

Penny Creek Staff Handbook

2024-2025



Penny Creek Elementary School

Home of the Frogs

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Penny Creek webpage: <https://www.everettsd.org/Domain/28>

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Core Values



Everett Public Schools Mission

Inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

Everett Public Schools Vision

Our students will lead and shape the future. They will be well-rounded, healthy, and flexible thinkers with a global perspective who can access resources and collaborate. They will demonstrate empathy, pride, and advocacy for self, school, and community while respecting the diversity and worth of others. They will acquire the knowledge, attitudes and skills to adapt to the emerging needs of a changing world.

Penny Creek Elementary School Mission

The Penny Creek staff, in partnership with our students, families, and communities, ensures high levels of learning for all students.

Penny Creek Elementary School Vision

We will implement equitable practices, enabling students to:

- develop emotional health and well-being, self-advocacy, and skills that create connection, belonging, and purpose.
- build respectful relationships by showing kindness, compassion, and integrity.
- demonstrate curiosity and persevere through challenges and rigorous learning opportunities.
- think critically, both independently and collaboratively, to solve problems, maintain healthy communities, and become life-long learners.
- acquire knowledge and skills needed to succeed in middle school and beyond.

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

The district has standardized some information, related to board policies, for all school handbooks. Throughout this handbook you will see [Addendum I ~ District Policies and Procedures](#). This indicates policy which must be read in its entirety. By clicking on the link in the footer, you will be forwarded to the addendum of this handbook which include the Board Policy links to each specific policy which needs to be reviewed.

ABSENCE REPORTING AND LEAVES OF ABSENCE (for staff)

Work day:


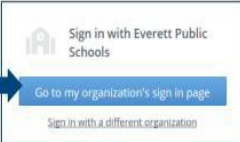

- **Certificated Staff** - The normal workday for certificated staff is from 8:25 a.m. to 3:55 p.m. which is inclusive of a 40-minute duty-free lunch. Exceptions include days with modified work schedules or when a workday extension has been scheduled.
- **Classified Staff** - Hours (normal workday) vary by individual employee.-

Report absences – FRONTLINE Absence Reporting:

[Access from home for Frontline for Employees](#)

Locate the link for **Frontline** by going to **Departments & Programs>Human Resources>Professional Development**: Click on [Frontline Education: Professional Growth](#)

Frontline credentials are not required for login. Select **"Sign in with Organization SSO"** (Organization SSO identifier is your district email address).






1. 
2. 
3. 

Organization SSO is your district email address

[Or Sign in with Organization SSO](#)

Mobile App Access: After you have logged into Absence Management you can download the Frontline mobile app.

1. Access the app store on your mobile device and download the Frontline Education app. Your four-digit unlock code is 7354.
2. & 3. Click on "Or Sign in with Organization SSO" (you may be required to do this step twice).
4. Enter your district email address and select Look up organization sign in page.
5. Enter your Everett Public Schools Username and Password to sign in. For more information regarding the mobile app click [here](#).

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[Or Sign in with Organization SSO](#)

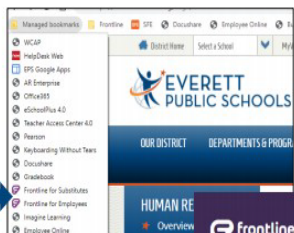
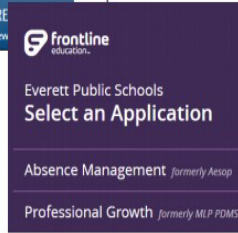
Dial-In Access: You can call Frontline toll-free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Your ID and PIN for dial-in access are as follows:

ID	Home phone number
PIN	Employee ID number

Single Sign On (Active Directory) Active employees and substitutes working in EPS may using the single sign on technology with a district email address and no Frontline ID or password. If you are a substitute without district email or working in other districts with Frontline Absence Management, you will not have access to SSO. To set up a Frontline account request an invitation from subservices@everettsd.org

The link to Frontline is available through the Managed bookmarks in Google Chrome.

Need assistance? Contact [Jessica Peyton](#) x4111 / [Nattawanan Wood](#) x4127 / [Ingrid Stafford](#) x4114

Leave of absence(s)

[*Addendum I ~ District Policies and Procedures](#)

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Leaving campus during the workday:

As professionals, staff will arrive at work and for meetings on time and remain on campus for the duration of their contracted work time. The length of the workday for staff is determined by each unit's negotiated agreement. Staff are expected to notify the office if they are leaving campus during their contracted workday, including their planning period (for certificated staff) or lunch. Prior approval should be sought from the building administrator in the event a staff member needs to leave campus other than during their lunch or planning period. In the case of an emergency, notification of the office is acceptable.

Itinerant staff are expected to check in and out with the office manager when they come. The primary purpose for this is to ensure that there is an accurate account of who is on campus in the event of an emergency and to assist other ESD staff in locating them.

Substitute Shortage Plan:

PCE Sub Shortage Coverage 2024-25

Rationale:

Collective Bargaining Agreement – Section 9.01 E

ELEMENTARY EMERGENCY SUBSTITUTE SHORTAGE PLANS 2023-2024 school year – Penny Creek Elementary

Regarding: Substitute Shortage at Penny Creek Elementary – Filling Open Positions that are not filled on a given morning or when a staff member needs to leave and no one is available ...

At Penny Creek Elementary, the following will be considered in the identified order, to fill a position that is unfilled at the start of the school day.

1. First, we will pull an available Emergency Certified Teacher with the caveat that supervision needs are covered.
2. Rotating order of below teacher as best fit for the day's schedule (e.g. ½ day shifts, special events that may be coming up such as music concerts, co-horts who have recently missed planning, etc.):
 - A guest teacher for an assessment
 - Instructional Coach
 - Counselor(s)
 - Specialists (class will be closed for the day)—listed in alphabetical order, not necessarily order of coverage
 - Art
 - Library
 - Music
 - PE
 - STEM
 - Art
3. If the certificated teacher whose position is unfilled is away at a voluntary district training, they will be directed and/or offered the opportunity to return to their regular assignment dependent on the availability of the training at another time.
4. If a teacher needs to leave mid-day unexpectedly, and teams are willing to divide up students and take them into their classrooms, this idea will take precedence over rotating in specialists to cover classrooms.

CONDUCT, DISCIPLINE, EXPECTATIONS, & SUPERVISION of STUDENTS

Positive Behavior, Intervention, & Support


PBIS MISSION

The Penny Creek PBIS team inspires, encourages, and affirms desired Tier 1 behaviors by creating and modeling common positive language, practices, and resources to promote an emotionally and physically safe learning environment. Staff will provide equitable instruction that supports the social and emotional needs of all students.

As a result, Penny Creek will be the place students want to be, as evidenced by an increase in attendance, a decrease in referrals, and an overall positive culture and climate.

Penny Creek school-wide behavior expectations :

We are Problem Solvers
 We are Respectful
 We are In control and safe
 We Do our best
 We show Everyone Cares

Penny Creek Elementary School Behavior Expectations Matrix										
	All Settings	Classroom	Hallway & Exterior Walkways	Cafeteria	Playground/Recess	Bathroom	Courtyard and Bus Lines	Buses	Assemblies	Safety Drills
 PROBLEM SOLVER	*Use problem-solving skills	*Tell the truth	*Keep up with your line	*Clean up spills immediately *Pick up garbage *Clean up your area	*Solve conflicts *Report big problems to an adult *Help solve small problems	*Report misbehavior to an adult	*Make good choices	*Report big problems to an adult *Help solve small problems	*Follow expectations independently	*Ask for help if you need help from an adult
RESPECTFUL	*Be kind *Take care of personal and community property *Listen actively	*Use appropriate voice level *Listen to your teacher and classmates	*Use appropriate voice during instructional times *Maintain personal space	*Use appropriate voice level *Have kind conversations *Stay off stage	*Follow adult directions *Have kind conversations *Stay off stage	*Use appropriate voice level *Leave stalls unlocked for next person	*Use appropriate voice level	*Use appropriate voice level *Follow driver's directions *Wait your turn to load	*Cap politely *Remain appropriate during the presentation	*Keep hands and feet to self
IN CONTROL AND SAFE	*Follow rules and directions *Remain in assigned location	*Walk *Hands and feet to self	*Stay on sidewalks *Close lockers appropriately	*Respond to signals *Feel your own face	*Hands and feet to yourself	*Wash *Keep soap and water in the sink	*Walk at all times *Hands and feet to self	*Sit at all times *Stay in your seat	*Walk at all times *Look for entrance and exit	*Stay with class and move quietly
	*Keep hands and feet to yourself *Accept consequences	*Keep chair feet on ground *Use materials and equipment as intended	*Walk *Hands and feet to self *Face forward *Watch where you are going *Maintain personal space	*Walk *Hands and feet to self *Sit on ground with feet under table *Single file in lines *Carry lunch bags and tubs safely	*Keep back and ride on the ground *Use equipment and toys appropriately *Stay within boundaries	*Wash *Wash hands while washing hands	*Wear your school bag appropriately *Sit in your designated line	*Face forward	*Exit directions from your teacher	*Line up at assigned locations for attendance and stay in line with your class *Voice level zero *Be calm
DO YOUR BEST	*Be prepared to learn *Focus, listen, and ask questions *Tell the truth	*Follow directions *Do your best work *Actively and appropriately participate *Clean up after yourself		*Use food and beverages appropriately *Choose healthy foods	*Tell the truth *Line up immediately when bell rings	*Put toilet paper in the toilet *Wash hands	*Go directly to your destination *Follow adult directions *Sit in your designated line	*Keep your hands, feet and belongings in your seat area *Get to your seat quickly	*Respond to signals for attention immediately	*Listen and follow drill directions
EVERYONE CARES	*Know the expectations *Be a role model	*Use kind words *Help others *Share community supplies	*Order desks *Yield to younger students *Maintain personal space	*Recycle *Recycle appropriately *Close lunch and drink lids tightly *Return utensils *Offer to help others	*Share toys and equipment *Ask others to play *Have good sportsmanship *Put away equipment	*Push *Leave stalls unlocked for next person	*Help others *Be a positive role model	*Help others *Be a positive role model	*Sit on your pockets *Hold doors when asked	*Finish all drills seriously

In accordance with Washington State law and ESD Policies and Procedures, Penny Creek staff is committed to supporting student behaviors in a positive way through research based best practices. Staff will partner with families to ensure timely, clear, two-way communication to best meet the social and emotional needs of each child. We are committed to addressing behavior issues at the Tier 1 level, as they occur.

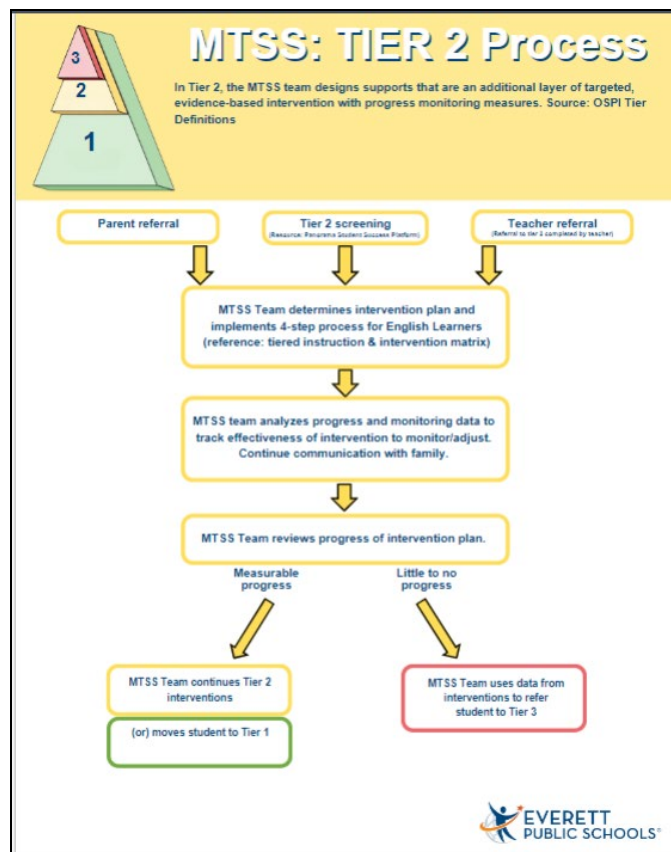
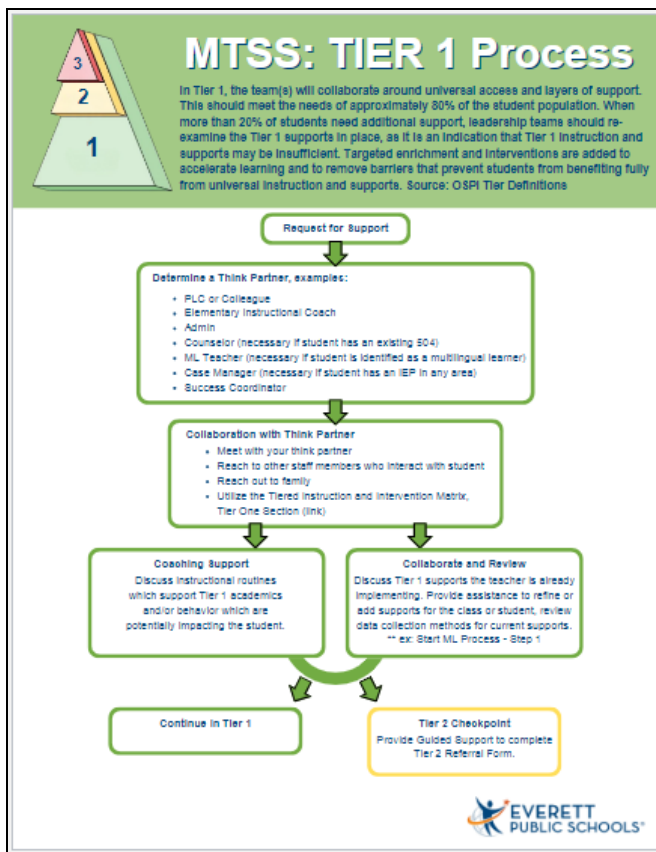
For student behaviors needs that remain unmet at Tier 1, we will determine the most appropriate Tier 2 or Tier 3 supports based on the student and the context of the issue. We will defer to the [EPS Student Discipline Matrix](#) to guide decision-making in response to a behavior violation that reaches beyond Tier 1.

Everett School District Multi-Tiered Systems of Support (MTSS):

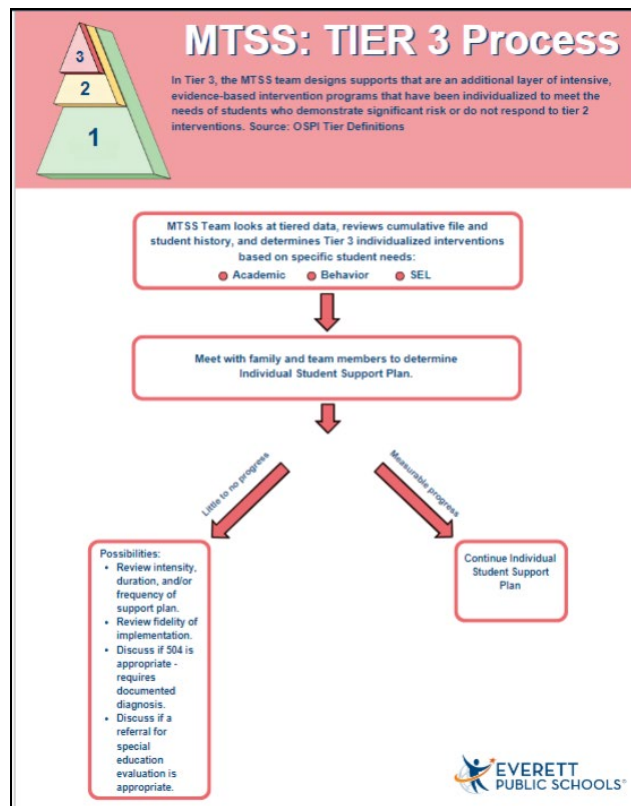
Penny Creek Staff is committed to following the MTSS processes and procedures determine at the district level

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

to support student behavior and academic needs. Tier 2 and Tier 3 flowcharts are included below:

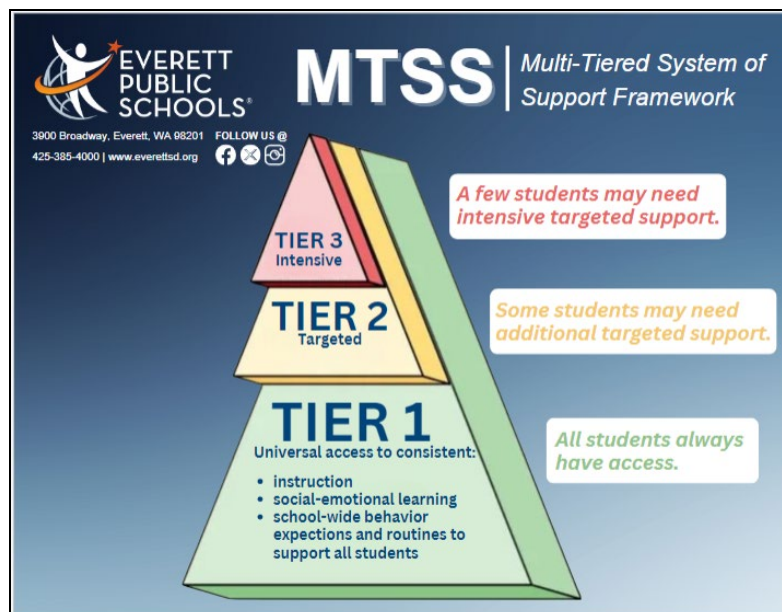


Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures.](#)



At Penny Creek our **Multi-Tiered Systems of Support (MTSS) team** serves as our PBIS-Tier 2/3 and traditional Student Intervention Team (SIT). The MTSS team meets weekly to review student data for academic, behavior, and social-emotional needs, as well as teacher requests via Tier 1 Request for Support or the Tier 2 Referral forms. If a student's needs are more significant or the student is not progressing following tiered interventions, then the student may be referred to the Multi-Disciplinary Team (MDT) which includes Special Education team members.

Who can make a referral for special education? Parents, school personnel, school district staff, or other persons with knowledge about a student may make a referral requesting that the student be evaluated to determine eligibility for special education. **School personnel should refer a student to your school's general education intervention/support team through the counselor, principal, or other designee prior to making a referral for special education.** This team, with your input, will help determine next steps. Additional pre-referral interventions may be recommended prior to a referral for special education.



Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

*****Additional: Specific procedures for student conduct and supervision *****

Assembly Procedures

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. Staff members without students should be alert and supervise as needed.

All assemblies are scheduled on the School Calendar. Assembly seating is by grade level, with the youngest students in the front. An aisle is left down the middle. Name tags with grade levels are placed on the floor designating where teachers are to seat their students. Adult seating is provided along the sides of the student seating for staff and adult guests.

Our school continually receives compliments on the way our students remain attentive and involved during school assemblies. This is no accident, it is a direct result of the clear expectations, and constant monitoring every adult provides, even when the assembly gets very interesting for us adults.

Attendance – students

[Addendum I ~ District Policies and Procedures](#)

Specific to Penny Creek: Classroom Teachers should enter their **daily attendance by 9:30am.

Bicycles

Students in grades three and above are allowed to ride bicycles to and from school provided they wear a safety helmet and they lock their bike at the bike rack. Skateboards, scooters, roller blades and similar devices (including shoes with wheels) may not be ridden or worn on district property. The District cannot be responsible for the loss or theft of these devices or any other student property. Students who do not comply with the above rules shall be subject to corrective action.

Cell phones

The district provides students with the technology they need during the school day to access digital and online learning experiences. However, students may have personal electronic devices (PEDs), such as cell phones, smart watches, tablets, and other mobile devices while on school property or while attending school-sponsored or school-related activities subject to procedures established by the superintendent. For safety reasons, many of our parents have provided their elementary children with personal devices. Students may bring personal electronic devices to school; however, ***all devices must be powered off and stored in the student's backpack or locker while the student owner is on campus or on a school bus*** ([3246P](#)). Everett Public Schools cannot be responsible for lost or stolen personal property at school. See Cell phone policy in PCE A to Z Handbook for additional information.

Dress code

[Addendum I ~ District Policies and Procedures](#) (Student Dress – [3224P](#))

**Specific to Penny Creek: Please be sure to communicate these expectations to your students, and ensure you are reinforcing them throughout the year. If you need assistance determining the appropriateness of a student's clothing, then you may contact the office and an administrator will assist. Please pay close attention that student wear appropriate shoes and their dresses/shorts are not too short. Students may wear hats, hoodies, head covering, and hair accessories to school. Teachers may ask students to remove a hat or hood if it is distracting from classroom learning.

Pledge of Allegiance

The Pledge of Allegiance at Penny Creek Elementary is recited in each classroom during announcements each morning. According to ESD 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

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

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

Supervision of Students

It is our duty and responsibility to make certain that all students are safe at all times. Students should not be left unsupervised at any time. Students should not remain in the classroom before or after school or during recess without adult supervision.

We are all responsible for monitoring the school, its classrooms, playfields and surroundings for safety. We are to be aware of the emotional and physical safety conditions surrounding our students. If at any time you have concerns about the well-being of students, contact the principal immediately.

It is expected that staff will escort students as they move as a group around the campus. Drop off and pick up your students on time from arrival (9:10) and dismissal, specialists, lunch and recess! You are responsible for keeping your students quiet and orderly at all times on our campus. Monitor your student lines and stop and address issues if your students are not following school expectations.

Toys & non-educational items

Everett Public Schools cannot be responsible for personal property that is lost, stolen or damaged at, or in transit to or from school. Therefore, students should refrain from bringing non-educational items to school without the express permission of school staff. Fidget tools (spinners, cubes) are generally not allowed and should not be brought to school by students. However, there may be circumstances that indicate a positive use for such a tool. In these instances, adequate pre-teaching should be done to teach the student how to use the tool as a conduit to learning rather than as a toy.

We will monitor social “fads” throughout the year and determine the impact on instruction and school culture.

COMMUNICATIONS

Daily Announcements

Please let office know if you have any announcements for the whole school. Announcements will be shared each morning. A red announcements folder is kept under the principal’s phone. If you have an announcement you would like included, please place it in this folder. ** Staff-only announcements or updates may come via email if they can’t wait for the weekly bulletin.

Email

Email is considered a central form of communication in the Everett Public Schools. All staff are to check their email daily.

“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.”

Students and Volunteers must not be given teacher’s password to access teacher’s email or other electronic records. It is advisable to use email to communicate with parents rather than texting.

Staff Weekly Bulletin

The PC Weekly is published every Monday and will be accessible through email. 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. If any staff member would like to include information in the bulletin send it to Marti by the Friday

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

before. 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.

Fax machine

A fax machine is available in the office. Please see the office manager for instructions on how to use it. All machines can scan documents. With this equipment it is possible to scan and send documents to any district email address. Use this feature to share information with your class or parents without having to run off copies on the copy machine.

Mailboxes in Office

Teachers are requested to check their mailbox before and after school. Only emergency messages will be delivered to the classroom. Teachers should not send students to the office to retrieve mail.

Memos/Additions to the Staff Handbook

If the Staff Handbook is updating during the school year, all staff will receive an email notice that a change has been made.

Public Relations

As staff members of Penny 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.**

Staff – Student Communication

[Addendum I ~ District Policies and Procedures](#) for Professional boundaries.

Telephone

Personal use of the telephone by staff should be kept to a minimum. Students may use a school phone only with the permission of a teacher or staff member. ***Please be sure that your classroom/office phone has an updated voice mail message.*** Call your number from another phone and listen to what you have recorded. Check your messages regularly. If you choose to have students assist in answering the phone, please establish phone protocol with them. Please keep personal cell phones silenced and in a secure area and remember that many cell services may not provide full coverage in our building.

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. If you need instructions on how to change your voicemail, they can be found on the Technology page of the district website.

Confidential Communications

[Addendum I ~ District Policies and Procedures](#)

Phone tree

Update the Office Manager and Human Resources with any changes in your home or cell phone numbers. In the event of an emergency school closures, the district will send a ParentSquare message to convey information. We will use the school phone tree for Penny Creek specific emergency notifications. **We do not use the phone tree for school closure due to inclement weather.**

Technology

[Addendum I ~ District Policies and Procedures](#)

Data Security and Privacy

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Addendum I ~ District Policies and Procedures

Parent newsletters

We send a monthly newsletter which includes both school specific and district news. Teachers may submit articles or information for the newsletters. Please see Marti or Julie for submission due dates.

CLASSROOM PROCEDURES, CURRICULUM, & GRADING

Academic Freedom

The ESD 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."

Assessment

"All assessment shall be designed so that the results are used by educators as tools to evaluate instructional practices and to initiate appropriate educational support for students. Assessments shall provide an opportunity for students to be measured fairly and impartially." (Board Policy 2130P)

Calendar~ Event Request

[Calendar Event Request Form](#)

The intent with this form is not to approve the event; it is to crosscheck the timing to make sure there are no conflicts.

Here are some examples of what we mean:

- *Planning an event in your classroom?* Should we plan for high use of our already busy parking lot? Does this conflict with a fire drill that has been planned with the alarm company?
- *Planning an event on campus?* Will the custodians be able to prepare the cafeteria in time after lunch? Will the kitchen staff need to prepare for a grade schedule change?
- *If you have a guest speaker for your grade and want to use the cafeteria?* Can this event be bothering music/PE class or music/PE class bother you? Should we prepare for a long line of visitors signing in at the office? Is a Contractual Service Agreement on file?
- *Planned an event on the same date as iReady meeting?* Do we cancel the subs that have been booked for months or cancel with them and possibly be removed from "nice list"?
- Several other logistics can be listed for that day.

Classroom supply lists

Supply lists are posted on our school website and available in the school office as needed. For items that are to be shared within the classroom it is better for teachers to say something like, "If you are able to contribute to a collection of supplies to be shared among all students, we also need the following:" That is where teachers can list items which are not specific to the one student, such as handy wipes, gallon plastic zip locks, etc. Backpacks with class supplies are available in the office as needed.

Curriculum Guides

"Course descriptions and other descriptive material relevant to learner standards and teaching expectations will be provided to parents, students, and teachers. The guides will reflect alignment with state standards and the District's essential learning elements." (Board Policy 2122P)

Clear communication between the teacher, student, and home is an essential component for engaging students in learning. Therefore, teachers are expected to communicate to both students and families, at the start of each year, information such as:

- ☐ Grade Level Learning Standards
- ☐ Student Expectations
- ☐
- ☐

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Grading & Assessment Practices

Texts & Curriculum

In addition, please provide students and families with information on how to best contact you by phone and/or email, and if you utilize any online technologies such as a class website.

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.” We do not hold a movie license as a school, therefore, you may not be covered under copyright law to show movies in your classroom. (Board Policy 2312P)

Videos/Movies

Be sure that any movie clips you are showing have educational significance and follow the board policy for *selection and adoption of instructional materials*; including the age specifications. (Board Policy 2311P)

Grade Book

Teachers are required by state law to maintain an up-to-date grade book which records grades, student absences, and tardies. The marking system should be clear, fair, and accurate. An explanation should provide a key to understanding markings, percentages, and grade ranges. Teachers using an electronic grade book must back up their data. The grade book (or hard copy of an electronic grade book data) is turned in to the office at the completion of the school year, and is kept on file for several years.

Grading ~ End of Semester

Semester exam schedules, exact report card procedures and due dates will be announced prior to each grading period.

Guest Speakers

[Addendum I ~ District Policies and Procedures](#)

Homework Policy

The ESD has adopted a policy supporting homework assignments on a daily basis. Teachers will give students a written statement of goals and homework expectations for each class. When the student is absent three or more days, parents may request school work through the teacher. Teachers will be given up to 24 hours to compile the work and bring it to the office.

Instruction & Curriculum

The ESD 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.” (Board Policy 2121)

Lesson plans

“Employees shall have available for administrative review and evaluation such records as lesson plans, student evaluative materials, and grade books. Upon employee or administrator request, the administrator and employee will discuss the records prior to review. Administrators shall not collect weekly lesson plans unless the employee is demonstrating performance deficiencies identified through the evaluation process being conducted for the current school year in accordance with Article 10 Evaluation.” (EEA-CBA Article 6.K)

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Fieldtrips

[Addendum I ~ District Policies and Procedures](#)

****Specific to Penny Creek:** Submit Field Trip Requests to Julie. She will facilitate an admin review after the coordinating teacher has provided all the necessary preliminary information. Please do not recruit volunteers until the trip has been approved. *See Volunteers section for information about volunteer clearance.* Volunteers should not join the group at the trip site.

Fragrance sensitivity

While students and staff may choose to wear fragrances to school, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the school community have health conditions that are negatively affected by fragrances worn by others. In those circumstances, individuals will be asked to refrain from wearing fragrances to school. Staff are asked to monitor and control the use of perfumes, aftershave or cologne which may trigger a negative reaction among others. Staff should also be cognizant of the effects on colleagues, students and parents when considering the use of fragrances on themselves or in the classroom.

Food, drink & nutrition

Research shows that children who eat well-balanced meals and are physically active are more likely to learn in the classroom. Furthermore, research also indicates maintaining a regular physical activity program significantly reduces the risk of obesity, some cancers, diabetes and other chronic diseases.

Staff members are asked to comply with our district's initiative to provide only healthy food to students. The district **does not permit homemade food items to be brought to school for sharing.** Students will receive consistent nutrition messages throughout schools, classrooms, cafeterias, and school media. Nutrition education is provided to families via handouts, newsletters, postings on the website, and after-school events such as health and fitness fairs. The school menu is posted online.

The district provides school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. The district also establishes nutritional standards for all food sold on campus during the school day (e.g., vending machines, bake sales, school stores, etc.). No food or drink items will be offered in vending machines unless they have been approved by the principal in accordance with this policy.

As long as consuming food or drink does not interrupt the regular educational program and is managed to avoid damage or trash, teachers may choose to permit food or drink in their classrooms. Before allowing food into their classrooms, teachers should ensure that any students with food allergies are not at risk from other students eating or drinking. Students are not to leave a classroom with food or drinks.

Everett Public Schools strongly discourages the use of food as an incentive or reward. Non-food rewards and incentives will be used as the first choice to encourage positive behavior. Staff members and parent group leaders choosing to use food must select items that meet Everett Public Schools nutrition standards. Examples of non-food alternatives for incentives and rewards can be found at:

- www.eatsmartmovemorenc.com/EatSmartSchoolStds/Texts/rewards_incentives.pdf
- www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Food_Rewards.pdf
- <http://www.extension.iastate.edu/Publications/PM2039A.pdf>.

Nuts and other allergies

Almost every classroom has students with individual health plans. The Health Room staff will alert you of all health concerns. There are always students who have severe nut allergies in our school. Please avoid any activities using peanuts or tree nuts unless you have permission, as these can be life threatening. A nut-free table is available for these students in the cafeteria.

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Parties and celebrations

Food may be served at two (2) classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year. The theme and time of year of the party is up to the discretion of the building. For the safety of our students and staff, Everett Public Schools Food & Nutrition Department has developed Student Wellness policy ([3405](#)) and Student Wellness Procedure ([3405P](#)) based on information from Snohomish Health District.

Progress Updates

In all cases, it is the responsibility of the teacher to communicate with the student **and** his or her parents when concern when concerns for progress in learning arise.

Report Cards

Report cards are mailed home after the close of each semester. Grades are due according to a schedule communicated by the Office manager or Administrators.

Research

Staff members in academic programs may be required to conduct research projects. While most researchers have selected worthy topics for study, these studies may be overly disruptive to the learning environment or cumbersome for staff. For this reason, it is important that all staff follow the research application process and refer all requests to conduct research to the Assessment & Research Department as outlined in School Board [Policy 2105](#) and [Procedure 2105P](#).

As with external researchers, staff and student teachers alike must complete a research application and be approved prior to collecting any data. Please apply early as this process can take several weeks to complete. Approved research must be completed between October 2021 and May 2022. Applications are not accepted after March 1 to ensure enough time for approved applicants to complete their research.

Everett Public Schools students who are conducting research as part of an assignment in an Everett Public School course or school-sponsored activity in which they are currently enrolled are not required to complete a research application under this policy. **In all other cases, students must apply to conduct research under Policy 2105.**

Religious-related activities & practices

[Addendum I ~ District Policies and Procedures](#)

Sungard Teacher Access Center (TAC) - for Elementary Teachers

The Teacher Access Center offers teachers access to current and historical records for each one of their students. Having such easy access to contacts, alerts, discipline, test scores, and Individualized Education Plans will help better serve each student's needs. These links include several tips for using the system to best advantage.

Sungard TAC Basics

[Getting Started in TAC for Elementary Teachers](#)

[Cognos Published Reports for Elementary Teachers](#)

For use with Interim Smarter Balanced Assessments

[Cognos Published Report - Student State ID Number](#)

Selection and Adoption of Instructional Materials

[Addendum I ~ District Policies and Procedures](#)

Student Fund-Raising Activities

[Addendum I ~ District Policies and Procedures](#)

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

Volunteers **** Note: All Volunteers must register – please plan accordingly.**

The following policies govern the use of volunteers: ESD 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.” ESD Policy 5430P: “A volunteer works under the direction and supervision of a district staff member. Volunteers are required to complete a disclosure statement as part of the volunteer screening process.”

Clearing a volunteer can take up to two weeks. Staff should consider this when making plans to use volunteers, especially field trip chaperones. If a volunteer is cleared in one school, that volunteer can work in any school in the District. There are three levels of volunteer clearance: school day volunteers, overnight volunteers, and athletics volunteers. Please specify to each volunteer which volunteer type you are seeking. Volunteer can sign up on-line through via the [District Website – Community – Volunteer](#) or <https://www.everettsd.org/domain/1452>. Volunteer clearance is valid for three years from the date of approval. An updated list of approved volunteers can be found on the PCE shared drive.

Web-based Resources and Other Online Educational Services

[Addendum I ~ District Policies and Procedures](#)

FACILITIES & EQUIPMENT

Furniture

We do not have extra furniture at Penny Creek. 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.

Keys & Badges

If you do not have a badge and key to get into the building, please see the office manager 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 badge and key(s) with you. **Badges and 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 or badge, or if your badge stops working, notify the office manager and principal 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 the office manager annually.

Lamination

We have cut back on the amount of laminating we do, since it is very expensive to maintain the machine. Lamination requires a very compelling reason, such as for continually used flash cards, name cards, game pieces, etc. If you believe you have a **very legitimate** need to laminate, please place your project, with required information, in the wire bin in the work room. Lamination will occur on one day each week. Only staff/volunteers trained on the laminator may laminate, as we do not have the funds to repair the machine due to misuse.

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.

Technology

To borrow equipment, please contact the Office Manager.

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.

Copy machines

Two machines are in the Workroom and one is in the office area. All operate the same way. Each teacher has a copy code, which helps us budget our copy expenses throughout the year by grade level. We are all working to conserve the number of copies made and the amount of paper used. Cost for the machines and paper comes out of the building budget. If we reduce the number of copies made, we can purchase more of our other needs. One way to help save money is to print your document directly to the copy machine, rather than use the printer attached to your computer. **(Costs to print on the classroom printer are 14 times as much as on the workroom copiers!)** You can then print what you have sent to the copy machine by calling up the document in the print room. Ask office staff for directions on how to do this. It can result in a big savings in printer cartridge expenses for our building. Training on the many features of our large copy machines is provided by the office, so don't hesitate to ask.

Help desk - Technology

To submit a HELP ticket, please log on to the Service Portal at: <https://everettsd.service-now.com/navpage.do>

You may also call the Help Desk at extension **4357**.

Maintenance Requests

Please see Custodian and/or Office Manager or for assistance in submitting a request.

Supplies

Supplies can be found in the workroom. All cupboards and drawers are labeled. If you find we are running out of a supply, please send Julie an email detailing which supply(ies) need replenished. Please return all unused supplies to the appropriate place.

Workroom

The staff workroom is open to staff members and trained volunteers only. Students, children and unauthorized parents/community members are not permitted to use the workroom.

Staff members Personal Property – (School District's Responsibility for Privately-Owned Property) [Addendum I ~ District Policies and Procedures](#)

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

In creating this environment, think carefully about decorations, equipment and furniture. Take into account the ages of the students and health and safety factors. The District provides appropriate equipment such as desks, chairs, file cabinets; therefore, it should not be necessary for staff to bring in furniture.

For energy conservation purposes, the District prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and offices except in locations (e.g., staff rooms) which are

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

approved by the work site administrator. In addition, for health and safety reasons the District prohibits soft-sided furniture such as couches, overstuffed chairs, and slider-chairs.

A limited number of personal items which are in good taste, such as knickknacks, family photos, and small electronics are acceptable. There are limitations on the District's responsibility for the care and security of personal items you choose to bring to your work site.

SAFETY & SECURITY

**** According to ESD Policy 6503P-D, “Students shall be oriented to the school setting the first week of school. Students shall be informed of designated areas for specific activities. Rules of play on apparatus with emphasis on ‘do’s and don’ts’ for safety shall be emphasized.” Teachers should frequently review fire and emergency procedures as well as classroom rules and procedures.**

Accidents - Student Injury/Illness

Staff has the responsibility to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. 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. Our nurse or HRA will complete an incident report form. When students become ill or are injured teachers are asked to send students to the office with a buddy to see the school Health Room Assistant (HRA). The Principal will be notified immediately in the event of a serious injury or illness.

In the event a student is injured, the staff person who is supervising will complete an **Injury Report form**. Injured or ill students are not allowed to walk home. Parents should be contacted as soon as possible for students who sustain a head injury or other serious injury. A ***special form is required in the event of a head injury, available from our HRA.***

Accidents - Staff

If you yourself are hurt while at work, seek proper care promptly. As soon as possible, submit an Accident Report Form, which can be found on the [HR on the Job Injuries webpage](#).

Animals in school

[Addendum I ~ District Policies and Procedures](#)

Harassment, intimidation and bullying

[Addendum I ~ District Policies and Procedures](#)

Professional boundaries

[Addendum I ~ District Policies and Procedures](#)

Search of Students, Lockers, Desks, and Storage Areas

[Addendum I ~ District Policies and Procedures](#)

Security and Sonitrol

It is the responsibility of every staff member to help keep our school secure. Teachers are to check and lock classroom doors when they leave. You must notify the district alarm company, Sonitrol, if you enter the school after hours, on the weekend or during holidays. You do this by “coding into the school” using the individual access code given to you by the office manager. Never write your Sonitrol code where it can be found by anyone else. You are responsible for doing your part to protect our school's safety and security. Be sure to sign in once you enter.

Our school is protected by the Sonitrol Security Company. This company actively monitors our campus whenever it is unattended and has installed sensors in all outside doors and sensitive microphones throughout the building. The office manager will request a security code for you so that you can access the building after hours if necessary. When coming into the building after hours or on weekends you

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

must sign in and out of the building on the clipboard located next to the security keyboard. When leaving, if you see that you are the last employee in the building you must code out of the building. Portables are coded in/out via Portable 1.

The police will respond to the Sonitrol alarm if you enter a school without turning off the system by coding in. ***** Direction for the keypad are located at the keypad in each building *****

Safety Center / Safety Center App

Safety Center is a tool to support use of our safety plan during a real emergency. The Safety Center App makes all of the safety plan elements accessible from any location during an emergency without having to carry the large Emergency Binder.

Video security on campus

[Addendum I ~ District Policies and Procedures](#)

Visitors

[Addendum I ~ District Policies and Procedures](#)

*****Specific to Penny Creek:*** All school visitors must report to the main office, sign in and receive a visitor's name badge. Administrators, at their discretion, may suspend visitor sign-in for specific events/activities at their site (i.e., parent conferences, evening events, etc.). Staff who encounter a visitor without a name badge should direct that visitor to the office to "sign in". Please contact the office immediately if a visitor is hostile or non-compliant.

SCHOOL MEALS

- Specific information regarding school meals may be found on the [District Webpage – Departments – Food & Nutrition Services](#). <https://www.everettsd.org/food-nutrition>
- Teachers may purchase school lunches through the school kitchen. You may also put money on an account for yourself.
- Free/Reduced Lunch forms will be distributed to students in their first day packet. Additional forms are available in the office.

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. In such instances, a variety of means may be used to recognize students for their accomplishments." (Board Policy 2440)

STUDENT WELFARE & PRIVACY

**** Student Welfare**

[Addendum I ~ District Policies and Procedures](#)

Child Abuse, Neglect and Exploitation

[Addendum I ~ District Policies and Procedures](#)

Medication

[Addendum I ~ District Policies and Procedures](#)

Safety

All staff members are responsible for student safety under the following ESD Policy 3420P, page 1: "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.

All outside doors should remain closed throughout the school day. Lock all classroom doors prior to leaving for the night.

Suicide

Any staff member who receives or discovers information about a potential suicide (notes, threats, conversations, etc.) will immediately notify the principal. Also, contact the student 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 secondhand 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.

Student Records

[Addendum I ~ District Policies and Procedures](#)

** Never leave a student cumulative folder unattended.

All Special Education documents (Evals/IEP's) are kept in a separate locked file drawer located in the school psychologists' office. It is the responsibility of the IEP case manager to file IEP copies in these folders. Teachers are responsible for becoming familiar with and carrying out the accommodations and modifications specified in their students' IEP's and Section 504 plans.

Remember to review the Board Policies in [Addendum I ~ District Policies and Procedures](#).

SUBSTITUTES & GUEST TEACHERS

Guest Teachers are a critical part of the smooth operation of the education program at Penny Creek Elementary School. 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.

Substitute staff

A substitute is automatically requested when you use the online absence reporting system Frontline Absence Reporting or phone system provided your position allows for a substitute. Make sure you follow all of the steps until you receive a job number. If your message is not recorded, your sub is not notified.

If a substitute staff member is particularly effective, please notify the principal and the office manager. Also, please notify the principal and the office manager if you have concerns about a guest staff member.

Substitute folder in the office

Teachers and other staff members are required to provide clear and detailed lesson plans for those hired to take their place when absent. In addition to the lesson plans you leave, the office staff will give substitute teachers a binder with school specific processes and procedures. Please keep updated information for your substitute in your plans, such as new students, health concerns, schedule changes, etc. Take time to document your general plans and classroom management procedures, the more detailed you are, the better your students will manage in your absence. Make sure that you update your substitute lesson plans whenever changes occur.

EMERGENCY PROCEDURES

Early dismissal 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, and/or until dismissed by the school administration.

Emergency procedures

Emergency evacuation routes are posted near your classroom door. Students should exit quietly and remain focused on the adult in charge. Drills take place monthly and will be announced through the school calendar. Additionally, each classroom is equipped with an Emergency Backpack. Directions specific to each type of emergency can be found in our School Safety handbook (Safety Center).

Exposure procedures

If you experience direct contact with blood or other body fluids (including saliva) as from a needle stick, cut, bite or eye splash, post-exposure treatment may be necessary. Referral to an occupational medicine center must occur **as soon as possible after exposure**; within 2 hours for HIV and 24 hours for Hepatitis B infection to provide protection.

What you must do if exposed:

1. Immediately wash the exposed area with soap and water for at least ten seconds.
2. Notify the building office manager, health room assistant or nurse immediately. They will fill out an **Exposure Incident Report Form**.
3. Call the Human Resources Department at 425.385.4114 or 425.385.4100 with a report of the incident. The **Exposure Incident Report Form** must be faxed to the Human Resource Department at 425.385.4102 and the completed original must be sent to Human Resources via district mail. A confidential medical evaluation and follow-up will be set up immediately. The health

care provider at Health Force will determine if treatment is necessary. This evaluation will be at no cost to the employee.

4. If the incident involves another individual (exposure source) as a result of an incident such as biting or an accident involving blood, the exposure source will then be asked to go to the occupational medicine center for testing at the same time the employee is sent for a medical evaluation. If the source of blood or other body fluid exposure is a child, it will be necessary to request that the parent/guardian have the child tested.
5. An exposure is considered an on-the-job injury (<https://www.everettsd.org/Page/14939>). Complete an **Employee Accident Report Form** and **Self-Insurer Accident Report Form (SIF-2)** and return both completed forms to Human Resources. A **Physician's Report Form** must be received in Human Resources before you can return to work.
6. The Human Resources Department must maintain required records for at least the duration of employment plus 30 years.

Late start/cancellation for weather or other emergencies

Staff members are expected to make all safe efforts to arrive at work at the usual time in the case of a late start. Staff will not be notified by the district via the *Blackboard* phone system if school is cancelled or is starting late, unless only Penny Creek is impacted. Otherwise, the school and District will not make a call. Staff are responsible for accessing local media for this information.

Most radio and television stations announce school schedule changes or cancellations every 15 to 30 minutes. When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, you are advised to listen to the major area radio and TV stations. Everett Public Schools makes school schedule change announcements, if at all possible, before 5:30 AM. The district Website also links to the region's emergency communications system listing schedule changes for all school districts.

TRAINING / PROFESSIONAL DEVELOPMENT / CLOCK HOURS REGISTRATION

Frontline ~ *Professional Development*

EVERETT PUBLIC SCHOOLS

Frontline: Professional Growth
Setting up an Account

You received an email invitation from no-reply@frontlineed.org to create a new Frontline ID or sign in with an existing account.

Select Create a Frontline ID you must use the invitation email. This selection takes you to a login page where you must create new login credentials.

OR

Sign in with Existing Frontline Account (if you currently use Recruiting & Hiring)

YOUR USERNAME IS YOUR EMAIL ADDRESS (district or personal). The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address for password recovery and click **Create Frontline ID** once you are finished.

Sign in with Existing Frontline Account (if you currently use Recruiting & Hiring)

Sign In and enter the Frontline ID login you previously created from the prior invitation email.

Create a Frontline ID

Sign in with Existing Frontline Account

Create Frontline ID

1. Each staff member will need to set up their own Frontline Account before they can register for Professional Development. A link has been sent to each person to register for your own account. Please do this registration ASAP.

2. When registering for Professional Development during the school day, you may "CLICK" Yes for a sub to activate your sub request for the day.

Please don't hesitate to contact your professional development instructor, site office manager or administrator, or email pd@everettsd.org for assistance registering or any questions.

**** Note: Please request your sub early and be specific. If you wait until the night before to let the auto-call to go out, then you may not get a sub.**

Remember to review the Board Policies in Addendum I ~ District Policies and Procedures.

