

MADISON STAFF HANDBOOK 2017-2018



MADISON ELEMENTARY SCHOOL
Huskies...Leaders of the Pack

Amanda M. Overly, Principal
Brent Radcliff, Assistant Principal
616 Pecks Drive
Everett, WA 98203
425-385-5900

Madison Elementary School

Mission Statement

Our mission, as a school committed to the success of all our children, is to provide a safe learning environment where the individual needs of each child are met by qualified staff, caring families, and supportive community members laying the foundation for lifelong learning.

GENERAL BUILDING/STAFF PROCEDURES

ACCIDENTS

If an accident occurs involving staff, this should be reported immediately to administration.

BUILDING MEETINGS

Staff meetings will be held each Tuesday from 3-3:30. The purpose of these meetings varies from week to week, but in general one will be administrative directed Professional Development, one for instructional strategies, one for data analysis and disaggregation, and one flexible topic. Certs are required, all other staff are always welcome at their own choice.

COPIES and PRINTERS

Copies cost money. Please be judicious in the use of printers and numbers of copies. You have a personal copy code that you should not share with anyone.

The color printer is to be used only if are laminating something to keep. The color printer is located in the conference room. NO BLACK AND WHITE COPIES should be sent to the color printer.

If you are printing to a printer in your room, and you need a new cartridge, a replacement cartridge will need to be purchased from your annual \$200 allotment provided by the contract language. An option that is cheaper for you is to print to the main KYOCERA copiers. The office manager can assist you with adding the copiers as a printer option if you don't have them already.

CULTURAL PRACTICES

The Principal and Assistant Principal, with input from grade level teams, paras, and the Area Superintendent, have developed a list of Cultural Practices. These are the "way we do things" here at Madison. This is the kind of workplace we want to work in. See page 13 for the list.

DISTRICT POLICIES

Beginning on page 16 of this document are the District's policies and procedures that you are responsible for each year. There are quite a few changes, so please be sure to read through these pages carefully.

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.

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.

Refrain from long conversations with parents on email. Short informational messages about HW, missed assignments, etc. are fine. If the back and forth continues, suggest a phone conference.

All staff are to check their email each day. During an emergency lockdown, please check your email.

FIELD TRIPS

All teachers wishing to take their class on a field trip must FIRST FILL OUT the planning forms available from the Office Manager. This form serves several purposes: the principal will approve and ensure educational value to the trip; the office manager will keep a central file on all trips, and ensure the district forms are filled out correctly FOR YOU. This will also allow us to ensure lunches and transportation are properly planned. NO PARENT CONSENT forms shall be distributed by teachers until returned to you with the Principal signature. It is the responsibility of the teacher scheduling the trip to see that all permission forms have been completed for each student prior to going on the trip. Only written permission signed by the parent or guardian will be accepted. Completed field trip permission forms are required for all field trips (even walking trips). All field trip information, including an itinerary, should be sent home with students in a timely manner.

HUSKY HIGHLIGHTS PARENT NEWSLETTER

Students take home our school newsletter to their parents biweekly. Information you wish to have included in a newsletter should be emailed to Christine Vo. Mrs. Vo will be contacting each grade level for certain information for each newsletter. Please be sure to respond in a timely fashion, or your grade level will have a missing section in the Newsletter.

KEYS

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

1. Always keep your building keys 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 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 policy.
5. Return all keys when you no longer have assigned school responsibilities for the areas of the campus for which you were issued keys.
6. 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

There are two laminating machines at Madison located in the work room. Due to the high cost of laminating materials and maintenance cost, all lamination is completed by one person designated by the Principal. If you need something laminated, you will please follow these procedures:

1. Fill out a laminating request form and attach it to your items. Clearly mark your name on the back of the papers to be laminated.
2. Place the papers in the laminating request bin in the workroom.
3. Lamination will take place one day per week and finished products will be placed in your box, or delivered to your room if too large.

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.

MAILBOXES IN OFFICE

Teachers please check your mailboxes before school to ensure messages get to parents on the same day. Leave instructions for your sub to do so as well. Only emergency messages will be delivered to

the classroom. Teachers should not send students to the office to retrieve mail.

NOTIFICATION OF LATE START SCHEDULE

Staff members will receive phone call notification if school will be starting late at Madison.

When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, we highly recommend that you listen to the major area radio and TV stations.

Most radio and television stations will announce any school schedule change or cancellation every 15 to 30 minutes.

OFFICE MACHINES

Any staff member needing training on the use of the copy machine, please see the office staff. Only the office staff is authorized to go into the machine to clear a paper jam or add toner. Please go to them for assistance. Only office staff will operate the laminator.

ROOM CLEAN-UP

All staff is responsible for keeping classrooms, instructional and office spaces neat and orderly. A special effort needs to be made for **total student participation in room clean-up before dismissal time**. Students should understand this is their classroom and community, and contribute to the care of their space.

- a) Chairs should be on desks or tables for vacuuming.
- b) Paper, pencils, books, crayons, etc. off the floor.
- c) Counters and storage areas should be neat.
- d) Containers, jars, brushes, etc. should not be left in the sinks.
- e) Instructional materials should be put away.
- f) Our students receive breakfast and lunch provided each day. Snacks or food in the classrooms should be kept to a minimum and cleaned up thoroughly at the end of each day. Sticky/syrupy/goosey snacks are not permitted in classrooms. In addition, please focus on healthy, non-sugary snacks when you feel you must feed snacks. Little brains need water and protein!

ROOM/HALLWAY DÉCOR

Hallways should be kept clear of desks, trash and other clutter.

All work spaces should be attractively decorated representing a child-centered focus that reflects diversity. Consider using school colors of blue and yellow when decorating. Let's build that Husky spirit!! If you use a logo please use the new Husky logos that will be under the SITE folder on TempShared.

Hallways are to be kept clear of clutter, desks and chairs. The border used for displaying children's work will be all the same so that our hallways have uniformity and visual attractiveness. The Principal will purchase these uniform borders. Remember that we are "branding" our school, and impressions matter. We want everyone who walks in our doors to know we are the Huskies, and our colors are blue and yellow. Bulletin boards in the hallways should be decorated with our school colors as well. Your own classroom décor, of course, can be stylized to fit your personality.

STAFF BULLETIN

The Madison Staff Bulletin is published on the first working day of the week and is sent via email.

Staff members are responsible to read the newsletter 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 Bulletin is for staff only; students and parents should not have access to this information. Please keep your copies in a secure location.

STAFF LEAVING BUILDING DURING WORK DAY

Staff leaving the building during their scheduled lunch or prep period should sign out and inform the office prior to leaving and upon their return.

STAFF ABSENCES

Staff are responsible for informing the district of any absence by calling the Automated Sub System or by logging in to the system from the district website. See the office manager if you need training on reporting an Absence. Staff must log in or call in to the system personally; the office cannot call a substitute for you. If you feel sick and are unsure of your absence the next day, PLEASE REPORT THE ABSENCE ANYWAY. It is easier to cancel a sub than to find one in the morning.

STUDENT INTERVENTION TEAM (SIT)

The Student Intervention Team meets once a week. The primary purpose of the team is to make decisions / recommendations about the students who are struggling at Madison Elementary School. If teacher intervention produces unsuccessful results, students are referred by the teacher to the student's counselor.

SUBSTITUTES/GUEST TEACHERS

Guest Teachers are a critical part of the smooth operation of the education program at Madison 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.

1. Each teacher will complete a substitute procedure form to be kept in the office. Location of lesson plans, current seating charts, class lists and other pertinent information should be clearly available.
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 make adequate plans to assist guest teachers in conducting learning experiences appropriate to their subject and the instructional goals.
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 the office manager.

TEACHING SUPPLIES

Materials and supplies are available in the supply room for your use. If you cannot find needed items, please check with the office staff. Students will not be allowed in the supply room at any time. Our budget is extremely tight, so please take only what you need. Student supplies, such as requests for pencils, papers, etc. should be referred to the Family Specialist or the Counselor.

VISITORS

All visitors must sign in and out through the front office. Please advise the front office staff if you are expecting a visitor to your classroom. For complete information, refer to the district's policies on

visitors. Certain visitors are prohibited from visiting students. Please see Policy 4314P for specific information.

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.

WORK DAY

According to state law, district policy, and as stated in the Collective Bargaining Agreement [Section 9.01 A], “The normal working day for full-time employees shall be seven and one-half (7 ½) hours, inclusive of the duty-free lunch period, as assigned by the District.

At Madison Elementary School, the normal work day for certificated staff is from 8:00 to 3:30 pm, except for those days with modified work schedules or when a work day extension has been scheduled.

STUDENT/INSTRUCTIONAL INFORMATION

ARRIVAL/MORNING PROCEDURES

Students arrive to school in many ways; walkers, parent drop off in the kiss-and-go lane, parent walks them in, school bus. This year, we are changing the morning routine to encourage a more calm start to the day. The covered area and playground will NOT be used. Please read and understand the following procedures so that you can help our parents understand the changes. These changes are ALL for safety and efficiency.

- ALL students, with exceptions noted below, will arrive to school and go straight to breakfast. If the student chooses not to eat breakfast, he/she will proceed to the hallway outside of their teacher's door to sit. Each student will have an assigned seat #, which will be assigned by the teacher for minimizing conflict between neighbors. The seat #'s will be displayed on the walls. KINDERGARTENERS will NOT sit outside their class rooms; they will remain at their breakfast tables until their teachers pick them up. EXRR and LIFE SKILLS will arrive to school as they always have.
- Parents should not escort their students to the classrooms/hallways. They may escort them to the cafeteria to eat with them, and then must say goodbye in there.
- While seated outside of the teacher's room, students are to read a book. They may bring their own, or we will have baskets of books for them to read. The baskets will be placed inside the teacher's classroom when the teacher picks up their students. The teacher should plan to both rotate the seating order on a regular basis and update the seating assignments for the paras, OR, an easier option, rotate who gets to "come in first" on a regular basis, which removes the potential for kids to get antsy because they want to come in first. Teacher discretion here. Please then greet and high five your kids in an orderly fashion. If students do not line up and enter calmly, have them move back to the hallway to practice how we enter our classrooms.
- Paraeducators will be assigned to areas of the halls, and will have clipboard with rosters and seating assignments. Paras and administration will ensure that students are supervised and safe.
- Teachers have no expectation to help in the halls during this time. Please close your door and plan for your day.

ATTENDANCE

Attendance will be done by the homeroom teachers on the computer every day by 8:50. For grade levels going to specials first, the homeroom teacher is still responsible for entering attendance by 8:50. Excused absence notes are expected from parents or guardians and are to be turned into the office daily. Students who are tardy must report to the office for a tardy pass before entering class. To avoid additional phone calls and upset parents, please be sure to report known absences and appointments to the office staff.

BICYCLES

Children in grades 3, 4 and 5 may ride bicycles to school. They are to be walked across all patrol crossings and while on the school grounds. Students who ride their bikes to school will be required to register their bikes in the school office, and must wear a helmet and have a bike lock.

COMMON AREA SUPERVISION

Administrators, paraeducators, teachers and support staff are all responsible for all student behavior in common areas. These are ALL our students. Paras and administrators will supervise the cafeteria and recesses. It is important to be sure each child knows what is expected of him in regard to behavior and rules and regulations. Teachers will assist in teaching behavioral expectations for the

cafeteria, playground and hallways. It is critical that all students understand that **all staff have the same authority as teachers in common areas.**

CONFERENCES

Regular parent/teacher conferences are scheduled in October and March for grades K through 5. However, teachers are encouraged to maintain close contact with parents through parent-teacher conferences, telephone contact, classroom visits, parent newsletters, etc. Parent Communication is crucial and is part of the TPEP process under Criterion 7. Please see that rubric for performance standards.

COUNSELING/BEHAVIOR SUPPORT

The principal, assistant principal and support staff are available to assist staff members with counseling and/or behavior needs of students. Emergency situations should be brought to the attention of the principal immediately. RAVE 911 should be used for an active shooter, fire, life threatening medical emergency, or gas leak, as this is the fastest way to get emergency services here, and will notify the entire staff at once. Please refer to your LID training documents on this.

Teachers are to use progressive discipline for low level infractions, such as out of seat, blurting, talking during instruction, etc., with interventions as appropriate. Please see the Progressive discipline referral form and note the parent contact requirements. Progressive referrals are to be turned in to administration who will then call for the students to address the referral. For high level infractions, such as a physical altercation, or other unsafe or extreme behavior, teachers should use the Immediate Referral form, and call the office for removal of the student(s). Please teach Progressive and Immediate concepts/language to your students and parents.

DISMISSAL

Parents shall either wait outside on the map to pick up their student, or pick them up via the kiss-and-go lane. Parents will not be allowed to enter the building to walk to individual classrooms.

Upon dismissal, the students are to leave the school grounds and go directly home. Exceptions will be made for patrols, students assigned to special tasks, activities or projects.

*All early dismissals must be cleared through the office; and all students must be picked up by parent/guardian from the office. Parents that appear at your door, without a Visitor's pass, must be sent to the office.

FORGOTTEN ITEMS FROM HOME

Parents/Guardians should deliver forgotten lunches, coats, etc. to the office rather than disturbing a class in session.

HALLWAY PASSES

ALL students traveling in the hallways need a pass that indicates their destination, unless they are accompanied by an adult. Laminated passes will be provided for each teacher by the school, with lanyards/strings so they can be worn by the students while in the hall. Passes will be provided for: Restroom, office, health room, cafeteria, playground, library and misc. Students found in the hallways by administration and support staff without passes will be escorted back to their teacher's room.

ILL STUDENTS - STUDENTS NEEDING FIRST AID

Students who are ill or are in need of first aid should be sent to the health room with a hall pass. All cases where students are injured or become seriously ill should be reported immediately to the health room or school office. It is the responsibility of the assigned duty person to fill out an accident report form for any injury.

Teachers are encouraged to use their best judgment in referring students to the health room. **Please only send students who are sick or injured.**

The check-out procedure for students being sent home from school, before dismissal time, due to illness, etc. is as follows:

- a) The health room assistant or the office staff will notify the parent or emergency designee on the enrollment form.
- b) The student will be sent back to class to get their things and have the teacher initial the pass. If the student is unable to return on their own, a staff member will be sent with the pass for you to initial. This lets the office know that you are aware that the student is going home.
- c) The student must bring the pass back to the office and then wait in the office or health room for a parent.
- d) The parent must sign the child out at the office desk before leaving the building.

INSTRUCTION MATERIALS POLICY

Our district has selected CORE instructional programs for ELA, math and science. When choosing supplemental materials, please adhere to the district policy 2311.

MONEY

No money should be left at school overnight. Also, it should not be left in student desks during the day. Students should only bring enough money for lunch to school. Money for field trips or special activities must be collected in the morning and turned in to the office daily.

RECESSES

"All" students are to go outside during recesses, unless: 1) they are awarded Alternate Recess by their teacher 2) they are assigned PAWS Reflection Time by administration, or 3) they have a note from a parent that is approved by the principal/designee, which indicates the student must remain indoors for health reasons.

In no case should students remain in the classroom unsupervised. Teachers are liable in the event of an incident that occurs from unsupervised students. When weather is inclement, as determined by noon supervisors, students will play under the covered play area and/or the gym.

Grades 2-5 are permitted ONLY on the big playground. Grades K-1 are permitted ONLY on the small playground.

REFLECTION ROOM

If student removal becomes a necessity because of behavior choices, the student will be picked up by administration or other support staff. They will be escorted to the Reflection Room, now room 119. Here, they will work with the Admin Para and/or the Counselor to fill out a reflection sheet that walks them through the antecedents to their behavior, the behavior that required them to be removed, and how they can correct their mistake. Primary students will receive assistance in writing, intermediate

will be expected to write their own. These will then be discussed with the staff. The Reflection Room staff will contact the teacher via phone before returning the student to class. If the counselor is involved and determines that “relationship repair” is necessary, the counselor will make the call and together with the teacher determine next steps.

It is important to remember that students misbehave for reasons. They are coping as they know how. With students of poverty, sometimes these reasons are the bottom tier of Maslow’s hierarchy—their basic needs are not met; they may be tired from lack of sleep, they may be dehydrated, they may be hungry. In educational literature, it is commonly accepted that the 4 main reasons (barring basic needs) that students misbehave are: attention seeking, power, revenge against the adult, and avoidance of work that may be too difficult or easy. As professional educators, it is important that as we deal with unexpected behavior, we always analyze the root cause and how we can work with them to meet their needs. There are specific strategies for each of the four reasons that are effective.

SCHOOL ACTIVITIES

All school activities, assemblies, clubs, guest speakers or related activities held in the school, other than the authorized curriculum, must be approved by the principal prior to its being carried through.

STUDENTS AFTER SCHOOL

From time to time, it may be necessary for students to receive extra tutoring, or to serve an after school detention with their teacher. Teachers must do the following when keeping a student after school:

- a) Inform the parent by phone or note ahead of time (voicemail not considered notification unless you get a response)
- b) Make sure the student has a safe and agreed upon way home, per parent conversation. This should also include an agreed dismissal time.
- c) For your protection, it is not recommended to stay with one student alone in your classroom. Please see administration for suggestions on alternate plans.

STUDENT BEHAVIOR AT SCHOOL

All teachers are required to go over the District’s Rights and Responsibility Handbook, including the policy on Sexual Harassment and Bullying and Harassment, with students in a developmentally appropriate way. Teachers need to collect their signed Handbook sheets from EACH student. These will be returned to the main office and stored each year. This is extremely important for compliance with district policy. If you do not receive signed forms for students by September 30th, please forward these names to the Principal.

Teachers should discuss with their students rules governing student behavior at school and they should continue to remind them about safety on the way to and from school.

The first three days of school will be used exclusively for class building, team building, and the school acronym PAWS (the rules) so that we establish safe classroom environments for the year. See LID handout.

Routines and procedures should continue to be taught during the first two weeks of school, and should be reviewed consistently throughout the year.

STUDENT SUPERVISION

Classes are to be supervised by a teacher at all times. Teachers must also supervise their classes when moving from one area to another, in and out of the building. Teachers will be responsible for prompt drop off and pick up of their students from specials, lunch and/or recess. Please remember, if you are late or early, you are affecting someone else's ability to carry out their duties on time as well.

TELEPHONE

Students will not be allowed to use the phone during the day unless there is an emergency. If a student needs to use the phone, please send him/her to the office, as this keeps the office staff in the loop when return phone calls come back. Arrangements for visiting friends after school, or similar personal issues, are not considered important and should be made at home.

Classroom phones – If students will be answering your classroom phone, please train them how to answer your phone appropriately.

MADISON CULTURAL PRACTICES

WE....

- Greet each student and staff member we see with a smile and a name (if known) EVERY day.
- Live Service Excellence and continuous improvement.
- We make decisions through the lens of learning and customer service.
- We are courteous, use manners, and expect the same from our students.
- We are a team, and we help each other. Each member of the staff is valued equally. We have a moral and ethical obligation to help other teachers and staff as we are part of a community that serves ALL students in the school. We do not think in terms of “my kids”.
- We are learners. None of us, no matter how experienced, knows everything. We respect and, more importantly, invite feedback from a variety of sources. We participate in giving constructive and respectful feedback to others when asked for or when needed.
- We share cool stuff with each other!
- We practice Growth Mindset actively with students and each other. We explicitly teach Growth Mindset to our students.
- We are committed to the spirit of LIF. We use and value our LIF and common planning times for the “right” work.
- We hold instructional time to be sacred. The Principals, support and office staff strive to minimize anything impacting instruction. Teachers teach bell-to-bell.
- We make phone calls to parents, regularly and with the intention of partnering with parents, not “reporting”. We avoid emails for discipline discussions. We make positive calls to ALL parents quarterly.
- We document parent discussions so that Mrs. Overly and Mr. Radcliff can support us.
- We solve problems by FIRST talking to the person of conflict, rather than anyone else. We are adults and do not expect others to solve our problems.
- We take time to appreciate students, staff and parents when possible. We realize the importance of cultivating relationships.
- We have the courage to confront each other when someone is being destructive or negative.
- We are reflective in practice, daily. We avoid blaming students for lack of achievement.
- We are aware of and manage our public image and reputation as professionals.
- We cooperate with each other, parents and the community for the betterment of our school.

WE DO NOT

- We do not gossip or talk negatively. Our words have the power to ignite and uplift or to tear down and dampen. We choose to ignite and uplift.
- We do not bully each other, or allow others to be bullied. We are not bystanders, we are up-standers.
- We are not private practitioners. There are too many demands on teachers now to be successful without leaning on each other.

Committees / Teams

Safety Team –

Brent Radcliff
Amanda Overly
Jessica Schug-Quiroz
Bill Staffenberg
Jason Himstedt
Christine Vo

Evaluation Team –

Megan Jensen - Psychologist
Cheryl Fernandez – Resource
Julie Gallaway – Extended Resource
Caroline LeFebrve – Extended Resource

Student Intervention Team (SIT)

Jason Himstedt
Amanda Overly
Brent Radcliff
Laura Beckett
Sherri Grinage
Christine Vo

Building Leadership Team

Amanda Overly
Brent Radcliff
Jason Himstedt
Laura Beckett
Sherri Grinage
Rachel Allen
Wayne Kettler
Cheryl Fernandez
Reiko Tarver
Deana Hathaway
Julie Smith
Ronald Mauch
Tracy Allen
Deb Brennan
Christine Vo

Social Committee

Marian Rochon
Teresa O'Shea

EVALUATION LIST for 2017-2018 Year

Amanda Overly

- Office Staff
- Admin Para
- 1st – 4th Grade
- Counselor
- Specialists
- Resource, EXRR and Life Skills

Brent Radcliff

- Kinder and 5th grades
- SLP, PT/OT, School Psych
- Split paraeducators with Vo

Christine Vo

- Split paraeducators with Radcliff

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	1
---	---

SERIES 2000 – INSTRUCTION

Procedure 2125P Web-based Resources and Other Online Educational Services	1
Procedure 2145P Suicide Prevention	1
Procedure 2150P Co-Curricular Program.....	1
Procedure 2151P Interscholastic Athletics/Activities	1
Procedure 2153P Student Group Meetings (Limited Open Forum)	2
Procedure 2210P Special Education and Related Services for Eligible Students	2
Policy 2211/Procedure 2211P Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973.....	2
Procedure 2311P Selection and Adoption of Instructional Materials	2
Procedure 2320P Field Trips	3
Procedure 2321P Guest Speakers.....	3
Policy 2331/Procedure 2331P Controversial Issues	3
Procedure 2340P Religious-Related Activities and Practices	4
Policy 2410/Procedure 2410P High School Graduation Requirements	4

SERIES 3000 – STUDENTS

Procedure 3122P Attendance	4
Policy 3200 Student Rights and Responsibilities.....	4
Policy 3204/Procedure 3204P Prohibition of Harassment, Intimidation and Bullying	4
Policy 3205/Procedure 3205P Harrassment.....	4
Policy 3210/Procedure 3210P Nondiscrimination	4
Policy 3213/Procedure 3213P Transgender Students	5
Policy 3224/Procedure 3224P Student Dress	5
Procedure 3231P Searches of Students and Their Property	5
Procedure 3232P Searches of Lockers, Desks, and Storage Areas	5
Policy 3244/Procedure 3244P Riding School Buses	5
Policy 3245/Procedure 3245P Technology.....	5
Procedure 3246P Use of Personal Electronic Devices.....	5
Policy 3300 Corrective Actions	5
Policy 3311 Emergency Actions	6

Policy 3312 Detention.....	6
Policy 3318 Discipline of Special Education Students.....	6
Policy 3319/Procedure 3319P Use of Physical Restraint and Isolation with Students.....	6
Policy 3332/Procedure 3332P Teacher Responsibilities and Rights	6
Policy 3400/Procedure 3400P Student Welfare	6
Policy 3418/Procedure 3418P Animals in School.....	6
Policy 3416/Procedure 3416P Medication at School	6
Policy 3421/Procedure 3421P Child Abuse, Neglect and Exploitation	7
Policy 3530/Procedure 3530P Student Fund-Raising Activities	7
Procedure 3600P Student Records.....	7
Procedure 3610P Child Custody.....	7

SERIES 4000 – COMMUNITY RELATIONS

Procedure 4131P Confidential Communications	7
Policy 4205 Use of Tobacco or Tobacco-Like Products on School Property.....	7
Policy 4310 Contact with School/District Staff	8
Procedure 4312P Complaints to Board Members Concerning Staff	8
Policy 4314/Procedure 4314P Visitors and/or Disruption of School Operations.....	8
Procedure 4316P Notification of Threats of Violence or Harm.....	8
Policy 4340/Procedure 4340P Public Access to District Records	8
Policy 4411/Procedure 4411P Working Relationships with Law Enforcement, CPS and the County Health Department.....	8
Policy 4412 Political Relationships with Governmental Agencies	8

SERIES 5000 – HUMAN RESOURCES

Policy 5010/Procedure 5010P Affirmative Action and Nondiscrimination.....	8
Policy 5140 Tobacco Use Policy	9
Policy 5150 Drug-Free Workplace	9
Policy 5160/Procedure 5160P Sexual Harassment.....	9
Policy 5161 Civility in the Workplace	9
Policy 5215 Conflicts of Interest.....	9
Policy 5225/Procedure 5225P Technology	9
Policy 5253/Procedure 5253P Maintaining Professional Boundaries between Employees and Students	9
Policy 5320/Procedure 5320P Leaves of Absence.....	10
Policy 5320.9/Procedure 5320.9P Family and Medical Leave	10
Policy 5406/Procedure 5406P Shared Leave Program	10

SERIES 6000 – MANAGEMENT SUPPORT

Procedure 6114P Gifts 10

Procedure 6213P Reimbursement for Travel Expenses 10

Procedure 6225P Food and Beverage Consumption 10

Procedure 6505P Video Security on School District Grounds or Property..... 11

Policy 6531 Care of District Property 11

Procedure 6540P School District’s Responsibility for Privately-Owned Property 11

Procedure 6550P Data Security and Privacy 11

Procedure 6571P Lending of District-Owned Equipment and Books 11

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.

			<ul style="list-style-type: none">• If a student of the opposite gender requests to participate in an interscholastic program.
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Policy/ Procedure	Title	Description	Situation to apply
<u>2153P</u>	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.
<u>2210P</u>	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.
<u>2211/2211P</u>	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.
<u>2311P</u>	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.

			<ul style="list-style-type: none"> • 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	A student's locker, desk, or storage area may be searched	<ul style="list-style-type: none"> • Process for referring a student's suspicious activity related to possession of unknown property

	Areas	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.	stored on school grounds to the principal/designee.
3244/3244P	Riding School Buses	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	<ul style="list-style-type: none"> • Guidelines and restrictions for introduction of animals at school.

		objectives of the instructional program.	
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	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.

	Department		
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 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.

<u>6213P</u>	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.
<u>6225P</u>	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.