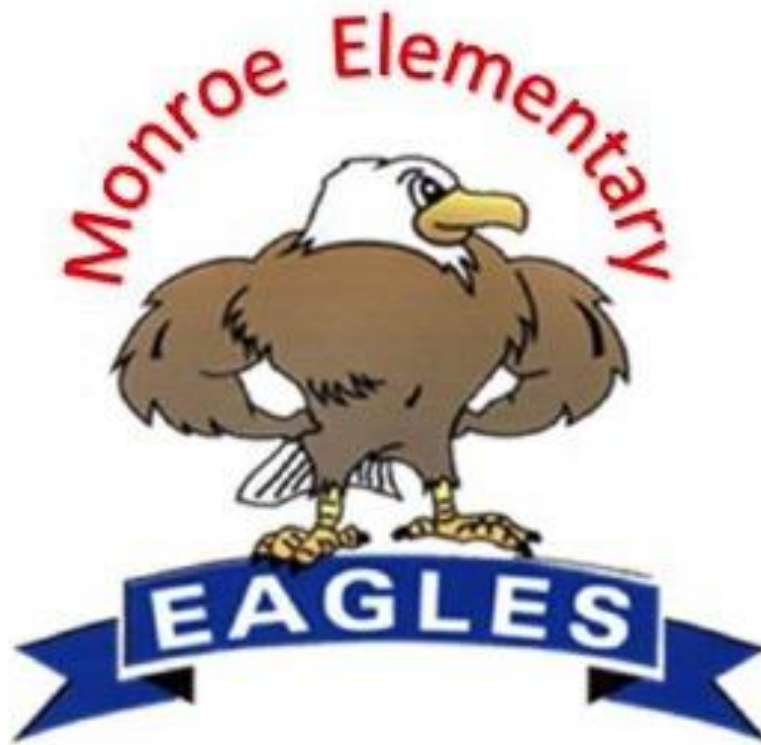


MONROE ELEMENTARY STAFF HANDBOOK 2018-19



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Monroe Elementary School

Mission Statement

Our mission, as the Monroe Elementary School community, is to empower each student to become a **resourceful, responsible**, lifelong learner in a secure, positive learning environment where each person feels worthy and **respected** through the support of family, community, and staff.

GENERAL BUILDING/STAFF PROCEDURES

ACCIDENTS

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

ASSEMBLY SEATING

Please see the seating chart on page 14. You may enter from either side of the cafeteria.

BUILDING MEETINGS

Staff meetings will be held every other Wednesday from 3:00-3:30 p.m. The purpose of the meetings will vary. Certificated staff are required to attend, and all other staff are always welcome at their own choice.

BUDDY ROOM

Each teacher is to have a “buddy classroom” where students should be sent if they need a few moments to calm down or refocus for learning. Students are not to be sent to the office unless their behavior choices require them to be removed from the classroom setting to speak with an administrator.

It is important to remember that students misbehave for reasons. They are coping in the way they know. With students of poverty, sometimes these reasons are the bottom tier of Maslow’s hierarchy – their basic needs are not being 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 four 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 basic needs. There are specific strategies for each of the four reasons that are effective.

CLASSIFIED STAFF INFORMATION

In addition to expectations outlined in collective bargaining agreements, please adhere to the following guidelines:

- **Work Hours** – You are expected to start and end work at your scheduled time unless you have prior approval from the principal or your supervising teacher to adjust your hours on a given day. In addition, please make sure you are in your assigned supervision and group instruction areas on time.
- **Signing in and out** – If you leave campus during the school day (whether returning or not), you need to sign out on the clipboard in the office. This way, we know where you are in case of drills or actual emergencies.
- **Lunch and breaks** – Working through lunch and breaks is not allowed. Prior approval is needed to extend your lunch break (and, therefore, your work day) beyond a half-hour.

- **Comp time** – Prior approval is required both to bank and to take comp time. In situations where this is not possible (such as staying late with a student who was picked up late), please email the principal and your supervising teacher by the following day to ask how compensation for extra time worked will be provided (comp time or pay). If comp time is to be taken, it needs to happen very soon after it is banked. All comp time earned and used must be logged in the Classified Staff Comp Log in the office.
- **Cell phone use** – With the exception of your lunch and break times, you should not be using your cell phone during the work day, with the exception of on-site or family emergencies.
- **Personal work** – With the exception of your lunch and break times, you should not be engaged in personal/non-district work during the work day. You also need to understand that any work done on district computers (including personal work) is subject to open records request laws as well as district monitoring. You also should not be printing personal materials on district printers.

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. Requests for color copies must go through the office.

EARLY DISMISSAL PROCEDURES FOR WEATHER AND 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

As a reminder, all staff are to check their email each day. 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 record. 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 homework, missed assignments, etc. are fine. If the back and forth continues, suggest a phone conference.

EVALUATION LIST (for 2018-19)

Heather Paddock

Kindergarten, 3rd, 4th Grade

SLP, PT/OT, School Psychologist, Counselor

Specialists and Resource

Special Education Paraeducators

Office Staff

Anca Wilson

1st, 2nd, 5th Grade

Instructional and Supervision Paraeducators

FIELD TRIPS

Each field trip taken requires a teacher coordinator in addition to the classroom teacher to manage the process.

If you are *coordinating* a field trip:

Request a field trip packet from the office manager and return the completed packet to the office manager no less than 3 weeks prior to the field trip. Feel free to check the availability of the date before taking the time to fill out the packet. The office manager will return the approved and signed packet to the field trip coordinator.

Classroom teacher expectations timeline:

☐ 2 – 3 weeks before Field Trip

Send out prepped packet to students *at least two weeks before field trip*. Packet includes:

- ☐ Teacher letter explaining field trip
- ☐ Student permission form (filled out with teacher, field trip information, and return date of no less than 1 week before the field trip)
- ☐ Adult/parent volunteer form (if applicable)
- ☐ Sack lunch form (if applicable)

☐ Minimum of One Week before Field Trip

- ☐ Turn in a **copy** of the signed permission forms to the Health Room Assistant with a cover sheet indicating each participating student and whether or not their permission slip has been received.
- ☐ Turn in lunch order forms to the kitchen (if applicable).
- ☐ Turn in a **copy** of the Adult/parent volunteer forms to the office assistant to verify that they are on the approved volunteer list.

☐ Day of Field Trip

- ☐ Pick up first aid kit and any student meds.
 - Prior to assuming custody of student medications, all medications must be counted with witness and signed out of health room custody on Field Trip Medication Administration Record.
 - Any student with emergency medication must remain with staff delegated to administer those meds for the duration of the field trip.
- ☐ Teachers review district field trip guidelines and review safety and behavior standards with students.
- ☐ Take original permission forms on the trip. Original forms are to be routed to the office assistant following the field trip.

❑ Upon return from field trip, return medications and first aid kit to the Health Room. **All medications must be counted and signed back into the custody of the Health Room immediately upon return from the field trip.**

KEYS and SECURITY

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 carefully 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. Doing so 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 summer break; however, they must verify the numbers of their keys with the office manager annually.

Safeguard your **keys and badge** and report loss or theft to the principal immediately.

Wear your **badge** whenever you are on campus.

When you are on campus **outside of custodial hours**, use the sign-in/sign-out whiteboard located in the hallway near the staff breakroom. If you are the last to leave, arm the building using the Sonitrol keypad in the hallway by the staff parking lot doors.

LAMINATION

There is one laminating machine at Monroe located in the workroom. Due to the high cost of laminating materials and maintenance costs, lamination should be reserved for items that will be used over and over or for those items that will be up on the wall for a long period of time.

Lamination is to be completed by one person designated by the principal. If you need something laminated, 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 mailbox or delivered to your classroom if the item is 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 WORKROOM

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 Monroe. 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 should 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 or a person designated by the principal 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 they need to contribute to the care of their space.

1. Chairs should be on desks or tables for vacuuming.
2. Paper, pencils, books, crayons, etc. should be off the floor.
3. Counters and storage areas should be neat.
4. Containers, jars, brushes, etc. should not be left in the sinks.
5. Instructional materials should be put away.
6. Snacks or food in the classrooms should be kept to a minimum and cleaned up thoroughly at the end of each day. Gum and sticky/syrupy/goosey snacks are not permitted in the classrooms. In addition, please focus on healthy, non-sugary snacks when you feel you must feed snacks. Little brains need water and protein.

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.

STAFF LEAVING BUILDING DURING WORK DAY

Staff leaving the building during their scheduled work day should sign out in the office prior to leaving and upon their return. This sign out sheet is used in the event of an emergency.

STAFF MEMBERS' CHILDREN WHO ATTEND MONROE

Having the family together is a great benefit, but staff members whose children attend school at Monroe are asked to put their professional roles first when at school by following these guidelines:

- Students are not to enter the staff room or workroom.
- Students are not to be left in the office during meetings.
- Students who arrive prior to 8:20 a.m. may wait in the cafeteria during breakfast.
- Students are to proceed to their morning line-up areas by 8:20 a.m. to begin the day in their classroom communities.
- Students are not to be on campus during LID days, LIF times, conference times, or extension staff meetings.
- Students are not to be present during shorter meetings of any kind (staff, IEP/504, etc.).

STAFF NEWSLETTER

Staff members are expected to read the weekly staff newsletter, *The Journal*, which is e-mailed each Saturday. Schedules for the week, calendar changes, important news, and other critical information is included. The information in the staff newsletter is for staff only. Students and parents should not have access to this information. Please keep your copies in a secure location.

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 Monroe. If teacher intervention produces unsuccessful results, students are referred by the teacher to the school counselor.

SUBSTITUTES/GUEST TEACHERS

Guest teachers are a critical part of the smooth operation of the education program at Monroe 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 activities any time the class is being taught by a guest teacher.

1. Lesson plans, class lists, and other pertinent information should be easily located by the guest teacher.
2. All staff shall maintain up-to-date seating charts for each class and keep them in a place where a guest teacher can readily find them.
3. Teachers shall make adequate plans to assist guest teachers in conducting learning experiences appropriate to their subject and 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.

SUBSTITUTE SHORTAGE COVERAGE

When there is no substitute to cover for a classroom teacher, the following specialists will cancel their own classes and rotate to cover for the shortage:

- Katie Sullivan (Reading)
- Sarah Muchinsky (Math)
- Johanna Hilde (PE)
- Kathleen Sasnett (Art)
- Ann Wilkinson (Music)
- Kerry Qualey (Library)

TEACHING SUPPLIES

Materials and supplies are available in the workroom for your use. If you cannot find needed items, please check with the office staff. Students will not be allowed in the workroom at any time. Please take only what you need, keeping in mind that the office manager orders supplies each month.

VISITORS

All visitors must sign in and out through the office. Please advise the front office staff if you are expecting a visitor to your classroom. For complete information, please refer to the district's policies on visitors. Certain visitors are prohibited from visiting students. Please see Policy 4313P 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 9.01A), "The normal working day for full-time employees shall be seven and one-half (7 ½) hours, inclusive of the duty-free lunch period." At Monroe Elementary School, the normal work day for certificated staff is 8:00 a.m. to 3:30 p.m., except for those days with modified work schedules or when a work day extension has been scheduled.

STUDENT/INSTRUCTIONAL INFORMATION

ARRIVAL/MORNING PROCEDURES

This year, we are changing the morning routine to encourage a calmer start to the day. Please help our parents understand the changes are for safety and efficiency.

ALL students will arrive to school and go straight to breakfast. If the student chooses not to eat breakfast, he/she will proceed to the covered area behind the gym (4th and 5th grades) or to the gym (1st through 3rd grades), sit in line, and read a book.

Kindergarteners will NOT sit in the covered area. Instead, they will remain in the Kinder Corral in the front of the school. Parents should not escort their students to the classrooms. They may escort them to the cafeteria to eat with them and say goodbye there.

ATTENDANCE

Attendance will be done by the homeroom teachers on the computer every day by 9:05 a.m. 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 school grounds. Students who ride their bikes to school will be required to 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. Paras and administrators will supervise the cafeteria and recesses. It is important to be sure each child knows what is expected in regard to behavior and rules and regulations. Teachers will assist in teaching behavioral expectations for the cafeteria, playground, office, 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. In addition to parent/teacher conferences, teachers are encouraged to maintain close contact with parents through 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.

DISMISSAL

Upon dismissal, students are to leave the school grounds and go directly home. Exceptions will be made for patrols and students assigned to special tasks, activities, or projects. Teachers are to walk all students down to parent pick up in front of the school in the following manner:

- Kindergarten exits from classrooms through rooms 101 and 102.
- First floor classrooms exit through the main doors.
- Portables go down the cement stairs and through the gate using a CAT15 key.
- Second floor classrooms 208, 221, 222, and 225 go down the green stairs and out the main doors.
- All other second floor classrooms go out the second floor NW door, down the cement stairs by the portables, and through the gate using a CAT15 key.

Students who ride the bus home will line up in the covered area behind the gym until they are escorted to the appropriate bus by the supervising paraeducator.

*All early dismissals must be cleared through the office, and all students must be picked up by a parent/guardian from the office. Parents who appear at your classroom, without a visitor 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. The office staff will provide passes for each teacher. Students found in the hallways by administration or support staff without passes will be escorted back to their classroom.

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 an 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 or injury is as follows:

1. The health room assistant or the office staff will notify the parent or emergency designee on the enrollment form.

2. The student will be sent back to class to get his/her things and have the teacher initial the pass. If the student is unable to return on his/her own, a staff member will be sent with the pass for you to initial. This process lets the office know the teacher is aware the student is going home.
3. The student must bring the pass back to the office and then wait in the office or health room for the parent.
4. The parent must sign the child out at the office front 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 district policy 2311.

MONEY

No money should be left at school overnight. Also, it should not be left in the student desks during the day. Students should only bring to school enough money for lunch.

PBIS

Monroe Elementary uses Positive Behavior and Intervention Supports as the school-wide code of conduct. Students are recognized and celebrated for following expectations and are retaught or given extra support when expectations are not met.

RECESSES

All students are to go outside during recesses unless: they are awarded Alternate Recess by their teacher; they are assigned Reflection Time by administration; or, they have a note from a parent that has been approved by the principal indicating a student must remain indoors for health reasons.

Students should never remain in the classroom unsupervised. Teachers are liable in the event an incident occurs from unsupervised students. When weather is inclement, as determined by the supervision paras, students will play under the covered area.

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 it being implemented.

STUDENT BEHAVIOR AT SCHOOL

Each year, all students receive a hard copy or an electronic copy of the District's Rights and Responsibilities Handbook. Teachers need to collect the signed handbook sheets from EACH student and return them to the office where they will be stored each year. This process is extremely important for compliance with district policy. If you do not receive signed forms for students by September 30, please forward the students' names to the office. Office staff will refer the names to the principal for review and follow up.

Academics are to begin on the first day of school in conjunction with class building, team building, and the school acronym SOAR (the rules) so that we establish safe classroom environments for the year.

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 recesses. Please remember, if you are late or early, you are affecting someone else's ability to carry out their duties on time.

TELEPHONE

Students will not be allowed to use the phone during the day unless there is an emergency. Teachers should take into consideration the student's age, purpose of the call, and potential to disrupt the learning environment and use their professional judgement when allowing them to use the classroom or office phone. Arrangements for visiting friends after school, or similar personal issues, are not considered important and should be made at home.

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

WITHDRAWAL FROM SCHOOL

When a student leaves Monroe in the middle of a grading period, it is important to provide the receiving school with some evidence of the progress that has taken place since the last grading period. If a student leaves Monroe within 3 weeks of the end of a grading period, please complete a progress report and provide a copy to the office assistant to include when sending the student's file.

ASSEMBLY SEATING CHART

Primary Seating (P/K/1st/2nd) – Cafeteria

STAGE

Rajaguru & Olsen		Wolf & Winters
Burwell		De Leon
Johnson		Martel
Preus		Erickson
Marshall		Moody
Noble		Sollenberger
Rauen		Schouten
Toneri		Wallace

Intermediate Seating (3rd/4th/5th) – Cafeteria

STAGE

Nelson		Davis
Jellyman		Judy
Gifford		Granstrom
Perkins		Walkley
Jaffe		Lagen
McCarthy		Worl

Whole School – Cafeteria

STAGE

Rajaguru & Olsen		Wolf & Winters
Burwell		De Leon
Johnson		Martel
Preus		Erickson
Marshall		Moody
Noble		Sollenberger
Rauen		Schouten
Toneri		Wallace
Nelson		Davis
Jellyman		Judy
Gifford		Granstrom
Perkins		Walkley
Jaffe		Lagen
McCarthy		Worl



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.

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

Policy/ Procedure	Title	Description	Situation to apply
<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. • For parents to challenge a curriculum or excuse a student from participation in curriculum.

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

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

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

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

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

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

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

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

Policy/ Procedure	Title	Description	Situation to apply
6505P	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.
6531	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.
6540P	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.
6550P	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.
6571P	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.