Owen Amy Sprague Kerri Sparks Monique Beane	
Instructional Para-educator Team	-Develop and implement their instructional schedules -Align their professional development with our SIP -Meet regularly	ELA Coach: Mary Kay Rockenstire EL Coach: Ali McElwee Math Coach: Sharon Yoon-Park EL/LAP Paras: Anne McSwain, Tammy Punkiewicz, Leah Rose, Courtney Holden, Holly Twedt, Amy Kvangnes Recess/Cafe: Rina Manjeswar, Amy Kvangnes, Shilpi Kharbanda, Elena Anuchena, Holly Twedt, Courtney Holden, Celia & Monique	Meeting Dates:
Everett Education Association (EEA)	-Check-in/address needs regarding: School Policy/Procedures & Shared Leadership -Working Agreements & Climate		Meeting Dates: As needed
Social Committee	Staff appreciation/morale -End of Year Celebration	Vanessa White Linda Surina Nicole Richards	Meeting Dates: As needed

	-Baby/Wedding /Retirement -Quarterly Birthday celebrations	Paige Warfield Liz Carrington Leslie Kelley Nicole Kanuch Anna Moisant Tori Lyman Sara Lim	
District Level Cadre Leads	-Staff members attend district trainings/PD in the specified curricula area -The DCL's share information to staff during extended staff meetings or grade level team meetings	Science: Math: ELA: EL: Writing: Technology: Robotics: Student Leadership:	Meeting Dates: Refer to district dates

Office Support & Operations	Staff	Responsibilities
Maintenance Requests	Liz, Patty, Celia & Monique	-Prevent/respond to facility needs -Schedule Maintenance accordingly
Purchasing/Management	Patty, Celia & Monique	-Facility us, master calendar -Enrollment, Transfers -Staff notes or emails, monthly parent notes -Payroll -Sub mgmt, LOA, HR papers -Budget/purchasing -Conferences, interpreters
Attendance/KIT/Transportation	Angie, Monique & district support	-Student entry/information -Transfers/student records -Front desk & phone -Monthly newsletters
Health Concerns	Lead: Nurse HRA Assistant:	-Life-threatening -Training/notifying staff as necessary/appropriate -Health logs, medications, F/T permission
Student Concerns	Angie James, Celia & Monique	-Student Intervention/Support -CPS (All staff are mandatory CPS reporters)
Family Needs/Support	PTSA Celia & Monique	-PTSA, Family Events, NLS Volunteers, Partnerships & Community Partners

Administrative Roles & Responsibilities

Celia	Both	Monique
Staffing Monthly Parent Letter Budget: NERC, SOSR Lead: SIP, High Performing Teams Student Placement Staff assignments Hiring staff Community Support Services & Stake Holders The Instructional Weekly (TSTL)	Shared Decision-Making Process Culture and Climate Student Mgmt./Discipline/PBIS Supervision of instruction, curriculum and assessment Schedules for Instruction, Para, Specialist, Conference Week Learning Log & EOY LL IEP, contracts/ plans SIP/High Performing Teams Facility Use/Management SOSR Announcements/Assemblies PTSA Connect Ed calls	Emergency Operational Plans and Procedures-safety Student Government Building Policy/Procedures Extended Day Lead: TPEP, Instruction Coordinate Volunteers Watch DOGS YMCA Coordinator

Staff Meetings

These meetings are intended for all Tambark certificated staff and will begin at 8:25 a.m. in the library, with the exception of extended staff meetings. By contract, attendance is required for all certificated staff; other staff members are encouraged to attend. Certificated staff who may not be able to attend a staff meeting are expected to discuss the need to be absent with an administrator prior to the meeting. This does not include illnesses that occur on that day.

September 11,	February 5,
October 2,	March 4,
November 13,	April 15,
December 4,	May 6,
January 8,	June 3,

Report Card Dates

The academic year is divided into two semesters: First semester starts in September and second semesters starts in February.

Other Non-standard Days (all TBA)

The following is a list of other important dates during the school year.

First Semester

August 28	Welcome Back! Learning Improvement Day
August 29	Learning Improvement Day 2
September 2	Labor Day
September 4	First Day of School
September 9	First Day of School for Kindergarteners
October 18	Learning Improvement Day; no school for students
November 1	Early release for students (2 ½ hrs) Conference prep
November 4-8	Early release for students (2 ½ hrs) Conferences
November 11	Veteran's Day; no school
November 27	Early release for Thanksgiving break

November 28-29	Thanksgiving break
December 23-January 3	Winter Break
January 20	Martin Luther King Jr. Day; no school

Second Semester

January 27	Teacher workday; no school for students
February 17-18	Winter break
March 27	Early release for students (2 ½ hrs) Conference prep
March 30- April 3	Early release for students (2 ½ hrs) Conferences
April 6-10	Spring break
May 25	Memorial Day; no school
June 5	Early release for students (2 ½ hrs)
June 15	Last day of school; early release for students 2 1/2

Assembly Themes and Dates 2019-2020

Month	Theme	Assembly Date	Time
September	Back to School/PBIS	6th	10:00
October	Fun Run	TBD	
November	Veteran's Day	TBD	
December	TBD	TBD	
January	Martin Luther King	TBD	
February	TBD	TBD	
March	TBD	TBD	
April	SBA	TBD	
May	STEAM	TBD	
June	Summer Reading Kickoff + _____	TBD	
June	Kinder Moving Up	TBD	
June	5 th Grade Moving Up ceremony + Year-long Perfect Attendance Awards End of the year awards given-teacher's choice. All parents invited. Certificates given to all students. Class pictures taken. Award winner pictures taken. Cookies and lemonade will be served. No caps and gowns, but a special rite of passage and chance to say good-bye.	TBD	
June	Field Day	June TBD (subject to snow changes)	

Learning Improvement Fridays (LIF)

September	LIF Day		February	LIF Day
6	Employee Facilitated		7	Employee Facilitated
13	Admin Facilitated		14	Admin Facilitated
20	Employee Facilitated		21	Employee Facilitated
27	Admin Facilitated		28	Admin Facilitated
October	LIF Day		March	LIF Day
4	Employee Facilitated		6	Employee Facilitated
11	Admin Facilitated		13	Admin Facilitated
18	No LIF – LID Day		20	Employee Facilitated
25	Employee Facilitated		27	No LIF – Conference prep
November	LIF Day		April	LIF Day
1	No LIF – Conference prep		3	No LIF – Parent conferences
8	No LIF – Parent conferences		10	No LIF – Spring Break
15	Admin Facilitated		17	Admin Facilitated
22	Employee Facilitated		24	Employee Facilitated
29	No LIF – Thanksgiving Break			
December	LIF Day		May	LIF Day
6	Admin Facilitated		1	Admin Facilitated
13	Employee Facilitated		8	Employee Facilitated
20	Admin Facilitated		15	Admin Facilitated
27	No LIF – Winter Break		22	Employee Facilitated
January	LIF Day		29	Admin Facilitated
3	No LIF – Winter Break		June	LIF Day
10	Employee Facilitated		5	No LIF – Early release
17	Admin Facilitated		12	Employee Facilitated
24	Employee Facilitated			
31	Admin Facilitated			

Learning Improvement Fridays (LIF)

LIF days occur on designated Fridays at the end of the school day. The purpose of this student early release time is to provide a resource for school improvement work that consequently protects both instructional time for teachers and students, and the individual preparation activities that have a direct impact on student learning.

Administrator-facilitated Fridays

Administrators will engage with collegial teams on matters related to the continuous improvement of instruction, school programs, professional growth, student learning opportunities and best instructional practices. Agendas and notes are part of this activity. Larger staff meetings might be needed to facilitate this work. Singletons and partial FTE staff will work with their principal to develop a plan regarding their use of this time.

Employee-facilitated Fridays

Employees will engage in the implementation of programs and classroom instruction, which may include but not be limited to, planning lessons and units, scoring and analyzing students' work, using the data to plan next steps, and/or collaborating with their colleagues in this process.

Staff Call Backs

9/ 28/18 4:00-7:00pm -

Additional Call Back—TBD

Health Room

The HRA (Health Room Assistant) keeps a computerized Daily Log and communicates regularly with the School Nurse and office team, who are the Health Room support before 9:30 a.m. and after 3:00 p.m.

The HRA is trained regarding all students' individual health plans. The basic procedures for handling concerns are as follows:

When a student reports "not feeling well," the HRA takes student's temperature. A decision is made using the following protocol:

- ✓ Go home: The student is sent home if their temp. is 100.4 or higher or if s/he has vomited.
- ✓ Make a decision: If their temperature is below 100.4, the following is considered before making parent contact: student appearance and health history
- ✓ Teacher input from note/call. *Let us know if you would like the Health room to call home on a student because a parent notified you, they weren't feeling well and told them to come see the nurse if they got worse. The health room does not usually call unless they have a temp of over 100.1, vomiting because of illness not forced, or over activity and serious injury, and at the request of parents.*

Return to class: If a student is returned to class and continues to demonstrate a problem or is disruptive, please send a written note of observations to the Health Room and parent will be called with this information. Students do not necessarily have the same report to us that they tell you.

Communication: If you would like something in writing about the Health Room response when a student is returned to class, please send him/her with something written (i.e., document what symptoms the student reported in class so the HRA is clear on what needs to be checked and/or your observations as well- this is helpful!)

Parent Communication

District: Distribute Student Rights & Responsibilities Handbook, FERPA, Calendar, etc. at Back to School

School-Wide: Wednesday Folders: Principal monthly newsletters, various 1/2 sheet reminders/notices of events

Grade Level/Teacher: Monthly communication about learning targets, progress, expectations and how parents can support at home.

All: Regular, timely positive/reminder phone calls or notes re: individual students.

Visitors/Volunteers

Volunteers work under the direction of and invitation of teachers, administrators and office staff. We agree to train and schedule our own volunteers. Patty Tetrault will assist with basic procedure training and drop-ins are welcome in the Family Resource Center if there are jobs needing completion.

The office staff will guide and remind volunteers regarding volunteer policy/procedures (i.e., sign in, where to go, volunteer tags, who to ask for help, how to do things, use of space, etc.).

All staff agree to approach visitors/volunteers about signing-in and getting a badge/sticker. We are all responsible for checking that guests have their sticker or badge. Visitors/volunteers will pre-arrange times with teachers. The district has new guidelines for volunteers. All volunteers are required to complete a volunteer on-line form. Background checks will be conducted both in State and out of state for all applicants.

Guest Teachers

All teachers will create a sub folder and clearly outline the daily schedule, routines & procedures as well as a **dismissal plan for each student**. Substitutes will be asked to let us know how we are doing when they visit. Staff is asked to give input re: guest teachers as well- if a concern arises, the office will request observed concerns in writing. All guest teachers complete a district survey about their experience at our school. This information is published in our district public documents.

Instructional Para Educators

All instructional Paras must have a substitute file in the office.

Student Supervision

Teachers will review the expectations from Student Rights & Responsibilities, Parent Handbook, and/or Common Area Expectations.

Teachers will instruct students on how to earn individual, group, class, or area rewards/consequences. All students will clearly understand the progressive steps of intervention that will be taken if needed. **(see Positive Behavior Intervention Support section)** Teachers will practice expectations with their students such as walking quietly in the hallway, flushing the toilet, washing hands and throwing paper towels in the garbage

- Individual and groups of students may never be left unattended.
- All students are expected to have hall passes.
- Students will be allowed to use bathrooms one at a time unless a teacher escorts a class and monitors as students enter 2-3/bathroom. Some students may require special bathroom supervision or need to use the nurse's office bathroom
- Returning/visiting students from the MS or HS should follow the same guidelines as any other visitor.
- Teachers walk their students to and from recesses. Students will enter the building in a quiet manner and in a line.

Building Maintenance

Assigned custodial areas and responsibilities:

When we cannot keep the schedule/duties as listed, we will do our best to email or tell you in advance.

Day Shift Assignments/Schedule: Jon takes care of whatever is not listed on the Swing Shift Run Sheet & responds as needed throughout the day. He specifically attends to the cafeteria during/after mealtimes. *(see attached document)*

Swing Shift (PM) Schedule: See attached Swing Shift Run Sheet for information on afternoon/evening rounds. *(See attached document)*

Staff Room & Conference Room & Unassigned Classrooms

To help keep the staff room clean, please put dishes in the dishwasher.

Students are not allowed in the staff room unless pre-arranged.

Leave the room the way you found it (or better); do not store items unless approved.

Staff members follow the grade level staff room clean-up schedule

Work Room

Please help keep the workroom clean during school hours.

Due to cutting boards and other sharp items in the workroom, students are not allowed in workroom.

Recycling

Recycle Rangers- to be implemented

Composting: Stay tuned- the "Green Team" will keep us posted.

CLEANING: HELP OUR CUSTODIANS HELP YOU!

Please remember to

- 1) **Pick up the floor:** Have kids pick up all pencils, crayons, and big paper.
- 2) **Stack chairs:** Have the kids pick up chairs every night (even if it is not your vacuum night- we are going to try to do more whenever we can)
- 3) **Trash cans outside your door:** Please put all trashcans outside your door at the end of class every day. If you need paper towels, please put a sticky note on your trashcan.

4) **Lock up & Lights out:** Please make sure windows and door are locked and lights are out. That includes all lamps and twinkly lights. Blinds must be closed

REQUESTS FOR CUSTODIAL STAFF
How is it best to notify custodians you have a need?

Emergency clean-up and/or mid-day needs: Call the office X8201. They will walkie-talkie Liz ASAP.

As needed: Trash liners are changed per need and/or before each vacation. Some additional items will be done per need (e.g., refill soap/towels, change scrub sink, extra vacuuming when lice occurs or if needed). When you have a refill/request you do not want missed, just email the custodian assigned to your area (see run sheet). Remember: If you have a special request/need or have input regarding a guest custodian, just email lfigurelli@everettsd.org

Trash vs. Composting: Very few items go into trashcans (which will be emptied only when full) - plastic, aluminum, etc. All paper goes into recycle. Food/items that held food can go in trashcans w/ green compostable liners.

Tambark Creek Elementary Staff List

PRINCIPAL	R150	8290	Celia O'Connor-Weaver				
ASST. PRINCIPAL	R151	8291	Monique Beane	MATH COACH	R144	8210	Sharon Park
OFFICE MANAGER		8201	Patty Tetrault	ELA COACH	R144	8210	Mary Kay
OFFICE ASSISTANT		8203	Angie James	EL COACH	R144	8210	Rockenstire
HEALTH ROOM NURSE	R156B	8206	Eileen Sugimoto				Ali McElwee
COUNSELOR	R157	8210	Kristy Hotsopple	ART	R140	8208	Sarah Lim
PSYCHOLOGIST	R152	8212	Julia Hehn	STEAM			Kristen Sawtell
			Logan Kaplan	LIBRARY	R140	8208/18	Amie Nesting
			Sandy Miles	MUSIC		R127	8296
RESOURCE RM	R235	8289	Chandler Fornia	P.E.		R138	8294
SLP	R234	8299	Amy Beagle	PARAEDUCATOR			Courtney Holden
OT/PT	R231	8287	Karen Wolfe-Fritz				Elena Anuchina
PRESCHOOL	R101	8221	Magenta Dumpit				Shilpi Kharbada
			Renata Holod				Anne McSwain
			Judy McCullough				Tammy Punkiewicz
KINDERGARTEN	R114	8234	Leigh Benaderet				Amy Kvangnes
	R103	8223	Kari Henderson				Leah Rose
	R107	8227	Nicole Richards	KITCHEN	R134	8207	Holly Tweed
	R108	8228	Margaret Shindler				Sasha Sanyal
	R109	8229	Linda Surina				Debbie Rickman
	R115	8235	Vanessa White				Nakena Egeler
DK KK	R102	8222	McKenzie Garmache	CUSTODIANS	R136A	8297	Liz Figurelli AM
			Maureen Krieger				Rick Warenbee PM
FIRST GRADE	R118	8238	Lisa Carrington				Mike Jones PM
	R125	8245	Shandra Quantarano				
	R126	8246	Tanya Strawn				
	R117	8237	Paige Warfield				
	R124	8244	Laura Whitmore				
SECOND GRADE	R202	8262	Amy Adams	ITIN	R154	8214	
	R203	8263	Nicole Kanuch	Staff Lounge	R232	8019	
	R211	8271	Leslie Colquhoun	Work Room	R149	8219	
	R110	8230	Valerie Strong HC	Attendance line		8205	
	R201	8261	Stephanie Wills	Conference Rm		8204	
				Fax Number		8202	
THIRD GRADE	R210	8270	Rachel Becker HC				
	R208	8268	Anna Moisan				
	R207	8267	Melissa Carlson				
2/3 Split	R209	8269	Charley Myers				
	R111	8231	Richelle Shively HC				
FOURTH GRADE	R217	8277	Kelly Irwig				
	R215	8275	Kathy Knutson HC				
4/5 Split	R218	8278	Victoria Lyman				
	R226	8286	Megan Owen				
FIFTH GRADE	R224	8284	Kristen Bissell				
	R225	8285	Amy Sprague				
	R214	8274	Brenda Stingily HC				

8/30/2019

Tambark 2019-2020 Instructional Master Schedule

https://epscloud-my.sharepoint.com/:x:/r/personal/01109_apps_everettsd_org/_layouts/15/Doc.aspx?

Tambark Creek Elementary

Daily Bell Schedule 2019 20

7/11/2019

- Breakfast 8:45 a.m.
- First Bell 9:10 a.m.
- School Begins 9:15 a.m.
- Dismissal Bell 3:30 p.m. (LIF dismissal at 2:15)

10 Minute Recess Schedule

Regular Day		Learning Improvement Friday	
4 th 10:20-10:30	5 th 10:50-11:00	Same	
1 st 10:30-10:40	1 st 1:20-1:30		
2 nd 10:40-10:50	K 1:30-1:40		












Lunch & Recess Schedule (K-5)

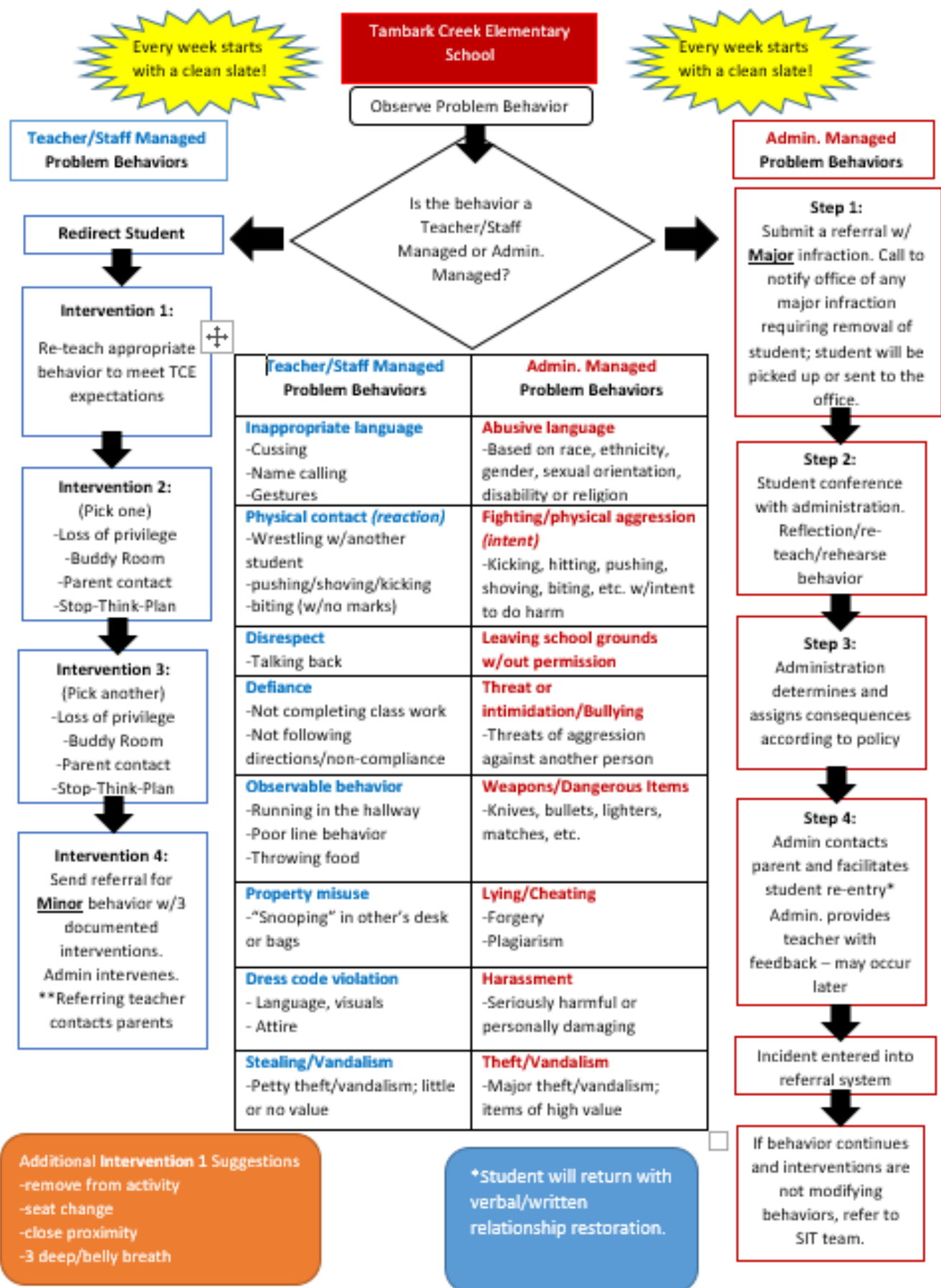
Kindergarten Lunch/Recess	11:00→→ Lunch	11:20 Recess	→→ 11:40	<u>Bells(3)</u> 11:19		
Grade 3 Recess/Lunch	11:00→→ Recess	11:20 Lunch	→→ 11:40	11:39		
Grade 4 Recess Lunch		11:40→→ Recess	12:00 →→ 12:20 Lunch	11:59		
Grade 1 Lunch/Recess		11:40→→ Lunch	12:00 →→ 12:20 Recess	12:19		
Grade 2 Lunch/Recess			12:20→→ Lunch	12:40 Recess	→→ 1:00	12:39
Grade 5 Recess/Lunch			12:40 →→ 12:40 Recess	Lunch	→→ 1:00	12:59

Tambark Creek Behavior Matrix

Tambark Creek Elementary School (July 2019)

Collaboration Communication Creativity Critical Thinking Citizenship Growth Mindset

	Classroom 	Recess 	Cafeteria/Line 	Hallway 	Restroom 	Bus 	Assembly 
Be Respectful 	<ul style="list-style-type: none"> • Use inside voice • Use kind words • Listen to others • Ask for permission • Take turns • Share • Encourage others • Include everyone 	<ul style="list-style-type: none"> • Outside voice • Use kind words • Listen to others • Ask permission • Include everyone • Share • Help others 	<ul style="list-style-type: none"> • Use inside voice • Use kind words • Listen to others • Ask permission • Take turns • Help your neighbor 	<ul style="list-style-type: none"> • Voices off • Keep hands to self • Arrive on time • Close lockers quietly • Stay with your group • Walk behind the person in front of you 	<ul style="list-style-type: none"> • Use inside voice • Use kind words • Respect privacy • Take turns 	<ul style="list-style-type: none"> • Use inside voice • Use kind words • Listen to direction • Wait patiently • Help others 	<ul style="list-style-type: none"> • Sit quietly • Listen to the speaker • Be a good audience
Be Responsible 	<ul style="list-style-type: none"> • Be on time • Accept consequences • Be honest • Be prepared 	<ul style="list-style-type: none"> • Put equipment away • Line up quickly 	<ul style="list-style-type: none"> • Keep your area clean • Stay seated 	<ul style="list-style-type: none"> • Pay attention • Stand and wait patiently • Respect our bulletin boards by not touching them 	<ul style="list-style-type: none"> • Flush the toilet • Keep the bathroom clean • Use paper towels and soap appropriately • Quiet voices 	<ul style="list-style-type: none"> • Be on time • Go directly to a seat • Stay in your seat 	<ul style="list-style-type: none"> • Pay attention • Wait patiently
Be Safe 	<ul style="list-style-type: none"> • Keep hands, body, and feet to self • Use materials carefully • Walk carefully 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Use equipment properly • Stay on playground or field 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Eat your own food 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Face forward • Walk slowly 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Wash and dry your hands 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Keep aisle clear 	<ul style="list-style-type: none"> • Keep hands, body, feet to self • Face forward • Keep aisle clear • Stay in assigned area
Be Successful 	<ul style="list-style-type: none"> • Actively participate • Finish work on time • Learn from your mistakes 	<ul style="list-style-type: none"> • Follow game rules • Be kind to all team members 	<ul style="list-style-type: none"> • Learn your lunch number • Make healthy food choices 	<ul style="list-style-type: none"> • Smooth and quiet transitions • Go straight to class • Be ready to learn 	<ul style="list-style-type: none"> • Use bathroom correctly • Report problem to adult immediately 	<ul style="list-style-type: none"> • Leave class on time • Be on time to the bus 	<ul style="list-style-type: none"> • Clap at the right time and in the appropriate way



Classroom Behavior Log

Student: _____

Classroom Behavior Log





1 st Intervention	Date:	Time:
Location	Problem Behavior (see Behavior Flow Chart: Minor)	Staff Response/Intervention
<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Restroom <input type="checkbox"/> Specialist <input type="checkbox"/> _____	<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical Contact (reaction) <input type="checkbox"/> Disrespect (passive/low level) <input type="checkbox"/> Defiance <input type="checkbox"/> Observable Behavior <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Stealing/Vandalism <input type="checkbox"/> _____	<input type="checkbox"/> Re-teach appropriate behavior to meet HAWKS Expectations NOTES:

2 nd Intervention	Date:	Time:
Location	Problem Behavior (see Behavior Flow Chart: Minor)	Staff Response/Intervention
<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Restroom <input type="checkbox"/> Specialist <input type="checkbox"/> _____	<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical Contact (reaction) <input type="checkbox"/> Disrespect (passive/low level) <input type="checkbox"/> Defiance <input type="checkbox"/> Observable Behavior <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Stealing/Vandalism <input type="checkbox"/> _____	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Buddy Room <input type="checkbox"/> Parent Contact <input type="checkbox"/> Stop-Think-Plan NOTES:

3 rd Intervention	Date:	Time:
Location	Problem Behavior (see Behavior Flow Chart: Minor)	Staff Response/Intervention
<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Restroom <input type="checkbox"/> Specialist <input type="checkbox"/> _____	<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical Contact (reaction) <input type="checkbox"/> Disrespect (passive/low level) <input type="checkbox"/> Defiance <input type="checkbox"/> Observable Behavior <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Stealing/Vandalism <input type="checkbox"/> _____	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Buddy Room <input type="checkbox"/> Parent Contact <input type="checkbox"/> Stop-Think-Plan NOTES:

TAMBARK CREEK ELEMENTARY SCHOOL

1st Floor

-  Video Intercom
-  Card Reader
-  Buzz-in Door
-  Lock-down Door



TAMBARK CREEK ELEMENTARY SCHOOL

2nd Floor



District Policies and Procedures

ABSENCE REPORTING AND LEAVES OF ABSENCE

REPORT ABSENCES

Frontline - <https://app.frontlineeducation.com/select/>

LEAVE WITHOUT PAY

- Any leave without pay must be pre-approved by the immediate supervisor prior to the leave being taken.

LONG-TERM LEAVE & WORK RESTRICTIONS

- When an employee is on a long-term leave (medical, personal, childcare, etc.) they may not work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about absence reporting contact:

- Jessica Peyton, Substitute Coordinator @ 4111 or 24 Hour Line @ 425.320.1337

Payroll Absence Verification forms available in office

Communications

The Instructional Weekly

The weekly bulletin will be sent out on Sunday on the district email service. All announcements for the weekly bulletin must be emailed to Celia/Monique by Friday.

Staff members are responsible to read the weekly bulletin carefully each week before the start of the school day. Schedules for the week, calendar changes, important news and other critical information is included. The information in the Staff Weekly Bulletin is for staff only; students and parents should not have access to this information. Please keep your copies in a secure location. Past issues of the Staff Weekly Bulletin are kept in a binder in the office for your reference. Admins or office staff will post a hard copy of The Instructional Weekly on the whiteboard in the office and put a copy in each staff members mailbox.

Email

Email is considered a central form of communication in the Everett Public Schools. "All messages on the Everett Public Schools email system are considered to be Public Records. No privacy is guaranteed for any message sent on this system. Never send a message that you would not want to see appear in the newspaper, court records, etc. Email is also filtered for key words to identify unwanted threats, hate mail, etc. If you have private messages to send, you should use another communication system." (Information Systems Training Document, 2003)

All staff are to check their email each day. Refer to the email guidelines under Instructional Resources for specific policies and procedures related to the acceptable use of district email. Students must not be given teacher's password to access teacher's email or other electronic records.

Mailboxes in Office

Teachers are requested to check their mailbox before and after school.

Memos/Additions to the Staff Handbook Updates to the Staff Handbook will be given throughout the year. Please file them in the correct section. Administrative memos should be kept in the back of this staff handbook for future reference.

Public Relations

As staff members of Tambark Creek Elementary School and an employee of the Everett Public School, we all share the responsibility to promote a positive image of our school. Studies show that our community members put more faith in the comments of staff members than in our printed information or comments by students. Please use discretion when discussing issues and concerns with others in the community. **When approached by reporters regarding sensitive or tragic incidents, refer the reporter to the administration.** For more information, refer to the suggestions for Dealing with the Press, found in this handbook in the Crisis Response Section.

Staff – Student Communication

- ☐ Contact between staff members and students should always be professional and, in order to ensure your own and the students' safety and welfare, should also be in public and reasonably related to the student's progress in school. Examples of appropriate interactions with students include, but are not limited to, classroom instruction, helping students with academics after school in your classroom or other campus location, and meeting with students in a school-sanctioned club or activity. Expressing care and concern for a student when they indicate that they are having personal or academic difficulty is also appropriate. Staff members other than trained counselors should take care, however, to avoid counseling students and should refer them to the school counselor as needed.
- ☐ In all your interactions, it should be clear that your role as a staff member is separate from your role as a private citizen. Examples of interactions with students where this separation of roles becomes unclear include, but are not limited to, inviting students to your home for social gatherings, engaging in telephone, email, text messaging, or other communications with students that are purely social in nature and not related to school.
- ☐ If at any time you feel that a student is communicating with you in a manner that puts your professionalism at risk, contact an administrator immediately.

Telephone

Students may use a school phone only in an emergency and only with the permission of a teacher or staff member. Students asking to use a phone should be directed to use the phone during lunch or during other non-instructional time.

Voice Mail

To facilitate communication with parents, teachers are requested to update their voice mail regularly and to check their voice mail on a daily basis. Remember to answer voice mail within 24 hours of receipt.

Crisis Intervention Plan

Prior to a Crisis: Identify members of the Crisis Response Team

- ☐ Principal
- ☐ Assistant Principal
- ☐ Counselors
- ☐ Psychologist
- ☐ Nurse
- ☐ Faculty representative

Functions of the Crisis Response Team

- ☐ Develop the plan for the school
- ☐ Train each staff member throughout the year
- ☐ Develop a phone tree to be used for staff notification
- ☐ Train secretaries how to deal with the press
- ☐ Inform Central Office staff of the plan
- ☐ Inform off-campus resources such as any district-contracted mental health staff
- ☐ Implement plan during crisis
- ☐ Evaluate plan's effectiveness after it is used
- ☐ Review the plan periodically

Putting the Plan Into Action

- ☐ Notify all Crisis Response Team members of the crisis. Arrange to meet as soon as possible.
- ☐ Check the known facts of the crisis with police, fire department, and central administration contact.
- ☐ Review the plan and adapt it to fit the crisis.
- ☐ Use the phone tree to notify all staff. Inform and request that they arrive early at school to attend a special meeting.

Plan Components

Administrator's responsibilities

- ☐ Contact the CRC to report the event (Assistant Superintendent of Central Region at 385-4023)
- ☐ Contact Crisis Response Team to arrange to meet ASAP to develop plan
- ☐ Notify all staff using phone tree, setting early arrival time for meeting. At the meeting, review the situation, explain the day's agenda, have someone explain/describe how students may react and how teachers might handle the situation, pass out the written fact sheet for staff, provide time for staff to ask questions and express their feelings
- ☐ Contact district crisis team for additional counseling support, if needed
- ☐ Assign extra secretarial help to the office
- ☐ Provide written statement for the secretaries to use with phone calls
- ☐ Update the recording on the school's welcoming voice mail message
- ☐ Instruct secretaries to keep a log of all concerned calls, and inform them how to deal with the press over the phone
- ☐ Keep visible, be available in the halls
- ☐ Possibly arrange for a psychiatrist or "outside expert" to be at the school to lend support and help students and teachers. This expert may also speak to parents and faculty.
- ☐ Handle the media (with the assistance of Communications Office, at 385-4040)
- ☐ Be sensitive to staff who have a difficult time dealing with the crisis and be prepared to relieve them
- ☐ Emphasize facts, stop rumors
- ☐ Keep staff informed through one person designated as rumor control person
- ☐ Cancel scheduled activities as possible
- ☐ Meet with full staff after school day to debrief
- ☐ The principal or any school representative should visit the victim's family at home to offer solace and support, return personal belongings and discuss a memorial service
- ☐ Meet with Crisis Response Team to plan the next few days

Counselor/social worker/psychologist responsibilities

- ☐ Maintain a list of students counseled
- ☐ Call parents of very distressed students
- ☐ Don't allow distressed students to go to an empty home – encourage the parent to meet them there
- ☐ Be aware of own limits in regards to energy and emotional support – help each other know when to take a break
- ☐ Contact the family to offer any support they may need
- ☐ During staff meeting, brief staff on possible reactions to expect from students
- ☐ Keep a current list of community resources that you can provide to parents

Faculty responsibilities

- ☐ Announce event in classroom using the script that will be provided at the meeting held before school
- ☐ Identify students in need of counseling support
- ☐ Have distraught students escorted to the counseling office
- ☐ Discuss the crisis

- ☐ Recognize that the grieving process is essential to the well-being of students and staff
- ☐ Postpone planned lesson until class seems ready to move on
- ☐ Be sensitive to students' need for reduced assignments or no homework
- ☐ Be prepared to discuss event every time a new group of students come to your class
- ☐ Let an administrator know if you feel unable to continue dealing with students due to your own emotional state
- ☐ Keep track of all students – don't allow them to wander the halls

Dealing with the press

- ☐ Realize that it's strictly business with the press. They are not necessarily our friends. Protect yourself, staff, students and parents.
- ☐ Notify the Central Office and Communications Office before talking to the press.
- ☐ Only one person on staff will speak with the press (principal, assistant principal)
- ☐ Develop a written statement
- ☐ Be proactive – contact them before they contact you. Set location, time limits and restrictions about their access to staff and students
- ☐ Do not give impromptu interviews, and none on the phone.
- ☐ Never talk "off the record," as it does not exist. Remember item #1 – it's a business for them.
- ☐ Tape record the interview. Have another staff member in the room. Have everyone identify him or herself on the tape, including the reporter. Make a copy of the tape for yourself, but don't give one to the reporter.
- ☐ Don't say, "No comment." Say, "I don't have enough information at this time to answer that question."
- ☐ Don't offer more than they ask.
- ☐ Use qualifying statement like, "It appears that..."
- ☐ Speak in a peaceful, calm, voice, using good eye contact.
- ☐ Keep media away from staff and students. Insist that they not approach students on school property.
- ☐ Develop a script for the secretary to use when answering the phone. Have her keep a log of all calls.
- ☐ Advise students of the media policy. Let them know they can refuse to talk to the media and should first speak with their parents before speaking to the media.

Homework Guidelines

The quantity and quality of homework assignments can often be a source of parent frustration and concern. If a teacher, student, or family member is concerned with the amount of time being spent on homework consider assisting the students with an after-school homework club. Homework should be something the student can do independently. It should not be busy work or packets of work. If their child is not using class time well, more time outside of class could be required in order for the student to adequately demonstrate learning of the standards.

If a teacher, student, or parent is requesting additional homework, consider providing opportunities for extension and enrichment activities where students can demonstrate higher level thinking skills above and beyond the standard assignment/assessment.

K-2 grade students should spend no more than 20 minutes per night on homework which includes all subjects. 3-5 grade students should spend no more than 30-40 minutes per night of homework, which includes all subjects.

Instruction

The EPS has established policy regarding curriculum that states: "The Board recognizes that the delivery of instruction will vary among schools and staff and will be further differentiated by the learning needs of students. Nonetheless, instruction throughout the district will be derived from a common curriculum. An integrated, multi-disciplinary curriculum will provide teachers, students, and parents with the District's expectations of what students should know and be able to do. Teachers are expected to follow the curriculum. Principals will provide appropriate instructional supervision to ensure implementation." [2121]

Communicating Discipline Concerns

Staff must keep others informed when there are discipline concerns developing with a student. Work closely with the student's counselor and with an administrator to develop appropriate, consistent interventions to address behavior concerns. It is the teacher's responsibility to inform parents of on-going behavior concerns.

Assembly Conduct

Assemblies are held for the education and enjoyment of students and staff. Give every courtesy to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Staff must be seated in student areas (assigned seats if provided or with class) to maintain a positive atmosphere.

Discipline

“Rules don’t teach responsible and ethical behavior. People do.”

Frey, Fisher, and Pumpian, 2012

Goals of Discipline The overall goal of all discipline at HAE is to instruct students in the skills necessary for effective self-discipline and to encourage students to become self-managers. We are a Positive Behavior Intervention Program school. We focus on empowering students and not being punitive in our process. According to EPS Policy 3000, “In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff.

Teacher Rights and Responsibilities

Teachers have both rights and responsibilities in regard to student discipline in accordance with EPS Policy 3325 (reprinted in the Student Handbook). In addition, the Collective Bargaining Agreement (CBA) outlines the rights and responsibilities of teachers regarding student discipline. Teacher rights are enumerated in CBA Section 5.07. Teacher responsibilities are stated in CBA Section 10.03 V.

Several pertinent EPS policies include:

“The teacher shall have the right and it shall be his/her responsibility to maintain good order and discipline in the classroom at all times.”

“A teacher may use such appropriate action as is necessary to protect a student, himself / herself, or others from physical abuse or injury.”

The teacher has the right to temporarily remove a student from a classroom in accordance with Policy 3300.

If considering removing a student temporarily from a classroom, the teacher has several options: (1) provide a time-out area for a removed student by placing him/her within sight or hearing; (2) place the student with another teacher; (3) notify the office and send the student there. Please remember to send a referral to the office. Except in emergencies, teachers must take one or more corrective actions before temporarily excluding a student. [3300](CBA 5.07, D-4)

District Discipline Policy/Procedures

See attached Student Handbook and District Student’s Rights and Responsibilities

Dress and Appearance

See Student Handbook

Emergency Procedures

Refer to your safety handbooks for Emergency Response and Lock Down Procedures.

Facilities and Equipment

Furniture

We do not have extra furniture. Out of respect for your colleagues, please do not take furniture or other items from other areas in the building without first speaking to administration.

Lamination

Staff should send their lamination requests to Elena Anchina. Due to the high cost of laminating material, please use this service very judiciously. Laminating is only done when the number of requests has collected to a size, which justifies heating up the machine. There is a bin in the teacher's work room to place items to be laminated.

Property Damage

"Damage of any nature to school property shall be reported to the site administrator."

Staff Lounge

Staff are **NOT** to send students to the staff lounge for **ANY** reason.

It is the responsibility of every staff member to clean up after themselves when using the staff lounge. Please keep all conversations appropriate and respectful during your lunches and breaks.

Technology

Classrooms are furnished with monitors, keyboards, printers, projector systems, and other standard technology. To borrow other equipment, please contact the office staff or admins.

Storage

In an effort to create equitable storage opportunity and minimize excess materials from collecting space, please discard any old personal materials, and/or surplus old unused curriculum. DO NOT store your personal teaching materials anywhere in the building. We do not have the room for staff members to store anything at school. If we find teacher materials and they are not labeled then they will be thrown out.

Fieldtrips

Approval for any Field Trips must go through Celia and Patty. Field trip forms are available in the office. (2320P)

Pre-approval of day field trip from the building administrator. Transportation requested through building Office Manager-Patty Tetrault.

Finances

Cash Handling

Here are some basic policies to remember when working with cash:

- ☐ Before charging a fee for any school activity, item or event, discuss your plan with an Administrator for approval. State laws and district policies are very strict concerning fund raising in public schools.
- ☐ Use the office cash lock box. Two staff members always count and record the amount and date it before placing it in the cash lock box.
- ☐ After sales are done for the day, count all money, and fill out an Activity cash report.
- ☐ The Activity cash report and all money **MUST** be turned in to the cash lock box or deposited into the bank!
- ☐ Checks must be made payable to Hawthorne Elementary School.
- ☐ It is **ILLEGAL** to give cash back if a check is written for more than the amount required.
- ☐ **NEVER** cash a check outright.

Fees

Our obligation is to provide a free public education. "The District shall provide an educational program for the students as free of costs as possible." [3520] Students, however, will be charged for loss or damage to materials. Policy 2311P states, "Students and/or parents will be held responsible for instructional materials lost or damaged." Teachers may not establish any fees or fines—such policies must be established through the Administrator.

Fund Raising

All fundraising activities must be handled through the PTA. Well in advance, a fundraiser request form must be filled out and signed by the club/team, advisor/coach or grade level members.

Grading and Progress Reports

End of Semester Grading

Report card procedures and due dates will be announced prior to each grading period.

Progress Reports

In all cases, it is the responsibility of the teacher to communicate with the student **and** his or her parents through a progress report. Progress reports are mailed home in the fall and the spring.

Handbook Changes

Changes in the Student and Staff Handbook may be made during the school year by the school authorities. Such changes will be made available to students and staff in writing.

Instructional Resources

Academic Freedom

The EPS Policy 2330 addresses the rights of teachers and students. "Education is fostered in an atmosphere in which academic freedom for staff is encouraged and promoted, with due consideration for the rights of students and the community. Teachers are entitled to exercise academic freedom subject to accepted standards of professional responsibility."

Copyright Compliance

Be aware of copyright laws when using copyrighted materials. "The reproduction or use of copyrighted material by educators and librarians is permitted by law under certain circumstances. District personnel shall abide by such principles of 'fair use' as permitted by law, federal guidelines, and district procedures."

Copyright Laws and Videos

By law, as well as by intent, the pre-recorded home videos and videodiscs which are available in stores throughout the United States are for HOME USE only—unless you have a license to show them elsewhere. The Federal Copyright Act (Public Law 95-553, Title 17 of the U.S. Code) contains, simple, straightforward rules governing showing of video materials. These rules are summarized in the following paragraphs.

1. The rental or purchase of home videocassette DOES NOT carry with it the right to show it outside the home (Section 202).
2. Home videos may be shown, without a license, in the home to a normal circle of family and its social acquaintances because such showings are not public.
3. Home videos may be shown, without a license, in certain narrowly defined "face-to-face" teaching activities (Section 110.0) because the law makes a specific, limited exception to such showings. There are not other exceptions. (It is a violation to show such videos in schools for recreation, reward or recess).
4. All other showings of home videos are illegal unless they have been authorized by license. Even "performances in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are "public" performance subject to copyright control." (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 62)
5. Businesses, institutions, organizations, companies or individuals wishing to engage in non-home showings of home videos must secure licenses to do to—regardless of whether an admission or other fee is charged.
6. (Section 501). This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Showing of home videos without a license, when one is required, is an infringement of copyright. If done

“willfully and for purposes of commercial advantage or private financial gain,” it is a federal crime (Section 506). In addition, even innocent or inadvertent infringes are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing, and other penalties (Section 501-502).

YouTube & Online Video Services

Teachers who are planning on using online video services such as YouTube must download/preview material prior to showing the videos to students. This allows teachers to avoid possible inappropriate images or language from being presented to students live.

Pledge of Allegiance

The Pledge of Allegiance is recited in each classroom at the conclusion of morning announcements. According to EPS Policy 2333, “Flag exercises shall be conducted in each classroom at the beginning of the school day and the opening of all school assemblies. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.”

Flag etiquette: The flag should not be used for any decoration in general, flag should never be used for any advertising purpose, flag should not be used as part of a costume or athletic uniform, the flag should never have any mark, insignia, letter, word, number, figure, or drawing of any kind placed on it, or attached to it. Flag etiquette referenced www.usa-flag-site.org/etiquette

Textbooks

Teacher are responsible for storing and taking care of all curriculum materials such as the Reach for Reading materials and all math materials. All Reach for Reading materials need to be inventoried and accounted for by the end of each school year. It is recommended that you do not mix the RFR books with your own personal books. DO NOT drop of math materials/manipulative or reading materials in the reading or math labs.

Lesson Plans

Each teacher shall prepare daily and long-term lesson preparations and shall have adequate plans for use by substitutes. Those preparations should be on the teacher’s desk and available for an administrator to review when they come for a scheduled or unscheduled observation.

PE Injuries

If a PE injury occurs, the student must tell the appropriate PE teacher who will determine if the injury requires ice or other attention. Ice will be provided in the nurse’s office. If further treatment is indicated, the student will remain in the nurse’s office with a pass directly from PE. With **all head injuries**, the student will be assessed in the Nurse’s Office and a Head Injury report form be filled out regarding the incident. One copy is kept at school and one is sent home. The nurse will call home and talk to the student’s guardian.

Safety Rules and Policies

See Safety Handbook

Search and Seizure

Teachers should never conduct a search of a student, or their property. If you have any concerns about inappropriate student activity please notify an Administrator.

Security

Keys

If you do not have a key to get into the building, please see Patty Tetrault and keys will be issued to you with the approval of an administrator. Please follow these guidelines for school keys carefully:

1. Always keep your building key(s) with you. Keys are never to be given to students.
2. Sign a record for each key issued to you.
3. In the event of a lost key, the principal and office manager should be notified immediately. The principal is responsible for notifying the maintenance department immediately upon the report of a lost key.
4. Do not duplicate keys. This is a serious violation of district procedures.
5. Return all keys when you no longer have assigned school responsibilities for the areas of the campus for which you were issued keys.

Staff may request to retain their keys during the summer break, but must verify the numbers of their keys with Patty Tetrault.

Keys are used for all exterior doors except our front door. Staff are required to use their electronic badges to open the front door at ALL times.

Personal Belongings

Each of us likes to personalize our work environment to make it comfortable and welcoming for students, parents and staff. When at all possible, the classroom or offices in schools should reflect student learning and work, balancing the creation of an attractive environment with student needs for a neat and orderly classroom that is not overly distracting or stimulating.

In creating this environment, care should be exercised as to the decorations, equipment and furniture that are brought; taking into account the ages of your students, health and safety factors. The district provides staff with appropriate equipment such as desks, chairs, file cabinets; therefore, it should not be necessary for staff to bring in their own items.

For energy conservation purposes, the district prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and offices except in locations, which are approved by the work site administrator; e.g. staff rooms. In addition, for health and safety reasons please see an administrator for guidelines, which prohibits soft-sided furniture such as couches and overstuffed chairs, and slider-chairs. A limited number of personal items which are in good taste, such as knickknacks, family photos, and small electronics such as a small radio are acceptable. There are limitations on the district's responsibility for the care and security of personal items you choose to bring to school or your work site.

Sonitrol Security System

If it should become necessary for you to enter the building after hours, on the weekend or during holidays, Sonitrol, the district alarm company, must be notified. To do so, code into our building using the number provided to you by the administration. Instructions for use of the Sonitrol key panel are located in building A by the front door and building B by the breezeway door. Both building require coding on and off separately. Never write your Sonitrol code number in a location where it can be found by anyone else. You are responsible for your part in protecting our building's safety.

These procedures must be followed. If anyone enters one of the buildings on our campus without coding in, the Security Office will contact the police, and officers will be sent to the school immediately. **Above all else,**

please work with the building custodians to ensure clear and accurate information about coding out of any building, if you are using your classroom or any other space, after hours, on weekends, or during holidays. HAE is charged for every false security alarm!

Sonitrol has installed sensors in all outside doors as well as sensitive microphones throughout the building, and actively monitors our campus whenever it is unattended. Entering a building without first turning off the Sonitrol system will cause police to respond.

Turning the System Off (to enter the building)

When you enter through a designated entry / exit door, the keypad will “beep” to remind you to turn the system off.

1. Press the Arm/Disarm button
2. enter your personal code
3. Press the enter button

(When entering the building if you see a red light on the keypad flashing then you need to repeat the disarming steps twice in order to completely disarm the system)

4. Sign in to indicate that you are in the building.

Turning the System On (leave the building)

Before you begin, check to be sure the OFF, SYSTEM READY and AC POWER lights are illuminated. Do not prop open any doors—this will keep the system from approving your request.

1. Press the Arm/Disarm button
2. enter your personal code
3. Press the enter button
4. Please wait form verification

(When the countdown beeps begin, leave immediately through the designated door before your delay time expires.)

Volunteers

The following policies govern the use of volunteers: EPS Policy 5430: “The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens; hence, use of volunteers in the district is encouraged, subject to suitable regulations and safeguards.” EPS Policy 5430P: “A volunteer works under the direction and supervision of a district staff member. Volunteers are required to complete a disclosure statement (5430P) as part of the volunteer screening process.” Please notify Roselyn Resch, the volunteer coordinator, if you have a volunteer or wish to have one.

Selling Items at School

The conducting of private business or selling unauthorized items is prohibited.

Staff Parking

All staff are to park in the staff parking lots. We have a parking lot in the front of the school with signs designating where the Principal, Assistant Principal, Office Staff and Police park. Please never park in those spots.

Student Property

See Student Handbook for Procedure

PRIVACY RIGHTS OF PARENT(S)/GUARDIAN(S) AND STUDENTS

The Everett School District, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s)/guardian(s) and students.

As in the past, a student's records are open for inspection and review with interpretation to the parent(s)/guardian(s) of the student, legal guardian(s), or the student himself/herself if eighteen years of age or older. Appointments may be made at the principal's office for viewing cumulative records of grades, achievement test scores, health records, or psychological records. (Psychologicals are administered only with prior parent(s)/guardian(s) approval.) Parent(s)/guardian(s) or students eighteen years of age or older may view their records, attach written comments, or request a hearing to remove a part of the records.

Student record information will not be released to most persons or agencies without the written consent of the parent(s)/guardian(s). However, the Everett School District will forward elementary and secondary student's educational records on request to the school in which the student seeks or intends to enroll without further parent(s)/guardian(s) notification. Parent(s)/guardian(s) may receive a copy of the records at their expense if requested. Similarly, transcripts or other information requested by students will be forwarded to colleges and educational institutions to which students are applying.

All rights of review and Due Process procedures transfer from parent(s)/guardian(s) to the individual student when the student becomes eighteen years of age. Parent(s)/guardian(s) not wishing this information be made public should notify the school principal in writing within ten (10) calendar days following notice of these rights to students.

The following table of Rules, and definition should be helpful:

School Conduct Rules

Everett School District No. 2

Refer to the Student Rights and Responsibilities Handbook

Student Recognition

All staff should plan for the recognition of personal and academic achievement of students. "The Board encourages staff to recognize students for significant growth and/or improvement in academic achievement and/or distinguished performance in any school or classroom activity." [2440] These types of student recognition are conducted during our HAWKS Pride Assemblies.

Student Supervision

Assemblies

Attendance at all school assemblies for both students and teachers is required. Teachers should sit in their assigned locations during assemblies and should actively monitor their students' behavior and attentiveness. Teachers should review the assembly expectations prior to each assembly. Teachers without students should be alert to supervise where needed.

Hall Pass

When students leave the classroom, they must wear a lanyard indicating that they are allowed to leave the classroom. Please use the passes that we provide you. We have nurses passes, bathroom and hallway passes. If teachers are requesting that a student go from lunch to their classroom instead of recess then they must wear a pass.

Student Welfare

Accidents

"Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in

obtaining immediate care.” [3431P] Send the injured student to the office immediately with an escort, if the injured student is able to go safely and comfortably. Otherwise, notify the office and request help while making the injured student as comfortable and as safe as possible.

Complete and submit an accident report to the office promptly. If you yourself are hurt while at work, call the office immediately to ensure proper care. As soon as possible, obtain and complete an accident report form, available on-line or ask office manager.

Medication

No medication shall be given to students by school personnel, with the exception of those authorized and trained to dispense medication. The parents of students needing medication during school hours must first give the medication to the Health Room Assistant, who will distribute and monitor the student’s dosage.

Safety

All staff members are responsible for student safety under the following EPS Policy 3420P: “Staff are responsible for creating and maintaining the safest possible environment for students at all times.” Except for during a lockdown, windows, doors and sightlines shall remain unobstructed.

Suicide

“Any staff member who receives or discovers information about a potential suicide (notes, threats, conversations, etc.) will immediately notify the principal.” [3423P]. Also, contact the student’s counselor so action may be taken to assist the student.

Substance Abuse by Staff Reporting Process

If you suspect a staff person is at work under the influence of alcohol, a controlled substance or other intoxicants you are to:

1. Immediately have a witness present with the individual. It is preferable to have a witness who has substance abuse training, e.g. a substance abuse counselor.
2. Notify the Assistant Superintendent or a Human Resources Director immediately whether it is a verified or a second hand report. You will be then guided through the next steps. It is of little value to report the suspected usage the next day, week or weeks afterwards. Do not take a wait and see approach.
3. Do not send the person home!
4. Encourage them to take a substance abuse test through the district’s provider or an appropriate medical clinic. Do not administer a breathalyzer test yourself. If one is given on the work site, it must be by a school resource officer.
5. For certificated staff, keep in mind the Code of Professional Conduct, WAC 180-87-055, Alcohol or Controlled Substance Abuse:

Unprofessional conduct includes:

Being under the influence of alcohol or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following:

- ☐ Notification of the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance.
- ☐ A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and
- ☐ The education practitioner has had a reasonable opportunity to obtain such assistance.

The possession, use or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use.

The consumption of an alcoholic beverage on school premises or at a school-sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

Substitutes/Guest Teachers

Guest Teachers are a critical part of the smooth operation of the education program. Staff are expected to carefully prepare for any absence, whether pre-arranged or sudden. You should speak frequently with your students concerning your expectations for behavior and activity at any time when the class is being taught by a guest teacher.

1. Each teacher will complete a substitute folder and keep it in their classroom. The substitute information must include the location of the ALL lesson plans in your classroom and any other pertinent information. The substitute folder must contain the following: lesson plans, specific classroom routines, emergency procedures, daily schedule, seating charts, class lists, contact information, emergency sub plans and the dismissal information for each student. A clipboard containing dismissal procedures and direction is also kept by the door. Substitute procedure forms and substitute folders must be updated regularly.
 2. All staff shall maintain up-to-date seating charts for each class and keep them in a place where a guest teacher can locate them easily.
 3. Teachers shall develop plans to assist guest teachers in conducting learning experiences appropriate to their subject and the instructional goals.” (Collective Bargaining Agreement 10.03)
 4. Preferred guest teachers can be requested through the district’s automated substitute calling program. Staff with questions about this system should ask for help from HR.
- Staff are responsible for informing the district of any personal absence by calling the Automated Sub System or by logging in to the system from the district website. (See Appendix.) All absences must be recorded in the system, whether you require a substitute or not. Staff must log in or call in to the system personally; the office cannot call in an absence for you. Any non-personal (eg. Field trip/conference) absence must be communicated to office staff and admins.

Supplemental Classroom Activities

Contests

“Student participation in contests, advertising, promotions and surveys sponsored by any non-school organization must be entirely voluntary. All such activities involving students must have prior approval.” [2322]

Parties

Celebrations, parties and other disruptions to the regular school routine are to be kept to a minimum and must be shown to contribute substantially to the educational program at Hawthorne. Discuss with the administration any plans for parties during academic learning time. Be especially cautious when planning any activity which includes refreshments or in which food items are brought from home as part of a classroom presentation or project. For the safety of our students and staff, Everett Public Schools Food & Nutrition Department has developed the following food guidelines based on information from Snohomish Health District:

- ☐ Use careful handwashing with soap and hot water before preparing and/or serving food, after using the restroom, after sneezing or coughing, and as necessary when food is being served.
- ☐ Food served to students should be served using disposable gloves or tongs. It is best to use gloves or utensils rather than touch with hands. If gloves or tongs are not available, serve with well-washed hands and use minimal touch.
- ☐ Due to the increase in allergies, please check with the school nurse or teacher for any specific allergies in the classroom. Please read labels carefully: some foods have “hidden” source of allergens (for example, tortilla chips fried in peanut oil).
- ☐ Cakes, breads, cookies, and other potentially non-hazardous baked goods are preferred.
- ☐ Prepared food from a commercial source is made following strict state and local inspection. For that reason, it is preferred that food items come sealed, from the store.
- ☐ Because of the difficulty of providing adequate refrigeration, foods containing custard or cream fillings are not to be served. Commercial fruit pies are acceptable, but not pumpkin pies or other custard pies made with eggs.
- ☐ Meat dishes, meat-filled pies, sprouts, and potato or macaroni salads should not be served.

- ☐ No home canned products are allowed.
- ☐ Fresh fruit can be used if it is washed and cut immediately before it is to be served. All cut melons are considered potentially hazardous and must be kept ice cold until served.
- ☐ Never serve unpasteurized milk or juice of any kind, especially apple juice or cider.
- ☐ Canned or bottled drinks are preferable to beverages that are mixed and brought in.
- ☐ Disposable cups and utensils are preferable. Minimize handling of all disposable cups, plates, napkins and utensils.
- ☐ For more information please visit the Snohomish County Health Department (<http://www.snohd.org/>).

Performances

“Permission and approval to perform as a representative of the school or District shall be contingent upon the determination that such participation is in the best interest of the student, the school and the District. The activity, program, performance or contest under consideration shall have educational value consistent with the goals and objectives of the District.” [2325]

Resources:

Child Protective Services 1-866-829-2153
 Youth Crisis Line 1-800-784-2433
 1-800-SUICIDE

Weather Related Emergencies

Late Start Procedures for Weather or Other Emergencies

Staff are expected to make all safe efforts to arrive at work at the usual time in the case of a late start.

Notification of Late Start Schedule

When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, you will receive a message from the school via Blackboard. Most radio and television stations will announce any school schedule change or cancellation every 15 to 30 minutes.

Radio and TV Stations

KRKO AM 1380 KEZX FM 98.9
 KCIS AM 630 KSLY FM 92.5
 KWYZ AM 1230 KCMS FM 105.3
 KTAC AM 850 KMGI FM 107.7
 KIRO AM 710 KPLZ FM 101.5
 KIXI AM 880 KMPS FM 94
 KING AM 1090 KUBE FM 93
 KEZX AM 1150 KPLU FM 83
 KOMO AM 1000 KBSG FM 97.3
 KMPS AM 1300 KRPM FM 106.1
 KVI AM 550 KBRD FM 104
 KBSG AM 1210 KOMO - TV 4
 KJR AM 950 KING - TV 5
 KLSY AM 1540 KIRO - TV 7

Please do not call the radio stations or district administrative offices. Jammed telephone lines only compound emergencies. Information is also immediately available on the Everett Public Schools' Web site.

www.everett.k12.wa.us/everett

Early Dismissal Procedures for Weather or Other Emergencies

In the case of an early dismissal from school for weather or other emergencies, staff are required by contract to remain on campus until all students have been safely dismissed.

To Enter an Absence

Call 425.320.1337 for the Automated Telephone Substitute Request System

Or you can enter your absence in Frontline. <https://app.frontlineeducation.com/select/>

Paraeducator Competencies

To work in education and related service programs for students, Para educators will demonstrate:

Competency 1	Understanding of the value of providing instructional and other direct services to all students
Competency 2	Understanding of the roles and responsibilities of certificated/ licensed staff and Para educators
Competency 3	Knowledge of ... (a) patterns of human development and learning, as well as milestones typically achieved at different ages, and (b) risk factors that may prohibit or impede typical development
Competency 4	Ability to practice ethical, professional, and legal standards of conduct, including the requirements of confidentiality
Competency 5	Ability to communicate with colleagues, follow instructions, and use problem-solving and other skills that will enable the Para educator to work as an effective member of the instructional team
Competency 6	Ability to provide positive behavioral support, management, and discipline techniques to motivate and assist students
Competency 7	Knowledge of the legal issues related to the education of students with disabilities and their families
Competency 8	Awareness of diversity among the students, families, and colleagues with whom they work
Competency 9	Knowledge and application of the elements of effective instruction and assessment and the use of technology to assist teaching and learning under direction of certificated/licensed staff in a variety of settings
Competency 10	Knowledge of and ability to follow health, safety, and emergency procedures of the district

Adopted: December 2008

Non-discrimination statement and compliance coordinators:

The Everett School District does not discriminate on the basis of race, color, national origin, disability or age in its programs and activities. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Randi Seaberg, 3900 Broadway, Everett, WA 98201, 425-385-4106; Title IX Officer, Mary O'Brien, 3900 Broadway, Everett, WA 98201, 425-385-4104; 504 Coordinator, Becky Ballbach 425-385-4063; ADA Coordinator, Becky Clifford, 3900 Broadway, Everett, WA 98203, 425-385-5250. (Email address for each is FirstInitialLastName@everettsd.org).



District Policies and Procedures

District policies are adopted by the Everett Public Schools Board of Directors, based on laws and regulations. Procedures are developed by administrative staff to implement Board adopted policies.

The following pages provide some of the most frequently referenced policies and procedures, along with an example of how the policy/procedure would apply in a specific situation.

Table of Contents

SERIES 1000 – BOARD OF DIRECTORS

Schedule 1400S Board Meeting Schedule	14
---	----

SERIES 2000 – INSTRUCTION

Procedure 2125P Web-based Resources and Other Online Educational Services	14
Procedure 2145P Suicide Prevention	14
Procedure 2150P Co-Curricular Program	14
Procedure 2151P Interscholastic Athletics/Activities	14
Procedure 2153P Student Group Meetings (Limited Open Forum)	15
Procedure 2210P Special Education and Related Services for Eligible Students	15
Policy 2211/Procedure 2211P Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	15
Procedure 2311P Selection and Adoption of Instructional Materials	15
Procedure 2320P Field Trips	16
Procedure 2321P Guest Speakers	16
Policy 2331/Procedure 2331P Controversial Issues	16
Procedure 2340P Religious-Related Activities and Practices	17
Policy 2410/Procedure 2410P High School Graduation Requirements	17

SERIES 3000 – STUDENTS

Procedure 3122P Attendance	17
Policy 3200 Student Rights and Responsibilities	17
Policy 3204/Procedure 3204P Prohibition of Harassment, Intimidation and Bullying	17
Policy 3205/Procedure 3205P Harrassment	17
Policy 3210/Procedure 3210P Nondiscrimination	17
Policy 3213/Procedure 3213P Transgender Students	18
Policy 3224/Procedure 3224P Student Dress	18
Procedure 3231P Searches of Students and Their Property	18
Procedure 3232P Searches of Lockers, Desks, and Storage Areas	18
Policy 3244/Procedure 3244P Students Riding School Buses/District Provided Transportation	18
Policy 3245/Procedure 3245P Technology	18
Procedure 3246P Use of Personal Electronic Devices	18
Policy 3300 Corrective Actions	18
Policy 3311 Emergency Actions	19
Policy 3312 Detention	19
Policy 3318 Discipline of Special Education Students	19
Policy 3319/Procedure 3319P Use of Physical Restraint and Isolation with Students	19
Policy 3332/Procedure 3332P Teacher Responsibilities and Rights	19
Policy 3400/Procedure 3400P Student Welfare	19
Policy 3418/Procedure 3418P Animals in School	19

Policy 3416/Procedure 3416P Medication at School.....	19
Policy 3421/Procedure 3421P Child Abuse, Neglect and Exploitation	20
Policy 3530/Procedure 3530P Student Fund-Raising Activities	20
Procedure 3600P Student Records	20
Procedure 3610P Child Custody.....	20

SERIES 4000 – COMMUNITY RELATIONS

Procedure 4131P Confidential Communications	20
Policy 4205 Use of Tobacco or Tobacco-Like Products on School Property	20
Policy 4310 Contact with School/District Staff	21
Procedure 4312P Complaints to Board Members Concerning Staff	21
Policy 4314/Procedure 4314P Visitors and/or Disruption of School Operations	21
Procedure 4316P Notification of Threats of Violence or Harm	21
Policy 4340/Procedure 4340P Public Access to District Records.....	21
Policy 4411/Procedure 4411P Working Relationships with Law Enforcement, CPS and the County Health Department.....	21
Policy 4412 Political Relationships with Governmental Agencies	21

SERIES 5000 – HUMAN RESOURCES

Policy 5010/Procedure 5010P Affirmative Action and Nondiscrimination	21
Policy 5140 Tobacco or Tobacco-Like Products Use Policy	22
Policy 5150 Drug-Free Workplace.....	22
Policy 5160/Procedure 5160P Sexual Harassment	22
Policy 5161 Civility in the Workplace	22
Policy 5215 Conflicts of Interest	22
Policy 5225/Procedure 5225P Technology	22
Policy 5253/Procedure 5253P Maintaining Professional Boundaries between Employees and Students	22
Policy 5320/Procedure 5320P Leaves of Absence	23
Policy 5320.9/Procedure 5320.9P Family and Medical Leave.....	23
Policy 5406/Procedure 5406P Shared Leave Program.....	23

SERIES 6000 – MANAGEMENT SUPPORT

Procedure 6114P Gifts	23
Procedure 6213P Reimbursement for Travel Expenses.....	23
Procedure 6225P Food and Beverage Consumption.....	23
Procedure 6505P Video Security on School District Grounds or Property	24
Policy 6531 Care of District Property	24
Procedure 6540P School District’s Responsibility for Privately-Owned Property.....	24
Procedure 6550P Data Security and Privacy	24
Procedure 6571P Lending of District-Owned Equipment and Books	24

Policy/ Procedure	Title	Description	Situation to apply
SERIES 1000 – BOARD OF DIRECTORS			
1400S	Board Meeting Schedule	Yearly schedule of school board meetings	<ul style="list-style-type: none"> To attend a school board meeting or refer someone to a meeting.
Policy/ Procedure	Title	Description	Situation to apply
SERIES 2000 - INSTRUCTION			
2125P	Web-based Resources and Other Online Educational Services	The availability of innovative online technologies to engage students in relevant learning opportunities.	<ul style="list-style-type: none"> Before providing/piloting web resources Before creating a student account, uploading files, or utilizing a communication resource not part of an adopted instructional program Before notifying parents of approved web service not part of an adopted instructional program
2145P	Suicide Prevention	Protocol for school staff to support students expressing suicidal ideation, displaying suicidal behaviors or have attempted to harm themselves.	<ul style="list-style-type: none"> While assessing the risk of student's mental health In the event a student suicide occurs or is attempted When looking for suicide prevention resources
2150P	Co-Curricular Program	Appropriate co-curricular activities are provided contributing to the athletic, intellectual, social, emotional, and physical development of students.	<ul style="list-style-type: none"> Before implementing a new co-curricular activity. While reviewing the qualifications/criteria for a co-curricular program. Cross-reference to 2150.
2151P	Interscholastic Athletics/Activities	The interscholastic activities program includes games, sport competitions or exhibitions for eligible individual students or teams of eligible students.	<ul style="list-style-type: none"> When a new coach has been hired. When assessing a student's eligibility for athletics/activities. When a parent/guardian has questions regarding a student's eligibility. When a guardian requests to transport a student to/from an event. If a student is found potentially in violation of the code of conduct. When a student/guardian would like to appeal the school's decision in discipline or exclusion from a sport. If a student of the opposite gender requests to participate in an interscholastic program.

Policy/ Procedure	Title	Description	Situation to apply
2153P	Student Group Meetings (Limited Open Forum)	Groups of secondary students want to organize for co-curricular or non-curricular purposes and hold meetings in school facilities.	<ul style="list-style-type: none"> • When a non-curriculum group requests principal recognition of co-curricular status. • Before permitting a co-curricular or non-curriculum group to utilize the school facilities for activities.
2210P	Special Education and Related Services for Eligible Students	Students whose disabilities adversely impact educational performance and who require specially designed instruction. Ensure that disabled students are identified, evaluated, and provided with appropriate educational services.	<ul style="list-style-type: none"> • When reviewing insurance or funding for student's special education provisions and services. • Before engaging with parents/guardians on the student's Individual Education Plan (IEP) • Before referring a child for special education and related services. (Child Find) • Before transitioning a student to special education services or vice versa. • Before disciplining or suspending a student with an IEP or that is undergoing evaluative testing.
2211/2211P	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	Ensure that disabled students within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.	<ul style="list-style-type: none"> • Before accommodating a student with disabilities(s) or impairment(s) in any school service/program. • Before disciplining, a student recognized to have a disabling condition. • When referencing or complying to Section 504 and/or IDEA. • When placing a student in a program not operated by the district. • Before taking action to resolve a legal dispute regarding a student with disabilities.
2311P	Selection and Adoption of Instructional Materials	Procedures for adoption and approval of instructional materials.	<ul style="list-style-type: none"> • Before implementing a social studies adoption. • Before establishing a Curriculum Review Committee • Before establishing an Instructional Materials Committee or adding a new member. • Before deciding upon a referral for the school board to review. • If an affected staff member would like to appeal a materials decision. • For parents to challenge a curriculum or excuse a student from participation in curriculum.

Policy/ Procedure	Title	Description	Situation to apply
2320P	Field Trips	Field trips are natural extensions of the curricular, co-curricular, and interscholastic programs and are opportunities for students to participate in activities and gain learning experiences that cannot be duplicated in the classroom or on the school site.	<ul style="list-style-type: none"> • To obtain approval from building administration to organize/plan a field trip. • Before making financial arrangements for a field trip. • Before planning a field trip and communicating to parents/guardians. • Before approving a volunteer adult supervisor for field trips/events. • While reviewing the plausibility of a disabled student participating in a field trip. • When transportation is required through staff members or non-employee drivers. • When preparing for student health care needs, insurance and emergencies on field trips. • When experiencing issues with a student on a field trip.
2321P	Guest Speakers	The district may provide for the use of guest speakers and have procedures for their use and approval including notification of parents/guardians.	<ul style="list-style-type: none"> • Before requesting a guest speaker. • Before the approved guest speaker visits the classroom. • Information for guest speakers to read relating to the topic of government and democracy. • Speakers that are elected or are running for office • Cross reference: 2321 and 2331
2331/2331P	Controversial Issues	The district offers courses of study to afford learning experiences appropriate to the level of student understanding.	<ul style="list-style-type: none"> • Before presenting a controversial topic or class to students. • Obligation for staff to be fair and impartial while facilitating classroom discussions • Before allowing a controversial speaker to present. • In the event a student does not wish to attend a controversial presentation.

Policy/ Procedure	Title	Description	Situation to apply
2340P	Religious-Related Activities and Practices	The district complies with the United States and Washington State constitutions, federal and state law, and the decisions made by the respective courts in making decisions regarding religious-related activities and practices.	<ul style="list-style-type: none"> • Before instructing in a discipline that may have a religious dimension. • If student declines to participate in a school activity or requests to use school facilities after-hours related to his/her religious beliefs. • Before planning an activity focused on a holiday. • If a student engages in devotional activity during school programs or in activities before or after school on site. • If a parent/student is aggrieved by practices or activities conducted in the school or district.
2410/2410P	High School Graduation Requirements	Graduation requirements have been established to ensure students are prepared for post-secondary education, training and career with 21st century skills and the foundations needed for lifelong learning.	<ul style="list-style-type: none"> • Before the class of 2021 starts grade 9. • Before implementing a new secondary course study. • When reviewing a student's graduation requirements.
SERIES 3000 - STUDENTS			
3122P	Attendance	Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Teachers will keep a record of student absences and tardiness.	<ul style="list-style-type: none"> • Use for definition of tardy, excused or unexcused absence and requirements for principals and certificated staff to enforce district's attendance policies and procedures.
3200	Student Rights and Responsibilities	Assuring learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens.	<ul style="list-style-type: none"> • Quick reference guide to district policies and procedures related to student rights, conduct and corrective actions.
3204/3204P	Prohibition of Harassment, Intimidation and Bullying	The district maintains a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying.	<ul style="list-style-type: none"> • Reference for steps to take to identify, report, and address HIB and for staff interventions.
3205/3205P	Harassment	The district maintains a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic.	<ul style="list-style-type: none"> • Definition of harassment, complaint process and corrective actions.
3210/3210P	Nondiscrimination	The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program.	<ul style="list-style-type: none"> • Use for definition of nondiscrimination and district's nondiscrimination statement. Complaint process outlined.

Policy/ Procedure	Title	Description	Situation to apply
3213/3213P	Transgender Students	The district provides an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression.	<ul style="list-style-type: none"> Definitions and specific steps for compliance with local, state and federal laws concerning transgender students.
3224/3224P	Student Dress	Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that a health or safety hazard, damage to school property or a material and substantial disruption of the educational process will result from the students' dress or appearance.	<ul style="list-style-type: none"> When a student's clothing or something they are wearing disturbs, disrupts, interferes, or detracts from the school environment, activity, or meeting educational objectives.
3231P	Searches of Students and Their Property	Students are subject to search by a principal/designee if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal/designee.	<ul style="list-style-type: none"> Process for referring a student's suspicious activity related to possession of unknown property to the principal/designee.
3232P	Searches of Lockers, Desks, and Storage Areas	A student's locker, desk, or storage area may be searched by the principal/designee if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal/designee.	<ul style="list-style-type: none"> Process for referring a student's suspicious activity related to possession of unknown property stored on school grounds to the principal/designee.
3244/3244P	Students Riding School Buses/District Provided Transportation	The denial of the privilege of riding the bus is reserved for the principal or their designee.	<ul style="list-style-type: none"> When a student's conduct on a school bus merits corrective action.
3245/3245P	Technology	To help ensure student safety and digital citizenship in appropriate, ethical online activities, students will be educated about appropriate use of district technology and online behavior.	<ul style="list-style-type: none"> Use when a student's use of district hardware (computers, laptops, cameras), software, internet, network, or Wi-Fi have been used inappropriately. Inappropriate actions with other individuals on websites; cyberbullying awareness and response.
3246P	Use of Personal Electronic Devices	Personal electronic devices (PEDs), such as cell phones, tablets, and other mobile devices are integral tools in our society and their classroom use is encouraged.	<ul style="list-style-type: none"> Guidelines for student use of PEDs in the classroom and steps for violation of rules.
3300	Corrective Actions	All students shall submit to the rules of the district and the school they attend.	<ul style="list-style-type: none"> Definitions of staff professional judgement in enforcing district and school rules.

Policy/ Procedure	Title	Description	Situation to apply
3311	Emergency Actions	A student may be removed immediately from a class, subject or activity by a teacher or administrator provided that they have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff or substantial disruption of the class, subject, activity, or educational process.	<ul style="list-style-type: none"> • Process for removing student from class, school, or district property.
3312	Detention	Staff may detain students for minor infractions of school rules or regulations, or for minor misconduct.	<ul style="list-style-type: none"> • Process for assigning detention to a student.
3318	Discipline of Special Education Students	Guidelines for the discipline of students with an Individualized Education Program (IEP) or related services.	<ul style="list-style-type: none"> • When the behavior of a special education student is likely to lead to a recommendation of suspension or non-emergency expulsion.
3319/3319P	Use of Physical Restraint and Isolation with Students	Physical restraint and isolation of a student should be avoided; however, on occasion it may be necessary to use physical restraint or to isolate a student to preserve the safety of students and staff.	<ul style="list-style-type: none"> • Definition of physical restraint and isolation, and district process for its use.
3332/3332P	Teacher Responsibilities and Rights	General provisions and procedures for teachers' responsibilities and rights for student behavior expectations.	<ul style="list-style-type: none"> • Defining student behavior expectations and teacher's rights, responsibilities and authority to maintain classroom order.
3400/3400P	Student Welfare	Staff are to conduct all school programs and operations in a manner that recognizes the health and safety of students.	<ul style="list-style-type: none"> • Expectations and guidelines to minimize the occurrence of situations in which staff members may incur liability for their acts in relation to students
3418/3418P	Animals in Schools	Animals on school property are discouraged and must have direct relevance to the objectives of the instructional program.	<ul style="list-style-type: none"> • Guidelines and restrictions for introduction of animals at school.
3416/3416P	Medication at School	Guidelines for the appropriate and authorized storage, administration, and monitoring of prescribed or non-prescribed medication on school grounds.	<ul style="list-style-type: none"> • When it is necessary for a student to receive prescribed and/or non-prescribed (over the counter) medication at school. • Storage and administration of medication at school under the supervision of a nurse, staff member or parent/guardian. • Guidelines for prescriptions of marijuana to students and its prohibition for administration/use at school.

Policy/ Procedure	Title	Description	Situation to apply
3421/3421P	Child Abuse, Neglect and Exploitation	Professional school personnel must meet their legal obligation under RCW 26.44.030 to report to Child Protective Services (CPS) or the proper law enforcement agency within forty-eight (48) hours when they have reasonable cause to believe that a child has suffered abuse or neglect.	<ul style="list-style-type: none"> Definitions of child abuse, neglect and exploitation and staff responsibilities for reporting every instance of suspected child abuse, neglect or exploitation.
3530/3530P	Student Fund-Raising Activities	The solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools.	<ul style="list-style-type: none"> Guidelines and expectations to follow for student fund-raising activities.
3600P	Student Records	The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.	<ul style="list-style-type: none"> Guidelines for accessibility, maintenance, and FERPA rights pertaining to student records.
3610P	Child Custody	Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff if a non-custodial parent appears without prior notice to meet with the teacher of his/her child, to visit with his/her child, or to remove his/her child from the school premises.	<ul style="list-style-type: none"> Defining rights of non-custodial parents to have access to the classroom, school-sponsored activities, and teaching materials. Guidelines for visits and/or releasing student to non-custodial parent.
SERIES 4000 – COMMUNITY RELATIONS			
4131P	Confidential Communications	Staff shall follow all applicable laws, regulations and rules regarding release of information about students, personnel, and district programs.	<ul style="list-style-type: none"> Guidelines to follow if a student reveals confidential information that may put them or others in danger.
4205	Use of Tobacco or Tobacco-Like Products on School Property	In order to protect students from exposure to the addictive substance of nicotine and to set a smoking-free example for students, employees, students and all community members have an obligation as role models to refrain from the use of tobacco and tobacco-like products on school district property.	<ul style="list-style-type: none"> Guidelines to enforce the district's policy for no smoking cigarettes, electronic cigarettes, cigars or any other use of tobacco or tobacco-like products at schools, district buildings, district property and district-owned vehicles. Cross reference: Policy 5140

Policy/ Procedure	Title	Description	Situation to apply
4310	Contact with School/District Staff	Certificated staff working at school sites shall be available to consult with parents, citizens, or students for one-half hour before and after the school day.	<ul style="list-style-type: none"> Guidelines for assuring parents have access to their child's classroom for the purpose of observing class procedure, teaching material, and class conduct.
4312P	Complaints to Board Members Concerning Staff	The board welcomes constructive feedback about district programs but the board has a legal and ethical responsibility to protect its staff from unwarranted criticism and/or disruption of school programs.	<ul style="list-style-type: none"> Process to follow for filing/expressing a complaint regarding a staff member.
4314 / 4314P	Visitors and/or Disruption of School Operations	Visits to schools by parents/guardians, other adult residents of the community, and other educators are welcome.	<ul style="list-style-type: none"> Guidelines and security measures to follow for minimal disruption when visitors are permitted to observe the educational program.
4316P	Notification of Threats of Violence or Harm	Students and school employees who are subjects of significant, credible threats of violence or physical harm shall be notified of the threats.	<ul style="list-style-type: none"> Notification procedure for if/when credible threats are made and federal confidentiality obligations.
4340 / 4340P	Public Access to District Records	The district shall afford full access to public records concerning the administration and operations of the district in accordance with the Public Records Act. Access to student records is primarily controlled by the Family Educational Rights and Privacy Act FERPA (20 U.S.C. § 1232g. 34 CFR Part 99).	<ul style="list-style-type: none"> When a parent or community member requests to see or be provided copies of district records beyond their normal access online or in regular school communications. Jennifer Farmer (Business Services Dept.) is our Public Records Officer.
4411 / 4411P	Working Relationships with Law Enforcement, Child Protective Services and the County Health Department	District personnel shall maintain cordial working relationships with law enforcement, CPS and the county health department.	<ul style="list-style-type: none"> Protocols for interviews of students by law enforcement, CPS and the county health department on school grounds. Parameters for when a parent must be notified of such actions by the school administrator.
4412	Political Relationships with Governmental Agencies	The board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time, supported by public funds, may not be used for political purposes.	<ul style="list-style-type: none"> Guidelines for staff to engage in political activity or who hold elective or appointive public office.
SERIES 5000 – HUMAN RESOURCES			
5010 / 5010P	Affirmative Action and Nondiscrimination	The district provides equal employment opportunity for all applicants and employees and will not tolerate unlawful discriminatory practices.	<ul style="list-style-type: none"> Recruitment, hiring, retention, assignment, transfer, promotion, training and reasonable accommodations per the Americans with Disabilities Act (ADA)

Policy/ Procedure	Title	Description	Situation to apply
5140	Tobacco or Tobacco-Like Products Use Policy	Tobacco or tobacco-like product use is prohibited inside all district facilities, on all district property and in all district vehicles.	<ul style="list-style-type: none"> Employees are subject to this policy, which includes rented or leased facilities to other agencies. Cross reference: Policy 4205
5150	Drug-Free Workplace	The district complies with and prohibits acts involving alcohol, illegal drugs and controlled substances including marijuana (cannabis) per the Drug-Free Workplace Act of 1988.	<ul style="list-style-type: none"> Employees and patrons are subject to this policy. Workplace includes any district building or property, district-owned vehicle, or other district-approved vehicle used to transport students, off-district property during any school-sponsored or school-approved activity, event, or function.
5160/5160P	Sexual Harassment	All employees and volunteers will be provided a work environment free from sexual harassment.	<ul style="list-style-type: none"> When an employee or volunteer reports unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature as a condition of employment, in employment decisions or it substantially affects the individual's work performance.
5161	Civility in the Workplace	The board commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics.	<ul style="list-style-type: none"> Board of Directors, employees, parents, volunteers, contractors and visitors are subject to this policy when uncivil conduct or other forms of disruptive behavior interferes with an employee's ability to accomplish their work and a school's ability to educate its students.
5215	Conflicts of Interest	The purpose of this policy is to provide guidance on activities that may constitute a conflict of interest.	<ul style="list-style-type: none"> Any situation in which a district employee, either for himself/herself or some other person(s), attempts to promote a private or personal interest that interferes with the objective exercise of his/her district duties or for gain/advantage by virtue of his/her position in the district.
5225/5225P	Technology	Use of technology is to improve performance and achievement for all students and employees, and increase productivity and efficiency in day-to-day operations.	<ul style="list-style-type: none"> Provides for employee access to job-appropriate technologies and outlines expectations for appropriate use of available technology.
5253/5253P	Maintaining Professional Boundaries between Employees and Students	All employees will maintain the highest professional, moral and ethical standards in interactions with students.	<ul style="list-style-type: none"> When an employee's behavior has no legitimate educational purpose, has the potential to abuse the relationship between the employee and the student, or violates legal and ethical standards of care.

Policy/ Procedure	Title	Description	Situation to apply
5320/5320P	Leaves of Absence	Consistent with the law, leaves of absence for non-represented employees may be granted.	<ul style="list-style-type: none"> • Outlines protocols for leaves of absence for employee groups not associated with a union, e.g. administrators and professional/technical.
5320.9/5320.9P	Family and Medical Leave	Family and Medical Leave will be provided for all eligible employees pursuant to its provisions and Washington state laws/regulations.	<ul style="list-style-type: none"> • Applies to all employees who have worked for the district for at least twelve (12) months, and at least 1,250 hours over the previous twelve (12) months, except female employees who are eligible for leave for any period of pregnancy-related illness or disability.
5406/5406P	Shared Leave Program	The district has established and administers a leave sharing program for eligible employees to donate accrued leave.	<ul style="list-style-type: none"> • Employees are eligible for shared leave if they are suffering from, or a relative or household member is suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature (meaning serious, extreme, and/or life threatening) or the employee has been called to service in the uniformed services and if the illness, injury, impairment, condition, or call to service has caused; , or is likely to cause, the employee to: go on leave without pay status; or terminate his/her employment.
SERIES 6000 – MANAGEMENT SUPPORT			
6114P	Gifts	Individuals and organizations in the community may wish to contribute additional supplies, equipment or monetary donations to enhance or extend the instructional program.	<ul style="list-style-type: none"> • Procedure for staff to follow if money or another type of gift is donated to a school or staff member.
6213P	Reimbursement for Travel Expenses	Travel expenses incurred by employees and board members while on approved travel may be reimbursed.	<ul style="list-style-type: none"> • Procedure for staff to follow during approved district travel.
6225P	Food and Beverage Consumption	Staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances the district may expend funds for food and non-alcoholic beverages consumed by staff and others while in the conduct of district business.	<ul style="list-style-type: none"> • Procedure for staff to follow when purchasing/providing food for school or district meetings.

Policy/ Procedure	Title	Description	Situation to apply
<u>6505P</u>	Video Security on School District Grounds or Property	The district is committed to maintaining a safe and positive environment for students, staff and visitors.	<ul style="list-style-type: none"> • It is necessary to use video security on district property to ensure the safety of school staff, students and visitors; to protect district property; and to aid in the enforcement of district policies, procedures and rules.
<u>6531</u>	Care of District Property	Staff shall ensure buildings, equipment, furniture and motor vehicles are not abused.	<ul style="list-style-type: none"> • District provided equipment, furniture, etc. should be maintained and treated with care.
<u>6540P</u>	School District's Responsibility for Privately-Owned Property	The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program.	<ul style="list-style-type: none"> • If a staff member brings personal equipment or materials for use at school, the district is not responsible for loss or damage.
<u>6550P</u>	Data Security and Privacy	This policy provides guidance and a framework to encourage and support the district's use of data for decision-making purposes to improve student learning, while safe-guarding the security of the data and the privacy of our students, staff and the district as an organization.	<ul style="list-style-type: none"> • Staff members with access to personally identifying student information should consider themselves data users and are responsible to ensure the security of data. This procedure outlines obligations to ensure privacy of student information online following FERPA, COPPA and CIPA.
<u>6571P</u>	Lending of District-Owned Equipment and Books	This policy provides that school equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities.	<ul style="list-style-type: none"> • If school equipment is to be used off the school site by a staff member, they must have prior approval from the principal and will be fully liable for loss or damage.