

# Forest View Elementary Staff Handbook

2018-2019



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Phone: (425)385-7900

Darren Larama  
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Principal  
Assistant Principal

425-385-7990  
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Forest View's web page: <https://www.everettsd.org/forestview>

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## **The Mission of Forest View Elementary**

Forest View Elementary school provides rigorous and aligned instruction in order to foster flexible thinkers prepared to address the demands of a 21st century global community. We pursue collaborative solutions to ensure the growth of all students.

## **School Wide Expectations**

Be safe.

Be respectful.

Be responsible.

## **Classroom Management**

At Forest View Elementary, every classroom teacher has a Classroom Management Plan. Each teacher will have clear and specific plan that is consistently followed and clearly articulated to both students and parents. It is recommended that a plan include positive reinforcement, supportive corrective actions, and consequences.

In the event a student should fail to respond positively to the classroom behavioral expectations, the following process will be used:

- Fill out an electronic referral via SWIS online referral:
- If a teacher needs additional support, send the student to the office to meet with an Admin Para Support/Assistant Principal/Principal
- The Admin Para Support/Assistant Principal/Principal will be responsible for calling the parents unless they ask the teacher for assistance

## **Visitors/ID badges /Volunteers**

Every adult in the building needs to be wearing an identifying badge at all times. All visitors and parent volunteers must check in at the office upon entering and leaving the building. It is our staff responsibility to ensure that visitors sign in and are wearing a badge. If any staff member sees a visitor without a visitor sticker/badge, please send the visitor to the office. Please notify the Principal/Assistant Principal and office staff prior to the arrival of classroom guests or visiting speakers.

All volunteers (anyone **helping** at the school) need to be approved through the Everett Public Schools. Staff requesting volunteers are responsible for making sure the volunteer completes an updated background check.

## **Work Day**

Teachers are expected to be at school by 8:25 am each school day. After school, it is important for staff to ensure the safe departure of students. Teachers are expected to be in the building until 3:55 pm. When you leave the building during your work day, please sign out and let the office staff know in case of an emergency or if an administrator needs to communicate with you.

## Forest View Building Instructional Leadership Team

Our School Improvement Team meets once a month on Tuesday at 8:00 a.m. in a designated location determined by the principal. The purpose of is to facilitate the implementation of the School Improvement Plan that was developed by the entire staff. The School Improvement Team is composed of the team leaders from each of the grade level and/or content teams, the leaders of the action teams and the administrative team.

## School Events Calendar

Any staff members requesting a calendar/event addition or change, please see Sarah Ragab and/or Kristi Davidson for approval prior to any official change to the School Events Calendar. Staff members are expected to consult the School Events Calendar for possible conflicts when planning events. Events that will take place outside of the regular school day on the Forest View Campus require an approved Facilities Use Permit (FUP), which is available from Kristi Davidson. A FUP must be submitted in time to effectively notify other organizations which use our campus. Use of the cafeteria during the school day must also be scheduled through Sarah Ragab.

## Staff Meetings

These meetings are intended for Forest View staff and will begin on Tuesday at 8:25 a.m. in the library. By contract, attendance is required for all certificated staff; other staff members are encouraged to attend. Certificated staff who may not able to attend a staff meeting are expected to discuss the need to be absent with an administrator prior to the meeting.

## Important Dates (TBD)

September 3	Labor Day Holiday
September 7	Individually Directed Workday
<b>September 5</b>	<b>First day of school for students</b>
October 13	LID Day. No school for students
October 20	Early release for conferences preparation
October 23-27	Early release for parent conferences
November 10	Veteran's Day, no school
November 22	Student/employee early release
November 23-24	Thanksgiving Break, no school
December 18-January 1	Winter Break, no school
January 15	Martin Luther King Jr. Holiday, no school
January 26	2nd Quarter/1st Semester ends
<i>Second Semester</i>	
January 29	Individually Directed Workday. No school for
students.	
February 19-20	Midwinter Break, no school

March 26-30	Early release for parent conferences
April 2-6	Spring Break, no school
May 28	Memorial Day, no school
June 8	Early Release for all Students (2 1/2hours)
June 19	Last student day, early release

Note: Emergency make-up days will be added to the end of the school year.

### **Learning Improvement Fridays (LIF)**

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

### **Administrator-facilitated Fridays**

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

### **Employee-facilitated Fridays**

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

Dates will be updated when the contract is negotiated:

#### **Administrator-facilitated Fridays**

9/15  
9/29  
11/3  
12/12  
12/15  
1/12  
1/26  
2/9  
2/23  
3/9  
4/13  
4/27  
5/11  
5/25  
6/15

#### **Employee-facilitated Fridays**

9/8  
9/22  
10/7  
11/17  
12/5  
1/5  
1/19  
2/2  
2/16  
3/2  
3/16  
4/20  
5/4  
5/18  
6/1

## **Administrative Responsibilities Darren Larama – Principal**

### **Responsibilities:**

- ☐ Evaluations
- ☐ Para Meetings
- ☐ SIT/IEPs
- ☐ Budget
- ☐ OTG Meetings
- ☐ Master Schedule
- ☐ Building Instructional Leadership Team
- ☐ Falcon Flyer
- ☐ Professional Development
- ☐ School Improvement Planning/SOSR/8-step
- ☐ Staff Meetings
- ☐ Behavior/Discipline
- ☐ Custodians/Maintenance
- ☐ PTA
- ☐ Field Trip Approval
- ☐ Family Newsletter
- ☐ Hiring

## **Administrative Responsibilities**

### **Paige Nguyen – Assistant Principal**

#### **Responsibilities:**

- ☐ Evaluations
- ☐ Safety Committee
- ☐ Emergency Drills
- ☐ Attendance Committee
- ☐ Behavior/Discipline
- ☐ SIT/IEPs
- ☐ OTG Meetings
- ☐ Student Supervision
- ☐ Falcon Flyer (instructional tip--every other week)
- ☐ School Improvement Planning/SOSR/8-step
- ☐ PBIS
- ☐ PTA
- ☐ Camp
- ☐ New Teacher Support
- ☐ Handbooks
- ☐ Spanish and Vietnamese Translation
- ☐ Hiring



## Forest View Staff and Phone List

**Forest View Staff List**  
**Main Office # 425 385-7900**  
**Fax # 425 385-7902**  
**24 Hour Attendance Line # 425 385-7905**  
**SONITROL # 425 258-3655**

<u>Administration</u>	<u>Room</u>	<u>Ext</u>	<u>Specialists</u>	<u>Room</u>	<u>Ext</u>
Darren Larama, Principal	B 206	7990	Brenda Balkce, OT/PT	A 107	7927
Paige Nguyen, Assistant Principal	B 206	7991	Lisa Baretta, P.E.	C 206	7977
Kristi Davidson, Office Manager	B 206	7901	Anne Manhas, Psych	B 206	7912
Sarah Ragab, Office Assistant	B 206	7903	Sarah Elliot, Music	P-5	7985
Andrea Angeles, RN	B 206	7904	Shelly Mitchell, SLP	A 106	7926
Deena Serafini, HRA	B 206	7906	Meg McClure, SLP	A 106	7926
<u>ER/ Life Skills</u>			Ali Davis, ELA Coach	B 206	7913
Elizabeth Parks	A 207	7957	Debra Strong, Math	B 206	7913
Bevin Storla	A 208	7958	Michele Hoyer, Tech	A 105	7925
<u>Kindergarten</u>			Amie Nesting, Library	B 202	7908
Jackie Zarnick	A 205	7955	Chris Reynolds, OT/PT	A 107	7927
Kari Henderson	B 201	7961	Sara Platteborze, Spec. Support	A 105	7925
Leigh Benaderet	C 203	7973	Alicia Russell, Spec. Support	A 105	7925
Mary Gnozzio	C 204	7974	Merriah Sample, Counselor	B 206	7910
Linda Surina	C 205	7975	Kaitlin Kalkwarf, Resource	C 206	7980
Megan Sanchez	C 201	7971	<u>Food &amp; Nutrition Staff</u>		
<u>First Grade</u>			Jennie Huth, Manager	C 206	7907
Annie Frank	A 201	7951	Michelle Schilling	C 206	7907
Britani Davis	A 202	7952	<u>Custodial Staff</u>		
CC Willey	A 203	7953	Carl Knoke, Head Custodian	C 206	7997
Pam Pilon	A 204	7954	Volly Parkhuts	C 206	7997
Joya Crawford	B 203	7963	<u>Support Staff</u>		
Megan Breer	A 206	7956	Anna	A 208	7958
<u>Second Grade</u>			Sangeetha Augustine	A 208	7958
Brian Cummins	A 101	7921	Virginia Andrzejewski	A 105	7925
Kirsten Henrikson	A 102	7922	Elizabeth Breen	B 206	7909
Betsy Williamson	A 103	7923	Shereen Beutler	A 105	7925
Amy Adams	A 104	7924	Yvette Charbeneau	B 206	7909
Brenda Milam	B 104	7934	Andi Contreras	A 208	7958
Connie Simons (HC)	C 202	7972	Lisa Ogle	A 207	7957
<u>Third Grade</u>			Alicia Giroux	A 208	7958
Julie Rawlins (HC)	B 101	7931	Melisa Hare	B 206	7909
Gema Robb	P-1	7981	Cindy Johnson	A 105	7925
Mary Bjorneby	P-2	7982	Liz Johnson	B 206	7909
Amy Lee	P-3	7983	Kara Moore	A 207	7957
Marlow Finlinson	P-4	7984	Andrea Rosen	B 206	7909
Charley Myers	P-6	7986	Michelle Warncke	A 106	7926
<u>Fourth Grade</u>			<u>Misc. Numbers</u>		
Judi Goldman	C 101	7941	Large Conference Room	7914	
Maryann Hansen	C 104	7944	Staff Lounge	7920	
Holly Davidson	P-10		Work Room	7909	
Derek Ryals	P-9		<u>Lunch</u>	<u>Recess</u>	
Pamela VanHorne (4/5 HC)	P-8	7988	12:30-12:50ADK	12:10-12:30	
<u>Fifth Grade</u>			12:55-1:15 1 <sup>st</sup>	12:35-12:55	
Kristen Anderson (HC)	P-7	7987	12:05-12:25 2 <sup>nd</sup>	11:45-12:05	
Ali Nichol	B 103	7933	10:50-11:10 3 <sup>rd</sup>	10:30-10:50	
Matt Johnson	B 102	7932	11:15-11:35 4 <sup>th</sup>	10:55-11:15	
Hailey Riehl	C 102	7942	11:40-12:00 5 <sup>th</sup>	11:20-11:40	
Teresa Reynolds	C 103	7943			

## **Policies and Procedures**

### **ABSENCE REPORTING AND LEAVES OF ABSENCE**

#### **REPORT ABSENCES**

SmartFind Express - [www.everettsd.eschoolsolutions.com](http://www.everettsd.eschoolsolutions.com) or call - 1-888-632-6493

#### **LEAVE WITHOUT PAY**

- Any leave without pay must be pre-approved by the immediate supervisor prior to the leave being taken. eSchool Solutions SmartFindExpress has been updated to alert the employee that a Payroll Absence Verification Form is required for this type of leave to be taken (similar to how bereavement leave works).

#### **LONG-TERM LEAVE & WORK RESTRICTIONS**

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

Questions about absence reporting contact:

- Ingrid Stafford, Substitute Coordinator @ 4111 or 24 Hour Line @ 425.320.1337

*Payroll Absence Verification forms available in office*

### **COMMUNICATIONS**

#### **Morning Bulletin**

The morning bulletin will be sent out daily by Kristi Davidson. It is the staff's responsibility to read it daily for school updates.

#### **Email**

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

All staff are to check their email each day. Refer to the email guidelines under Instructional Resources on page 37 for specific policies and procedures related to the acceptable use of district email. Students must not be given teacher's password to access teacher's email or other electronic records.

#### **Staff Weekly Bulletin**

The Falcon Flyer is published once a week and will be accessible through email. Staff members are responsible to read the weekly bulletin carefully each week. Schedules for the week, calendar changes, important news, instructional tips, and other critical information is included. If any staff member would like to include information in the bulletin send it to administrators before Friday. The information in the weekly bulletin is for staff only; students and parents should not have access to this information. Please keep your copies in a secure location.

#### **Mailboxes in Office**

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

#### **Public Relations**

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

#### **Staff – Student Communication**

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

#### **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.

#### **Communicating Discipline Concerns**

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

## **DISCIPLINE**

*"Rules don't teach responsible and ethical behavior. People do."*

Frey, Fisher, and Pumpian, 2012

According to ESD Policy 3000, "In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective action shall be fairly and moderately handed out primarily to modify behavior rather than to punish students."

### **Teacher Rights and Responsibilities**

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

Several pertinent ESD policies include:

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

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

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

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

### **Discipline Plan:**

**Staff at Forest View Elementary will pilot a PBIS Referral system by following the referral flowchart.**

We work with a progressive discipline policy at Forest View Elementary. In order for this process to work there are stepwise progressive discipline steps that begin in the classroom. When a minor infraction occurs:

**Step 1** Student warned

**Step 2** Private conference between teacher and student

**Step 3** Temporarily remove student to an adjacent Partner Teacher Classroom (if applicable)

**Step 4** Lunch in the office or recess time out (depending on severity of infraction)

**Step 5** Parent Contact (could occur at any step up to this one).

**Step 6** Referral to Office for discipline (There will be parent contact by administrator or teacher).

Below is a list of infractions that a teacher could directly refer a student to the office if the other steps in the discipline process have been followed. (This is not an exhaustive list of infractions. Other infractions could result in discipline)

### **Minor Infractions**

Disruptive Conduct

Failure to follow directions/non compliance

Harassment (low level)

Failure to follow directions/non compliance

Refusal to work  
Cheating/Plagiarism  
Lying  
Disrespectful Behavior  
Vulgarity/Profanity

Minor infractions could immediately become major infractions depending on the severity or persistence of the behavior.

### **Major Infractions**

These are examples of conduct that **would require a referral to the office for action by the Administrator.** (This is not an exhaustive list of infractions. Other infractions could result in discipline).

Harassment/Bullying  
Assault/Fighting  
Defiance/Insubordination  
Multiple Minor Infractions

In the event a student should fail to respond positively to the classroom behavioral expectations, the following process will be used:

- Fill out an online referral through our PBIS SWIS system

### **EMERGENCY PROCEDURES**

See [https://epscloud-my.sharepoint.com/personal/04532\\_apps\\_everettsd\\_org/Documents/Forest%20View%20Staff/](https://epscloud-my.sharepoint.com/personal/04532_apps_everettsd_org/Documents/Forest%20View%20Staff/)  
Email Assistant Principal if you want a hard copy.

### **FACILITIES AND EQUIPMENT**

#### **Furniture**

We do not have extra furniture at Forest View. Out of respect for your colleagues, and inventory purpose, please do not take furniture or other items from other areas in the building without first speaking to administration. If an administrator approves the furniture move, it is the teacher's responsibility to make sure the item has a label indicating the original location. Each classroom has specific furniture purchased for the room, such as a teacher's desk, chair, bookshelves, and file cabinet.

#### **Lamination**

Staff should send place their lamination in the box for para educators to laminate. Due to the high cost of laminating material, please laminate only items that are for instructional and reusable purpose. Student art work will not be laminated. It will be done once or twice a week.

#### **Property Damage**

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

**Staff Lounge and Work Room**

Staff are **NOT** to send students to the staff lounge or work room for **ANY** reason. It is important to maintain confidentiality and safety for our students. It is the responsibility of every staff member to clean up after themselves when using the staff lounge and work room.

**Technology**

Classrooms are furnished with computers, printers, overhead projectors, and other standard technology. To borrow other equipment, please contact the school librarian or administrators.

**Storage**

In an effort to create equitable storage opportunity and minimize excess materials from collecting space, please discard any old personal materials, and/or surplus old unused curriculum.

**FIELD TRIPS**

Approval for any Field Trips must go through Darren or Paige. Field trip forms are available in the office from Kristi Davidson. (2320P)

Pre-approval of day field trip from the building administrators, Darren or Paige. Transportation requested through office manager, Kristi Davidson.

**Chaperones**

The number of adult supervisors should be based upon the age of students, duration of the trip, safety considerations, and nature of activities planned. Students should be under the direct supervision of a staff member or adult supervisor. It is the responsibility of the teachers to check the list of approved volunteers who are already approved. Be sure to discuss any questions about adequate supervision with the Principal. A district staff member shall accompany students on field trips.

**Time Frames**

Because field trip requests can often come in during “peak request seasons” the first two weeks and the last three weeks of a semester will be times when field trip requests are not accepted. Exceptions will be looked at individually by Darren or Paige.

**Field Trip Planning Timeline****30 school days prior:**

Meet with building administrator/designee to request preliminary approval to proceed with planning. The Field Trip Request form establishes preliminary approval. Alert the district registered nurse/health room assistant to review special medication or health care needs. Notify Transportation Department if buses are to be used.

**15 school days prior:**

Meet with building administrator/designee to determine if all requirements have been met and obtain approval signature on Informed Consent Notice.

**10 school days prior:**

Provide Informed Consent Notice signed by building administrator/designee to parent/guardian and Adult Supervisor Informed Consent Notice to volunteers with trip information. Submit Volunteer Disclosure Statement forms for adult Supervisor(s) for approval.

**5 school days prior:**

Require return of the Informed Consent Notice signed by parent/guardian and Adult Supervisor Informed Consent Notice signed by the volunteer. Provide district registered nurse/health room assistant with all participant medical information obtained from the Informed Consent Notice.

**3 school days prior:**

The staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant. All medications, prescription and non-prescription, as well as licensed health care professional orders and signed

parent/guardian permission for medications must be in the Health Room. Adult supervisors will receive written instructions and be trained in their responsibilities.

**Day of trip/return:**

The staff member designated to administer medications shall pick up and count medications in the office before departure. Upon return, all medications will be counted and returned to the Health Room along with the paperwork.

## **FINANCES**

### **Cash Handling**

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

- ☐ Before charging a fee for any school activity, item or event, discuss your plan with an Administrator. State laws and district policies are very strict concerning fund raising in public schools.
- ☐ Far in advance, request a cash box and any necessary documents that will be needed for your event with Kristi Davidson.
- ☐ After sales are done for the day, count all money, and fill out an Activity cash report.
- ☐ The Activity cash report and all money **MUST** be turned in to Kristi Davidson daily!
- ☐ Checks must be made payable to Forest View Elementary.
- ☐ It is **ILLEGAL** to give cash back if a check is written for more than the amount required.
- ☐ **NEVER** cash a check outright.

### **Collecting Money From Students**

All money should be handled through Kristi Davidson. **At no time should teachers/staff handle money.** Once the student pays they are to show their receipt verifying payment to their respective teacher/staff member.

### **Fees**

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

### **Fund Raising**

All fundraising activities must be handled through Kristi Davidson. Well in advance, a fundraiser request form must be filled out and signed by the club/team, advisor/coach, ASB cabinet representative, ASB Treasurer, and Primary Advisor.

It is critical that all appropriate procedures are followed when having a fundraiser. **Please meet with Kristi, Darren, and Paige prior to the fundraiser to help insure all necessary steps are followed.**

### **Tutoring**

"School facilities, material or equipment will not be available without charge for paid private lessons or tutoring conducted by staff members or others." [5220]

### **No Personal Gain From Students**

Under state law, school personnel may not gain financially from students or their parents through the conduct of their professional duties.

**Requisitions and Purchase Orders for General Fund**

- ☐ Purchases should be planned in advance and be supportive of school goals.
  - ☐ General Fund purchases are handled by Kristi Davidson. Please see her with any questions.
- Reimbursements MUST be pre-approved. Do not make a purchase without getting the proper approval.

**Technology Repair Procedures**

Please send all technology related problems/issues to Help Desk at ext. 4357. If they are unable to resolve the issue, then administration will assist.

**Use of School Resources**

Under state law, school personnel may not use resources provided for educational purposes for their own use. This would be regarded as a misuse of public funds, or a “gift of public funds.” For example, staff members cannot use school equipment without charge to teach a course under the auspices of another school unless the district is reimbursed.

**GRADING AND PROGRESS REPORTS****Assessment**

“All assessment shall be designed so that the results are used by educators as tools to evaluate instructional practices and to initiate appropriate educational support for students. Assessments shall provide an opportunity for students to be measured fairly and impartially.” [2130]

**End of Semester Grading**

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

**Grade Book**

Teachers are required by state law to maintain an up-to-date grade book which records grades, student absences, and tardies. The marking system should be clear, fair, and accurate. An explanation should provide a key to understanding markings. Teachers using an electronic grade book must back up their data. The grade book (or hard copy of an electronic grade book data) is turned in to the office at the completion of the school year, and is kept on file for several years. [Reference: ESD Policy 2140]

**Report Cards**

Report cards are mailed home after the close of Semester. Grades are due according to a schedule communicated by the district.

**HANDBOOK CHANGES**

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

**INSTRUCTIONAL RESOURCES****Academic Freedom**

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

**Copyright Compliance**



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

### **Copyright Laws and Videos**

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

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

Showing of home videocassettes without a license, when one is required, is an infringement of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” it is a federal crime (Section 506). In addition, even innocent or inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing, and other penalties (Section 501-502).

### **YouTube & Online Video Services**

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

### **Pledge of Allegiance**

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

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

## **PARA EDUCATORS’ SCHEDULE & COMP TIME**

### **Para educator Monthly Staff Meetings**

Each month the Para educator staff will meet with Administrators to discuss agenda items raised by each group.

#### **Para educator Leave Procedures**

1. Enter absence into substitute reporting system [Smartfind](#)
2. Optional: Contact office to report absence
3. Office Manager and Admins decide to fill with sub or not
  - a. Priority given to critical supervisory sub duties

#### **Para educator Leave Without Pay**

Prior to any leave without pay the district "Leave Without Pay" form must be filled out and approved by Human Resources Classified Director.

#### **Comp Time**

*By default administrators will ask Para educators to fill out a time sheet instead of accruing comp time.* Administrators must approve any comp time accumulated before the time is worked. Comp time must be used within a reasonable amount of time after accumulating; priority is given to needs of building and administrators, especially during critical times close to major breaks and end of year.

Para educator staff can accumulate comp time thru these channels:

- Arriving before scheduled work day for staff meeting, or staying late for a staff meeting
- Extra work assigned by administrative staff (curriculum night, etc...)

These times will not result in comp time accumulated:

- Staying late for bus pickup (timesheets will be maintained by Office Manager)
- Skipping lunch

Comp time log will be maintained and monitored by Office Manager and administrators.

### **PE INJURIES**

If a PE injury occurs, the student must tell the appropriate PE teacher who will determine if the injury requires ice or other attention. Ice will be provided for the student. If further treatment is indicated, the student will be sent to the nurse's office with a pass directly from PE. With all head injuries, the student should be assessed in the Nurse's Office and a Head Injury report form be filled out within 24 hours of the incident. The nurse or assistant will call the parent.

### **SAFETY RULES AND POLICIES**

According to ESD Policy 6503P-D, "Students shall be oriented to the school setting the first week of school. Students shall be informed of designated areas for specific activities." Teachers should frequently review fire and emergency procedures as well as classroom rules and procedures. All Science, Art, PE, HFL and other staff working with potentially dangerous machinery or materials must develop a full set of guidelines to protect their students' safety. These safety rules must be posted and copies sent home and with students for review with their parents.

### **ARRIVAL & DISMISSAL PROCEDURES**

#### **Forest View Morning/Arrival**

Breakfast is available starting at 8:55 every morning. Students should not come to school or be dropped off before 8:55 for their safety: we do not provide supervision before 8:55. When students arrive...

- Kiss and Go: students must be able to unbuckle and exit out of the passenger's side independently. Parents must park if students need assistance in getting out of their car.
- Parent Drop Off – park and walk your child to their designated drop off area:
  - Kindergarten go to the Kindergarten play area.
  - First grade students go to the kindergarten play area.
  - Second, Third, Fourth, and Fifth grade students go to the covered play area.

#### **Forest View Afternoon/Dismissal**

- Parent Pick Up – park and walk to the covered area and wait behind the cones. All students are dismissed through the covered play area.
- Kiss and Go students are walked from the covered play area to the Kiss and Go line in front of the school. They are walked to their cars once the cars enter the yellow loading area. Students must be able to buckle themselves in without assistance.
- Please contact the school office directly by phone and email the teacher if you need to change a child's pickup plan during the day.

### **Absentee/Tardy Policy**

We will write tardy/admit slips beginning at 9:17 am per the wall clocks. Assistant Principal, Office Assistant and Counselor will review a monthly report for absenteeism and tardiness issues. There is an automated phone call for students who are absent; it is very important for teachers to be punctual with recording their attendance. **Attendance must be completed by 9:30 a.m.** due to the automated phone call.

Parents/guardians may contact the school in writing to provide an explanation for a student absence. Such parent/guardian written contact can be in the form of a hand-written note, sent from the parent/guardian email, or sent by fax. The written note should contain the following information:

- Student name and ID number
- Dates of the absence
- Reason for the absence
- Parent/guardian name
- Signature if it is a hand written note
- Parent/guardian phone number
- Non-English speaking families can call 425-385-4011

At the elementary level, a students' attendance will be recorded as a full day absence when the student misses more than 50% of the instructional minutes scheduled for that school day. On a regularly scheduled school day, there are 6.5 total hours per day.

#### **Pre-arranged absences:**

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged within to the absence and approved by the principal (or designee). Pursuant to item K above, the principal (or designee) may **excuse up to five school days** for a prearranged absence per student each school year.

Assignments requested for a prearranged absence will be provided to the student or parent if requested five school days prior to the absence.

*Classroom teachers are responsible for taking attendance and letting the assistant principal and counselor know that there is an attendance concern for a specific student. Policy 3122P states: if an*

elementary student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the parent/guardian and student at a reasonably convenient time. After two unexcused absences within any month, a conference will be held between the parent/guardian, student and school official to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty calendar days of the second unexcused absence, the district may schedule the attendance conference the same day.

Teachers must turn in their attendance to the office by 10:00 am. It is important that teachers notify the office assistant if the teacher knows the reason for a student's absence or tardy.

Before 9:15 am, students who are late should report directly to class. Teacher should mark the student tardy. If a student arrives late without an admittance slip, the student needs to be immediately sent to the office. The office will then give the student an admittance slip and change his/her absence to a tardy.

### **SEARCH AND SEIZURE**

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

### **SECURITY**

Our district is now installing additional safety and security updates across the district – made possible by voter approval of the 2016 Capital Levy. School entryways will include an access control system and a video intercom system. This will allow the doors to each school to remain locked. The new systems will notify the office staff when a visitor wants entry into the school. Visitors will push a button enabling video communication with the office staff, who can then determine the visitor's reason for being allowed entry to the school before unlocking the door. Combined with existing gates and fences at schools, this lessens the chances of an unwanted, unauthorized person having unfettered access to the interior of a school. As the access control and video intercom systems are installed, we ask visitors to partner with us to protect students. We remind parents, vendors and even district staff to "check in" at the office and get a visitor badge. That way, staff inside the school, on the playground or near portables know who has permission to be on campus.

#### **Keys**

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

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

Staff may request to retain their keys during the summer break, but must verify the numbers of their keys with Kristi Davidson annually.

#### **Personal Belongings**

**Commented [LDJ1]:** Update language to reflect new office locked doors

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

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

For energy conservation purposes, the district prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and offices except in locations which are approved by the work site administrator; e.g. staff rooms. Also, for health and safety reasons, please see an administrator for guidelines which prohibits soft-sided furniture such as couches and overstuffed chairs, and slider-chairs.

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

### **Sonitrol Security System**

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

There are three Sonitrol locations: 1. Front of the School 2. Front of the YMCA Door 3. Back Doors by the Undercover Area

Please use your key fobs to gain access to these three doors.

These procedures must be followed. If anyone enters one of the buildings on our campus without coding in, the Security Office will contact the police, and officers will be sent to the school immediately. **Above all else. Please work with the building custodians to ensure clear and accurate information about coding out of any building, if you are using your classroom or any other space, after hours, on weekends, or during holidays. Forest View is charged for every false security alarm!**

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

### **Turning the System Off (to enter the building)**

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

1. Open the Sonitrol Box.
2. Push the far right arrow.
3. Enter your access code.
4. Press enter (#).
5. The WAIT light will illuminate briefly, then go off.
6. The OFF light will illuminate. This means the system is off and you are cleared to enter.
7. Sign in to indicate that you are in the building.

### **Turning the System On (to leave the building)**

Commented [LDJ2]: Need to list the three Sonitrol locations

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

1. Open the Sonitrol Box
2. Enter your access code.
3. Press AUTO ON
4. Press ENTER (#)
5. The WAIT light will illuminate briefly, then go off
6. The ON light will illuminate. This means the system is now on. The pad will begin to “beep” slowly. Leave the school immediately through the designated Entry / Exit door

### **Volunteers**

The following policies govern the use of volunteers: ESD Policy 5430: “The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens; hence, use of volunteers in the district is encouraged, subject to suitable regulations and safeguards.” ESD Policy 5430P: “A volunteer works under the direction and supervision of a district staff member. Volunteers are required to complete a disclosure statement (5430P, page 3) as part of the volunteer screening process.” Please notify Kristi Davidson, if you have a volunteer or wish to have one.

### **SELLING ITEMS AT SCHOOL**

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

### **MULTI-TIERED SYSTEM OF SUPPORTS TEAM (MTSS)**

The Forest View MTSS Team meets regularly. The purpose of the team is to make decisions and recommendations about the students who are struggling with academics, discipline, attendance, or social-emotional health. If teacher intervention produces unsuccessful results, students are referred by the teacher to the student’s counselor.

### **STUDENT PROPERTY**

See Student Handbook for Procedure

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

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

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

Student record information will not be released to most persons or agencies without the written consent of the parent(s)/guardian(s). However, the Everett School District will forward elementary and secondary student’s educational records on request to the school in which the student seeks or intends to enroll without further parent(s)/guardian(s) notification. Parent(s)/guardian(s) may

receive a copy of the records at their expense if requested. Similarly, transcripts or other information requested by students will be forwarded to colleges and educational institutions to which students are applying.

All rights of review and Due Process procedures transfer from parent(s)/guardian(s) to the individual student when the student becomes eighteen years of age.

For junior and senior high students, directory information includes the following information relating to a student: the student's name, address, telephone number, activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, graduation lists, class lists, scholarship and award winners, addresses and telephone numbers of Title I and Title IV students and parent(s)/guardian(s) for Advisory Committee use.

Information relating to the student's school records will be given to prospective employers at the request of the student.

Parent(s)/guardian(s) not wishing this information be made public should notify the school principal in writing within ten (10) calendar days following notice of these rights to students.

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

#### **School Conduct Rules**

#### **Everett School District No. 2**

Refer to the Student Rights and Responsibilities Handbook

### **STUDENT RECOGNITION**

All staff should plan for the recognition of personal and academic achievement of students. "The Board encourages staff to recognize students for significant growth and/or improvement in academic achievement and/or distinguished performance in any school or classroom activity." [2440]

### **STUDENT SUPERVISION**

#### **Assemblies**

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

#### **Hall Pass**

If it is necessary for a student to leave class, the student should carry the designated hall pass.

### **STUDENT WELFARE**

#### **Accidents**

"Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care." [3431P] Send the injured student to the office immediately with an

escort, if the injured student is able to go safely and comfortably. Otherwise, notify the office and request help while making the injured student as comfortable and as safe as possible. Complete and submit an accident report to the office promptly. If you yourself are hurt while at work, call the office immediately to ensure proper care. As soon as possible, obtain and complete an accident report form, available from Kristi Davidson. There is a short form for emergency accidents and a different form for non-emergency accidents.

### **Medication**

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

### **Safety**

All staff members are responsible for student safety under the following ESD Policy 3420P, page 1: "Staff are responsible for creating and maintaining the safest possible environment for students at all times." Except for during a lockdown, windows, doors and sightlines shall remain unobstructed.

### **Suicide**

"Any staff member who receives or discovers information about a potential suicide (notes, threats, conversations, etc.) will immediately notify the principal." [3423P, page 1]. Also, contact the student's counselor so action may be taken to assist the student.

## **SUBSTANCE ABUSE BY STAFF REPORTING PROCESS**

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

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

Unprofessional conduct includes:

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

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

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



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

### **SUBSTITUTES / GUEST TEACHERS**

Guest Teachers are a critical part of the smooth operation of the education program at Forest View Elementary. 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. The substitute procedure form must include the location of the sub folder in your classroom and any other pertinent information. Each teacher should have a substitute folder which contains the following: lesson plans, *a specific note (highlighted) indicating which days, time, and students will be picked up by a specialist*, specific classroom routines, emergency procedures, daily schedule, seating charts, class lists, contact information, and emergency sub plans. Substitute procedure forms and substitute folders must be updated and prepared.
2. All staff shall maintain up-to-date seating charts for each class and keep them in a place where a guest teacher can locate them easily.
3. Teachers shall develop plans to assist guest teachers in conducting learning experiences appropriate to their subject and the instructional goals.” (Collective Bargaining Agreement 10.03)
4. Preferred guest teachers can be requested through the district’s automated substitute calling program. Staff with questions about this system should ask for help from Kristi Davidson. Staff are responsible for informing the district of any personal absence by calling the Automated Sub System or by logging in to the system from the district website. (See Appendix.) All absences must be recorded in the system, whether you require a substitute or not. Staff must log in or call in to the system personally; the office cannot call in an absence for you. Any non-personal (eg. Field trip/conference) absence must be communicated to Kristi Davidson so she can enter the absence and “order” a sub.

### **SUBSTITUTES SHORTAGE PLAN**

#### **Section 9.0.1.E—Substitute Shortage**

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists.
2. The school plan shall address when employees released for on-site work or district trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.
3. On any given day, district-directed pullouts shall be limited to thirty employees and school directed pullouts shall be limited to twenty employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.
4. Once the substitute plans have been completed, please send a copy to Jean Hanson, Human Resources, or provide a link to the plans.

#### **Forest View Elementary Substitute Shortage Plan**

Finding substitutes in short notice can lead to more open vacancies than can be filled. Keeping this in mind, if you are feeling ill or if you are planning on a vacancy for whatever the reason, **it is very important that you get your request for the sub in as soon as possible to reduce the chance of a vacancy. You can always cancel a sub if you are feeling better.** Please put in for an open job in SmartFind unless you have pre-arranged with a substitute. Do not wait to talk to someone in the office. If you need any assistance in getting your SmartFind account access, please see Kristi.

The following steps will be used in order when a substitute shortage occurs:

1. Any staff participating in “on site work or district trainings will be directed and/or offered the opportunity to return.” (Previously scheduled DRA subs will not be reassigned.)
2. Any specialist substitutes will be used to cover classroom teachers and that specialist (library, music, PE, technology) will be cancelled. Teachers who miss planning time will be compensated.
3. The following certificated staff members will be used, in a rotation, to cover for a classroom teacher (and their classes/program will be cancelled):
  - a. Library (Amie Nesting)
  - b. Music (Sarah Elliott)
  - c. PE (Lisa Baretta)
  - d. Technology Facilitator (Michele Hoyer)
  - e. Counselor (Merriah Sample)
4. The following staff have their emergency substitute certificates and can be used in special circumstances to substitute for a classroom teacher:
  - a. Liz Johnson
  - b. Andrea Rosen
  - c. Ginny Andrzejewski

These steps will be used to fill subs for:

- Sick leave
- Personal leave
- District directed workshops (see step 1)

These steps will not be used for:

- DRA testing (please pre-arrange or schedule well in advance)
- Building based leave/PD (case by case basis)

### **SUPPLEMENTAL CLASSROOM ACTIVITIES**

#### **Contests**

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

#### **Parties**

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

- ☐ Use careful handwashing with soap and hot water before preparing and/or serving food, after using the restroom, after sneezing or coughing, and as necessary when food is being served.
- ☐ Food served to students should be served using disposable gloves or tongs. It is best to use gloves or utensils rather than touch with hands. If gloves or tongs are not available, serve with well-washed hands and use minimal touch.

- ☐ Due to the increase in allergies, please check with the school nurse or teacher for any specific allergies in the classroom. Please read labels carefully: some foods have “hidden” source of allergens (for example, tortilla chips fried in peanut oil).
- ☐ Cakes, breads, cookies, and other potentially non-hazardous baked goods are preferred.
- ☐ Prepared food from a commercial source is made following strict state and local inspection. For that reason, it is preferred that food items come sealed, from the store.
- ☐ Because of the difficulty of providing adequate refrigeration, foods containing custard or cream fillings are not to be served. Commercial fruit pies are acceptable, but not pumpkin pies or other custard pies made with eggs.
- ☐ Meat dishes, meat-filled pies, sprouts, and potato or macaroni salads should not be served.
- ☐ No home canned products are allowed.
- ☐ Fresh fruit can be used if it is washed and cut immediately before it is to be served. All cut melons are considered potentially hazardous and must be kept ice cold until served.
- ☐ Never serve unpasteurized milk or juice of any kind, especially apple juice or cider.
- ☐ Canned or bottled drinks are preferable to beverages that are mixed and brought in.
- ☐ Disposable cups and utensils are preferable. Minimize handling of all disposable cups, plates, napkins and utensils.
- ☐ For more information please visit the Snohomish County Health Department (<http://www.snohd.org/>).
- ☐ Popsicles need to be more fruit, than sugar in the ingredients.
- ☐ Avoid using the freezers in the cafeteria due to state inspections and write-ups.

### **Performances**

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

## **WEATHER RELATED EMERGENCIES**

### **Late Start Procedures for Weather or Other Emergencies**

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

### **Notification of Late Start Schedule**

When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, you will receive a message from the school via Blackboard (formerly ConnectEd - Please confirm with the office that your number is updated). Most radio and television stations will announce any school schedule change or cancellation every 15 to 30 minutes.

### **Radio and TV Stations**

KRKO AM 1380	KEZX FM 98.9
KCIS AM 630	KS LY FM 92.5
KWYZ AM 1230	KCMS FM 105.3
KTAC AM 850	KMGI FM 107.7
KIRO AM 710	KPLZ FM 101.5
KIXI AM 880	KMPS FM 94
KING AM 1090	KUBE FM 93
KEZX AM 1150	KPLU FM 83
KOMO AM 1000	KBSG FM 97.3
KMPS AM 1300	KRPM FM 106.1
KVI AM 550	KBRD FM 104

KBSG AM 1210  
KJR AM 950  
KLSY AM 1540

KOMO - TV 4  
KING - TV 5  
KIRO - TV 7

Please do not call the radio stations or district administrative offices. Jammed telephone lines only compound emergencies. Information is also immediately available on the Everett Public Schools' Web site. [www.everett.k12.wa.us/everett](http://www.everett.k12.wa.us/everett)

**Early Dismissal Procedures for Weather or Other Emergencies**

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

**To Enter an Absence**

Call 888-632-6493 for the Automated Telephone Substitute Request System

Or you can enter your absence on the district website. [www.everettsd.eschoolsolutions.com](http://www.everettsd.eschoolsolutions.com)



## **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
<b>SERIES 1000 – BOARD OF DIRECTORS</b>			
<a href="#">1400S</a>	Board Meeting Schedule	Yearly schedule of school board meetings	<ul style="list-style-type: none"> <li>To attend a school board meeting or refer someone to a meeting.</li> </ul>
Policy/ Procedure	Title	Description	Situation to apply
<b>SERIES 2000 - INSTRUCTION</b>			
<a href="#">2125P</a>	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"> <li>Before providing/piloting web resources</li> <li>Before creating a student account, uploading files, or utilizing a communication resource not part of an adopted instructional program</li> <li>Before notifying parents of approved web service not part of an adopted instructional program</li> </ul>
<a href="#">2145P</a>	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"> <li>While assessing the risk of student's mental health</li> <li>In the event a student suicide occurs or is attempted</li> <li>When looking for suicide prevention resources</li> </ul>
<a href="#">2150P</a>	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"> <li>Before implementing a new co-curricular activity.</li> <li>While reviewing the qualifications/criteria for a co-curricular program.</li> <li>Cross-reference to <a href="#">2150</a>.</li> </ul>
<a href="#">2151P</a>	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"> <li>When a new coach has been hired.</li> <li>When assessing a student's eligibility for athletics/activities.</li> <li>When a parent/guardian has questions regarding a student's eligibility.</li> <li>When a guardian requests to transport a student to/from an event.</li> <li>If a student is found potentially in violation of the code of conduct.</li> <li>When a student/guardian would like to appeal the school's decision in discipline or exclusion from a sport.</li> <li>If a student of the opposite gender requests to participate in an interscholastic program.</li> </ul>



<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">2153P</a>	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"> <li>• When a non-curriculum group requests principal recognition of co-curricular status.</li> <li>• Before permitting a co-curricular or non-curriculum group to utilize the school facilities for activities.</li> </ul>
<a href="#">2210P</a>	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"> <li>• When reviewing insurance or funding for student's special education provisions and services.</li> <li>• Before engaging with parents/guardians on the student's Individual Education Plan (IEP)</li> <li>• Before referring a child for special education and related services. (Child Find)</li> <li>• Before transitioning a student to special education services or vice versa.</li> <li>• Before disciplining or suspending a student with an IEP or that is undergoing evaluative testing.</li> </ul>
<a href="#">2211/2211P</a>	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"> <li>• Before accommodating a student with disabilities(s) or impairment(s) in any school service/program.</li> <li>• Before disciplining, a student recognized to have a disabling condition.</li> <li>• When referencing or complying to Section 504 and/or IDEA.</li> <li>• When placing a student in a program not operated by the district.</li> <li>• Before taking action to resolve a legal dispute regarding a student with disabilities.</li> </ul>
<a href="#">2311P</a>	Selection and Adoption of Instructional Materials	Procedures for adoption and approval of instructional materials.	<ul style="list-style-type: none"> <li>• Before implementing a social studies adoption.</li> <li>• Before establishing a Curriculum Review Committee</li> <li>• Before establishing an Instructional Materials Committee or adding a new member.</li> <li>• Before deciding upon a referral for the school board to review.</li> <li>• If an affected staff member would like to appeal a materials decision.</li> <li>• For parents to challenge a curriculum or excuse a student from participation in curriculum.</li> </ul>

Policy/ Procedure	Title	Description	Situation to apply
<a href="#">2320P</a>	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"> <li>• To obtain approval from building administration to organize/plan a field trip.</li> <li>• Before making financial arrangements for a field trip.</li> <li>• Before planning a field trip and communicating to parents/guardians.</li> <li>• Before approving a volunteer adult supervisor for field trips/events.</li> <li>• While reviewing the plausibility of a disabled student participating in a field trip.</li> <li>• When transportation is required through staff members or non-employee drivers.</li> <li>• When preparing for student health care needs, insurance and emergencies on field trips.</li> <li>• When experiencing issues with a student on a field trip.</li> </ul>
<a href="#">2321P</a>	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"> <li>• Before requesting a guest speaker.</li> <li>• Before the approved guest speaker visits the classroom.</li> <li>• Information for guest speakers to read relating to the topic of government and democracy.</li> <li>• Speakers that are elected or are running for office</li> <li>• Cross reference: <a href="#">2321</a> and <a href="#">2331</a></li> </ul>
<a href="#">2331/2331P</a>	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"> <li>• Before presenting a controversial topic or class to students.</li> <li>• Obligation for staff to be fair and impartial while facilitating classroom discussions</li> <li>• Before allowing a controversial speaker to present.</li> <li>• In the event a student does not wish to attend a controversial presentation.</li> </ul>

Policy/ Procedure	Title	Description	Situation to apply
<a href="#">2340P</a>	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"> <li>• Before instructing in a discipline that may have a religious dimension.</li> <li>• If student declines to participate in a school activity or requests to use school facilities after-hours related to his/her religious beliefs.</li> <li>• Before planning an activity focused on a holiday.</li> <li>• If a student engages in devotional activity during school programs or in activities before or after school on site.</li> <li>• If a parent/student is aggrieved by practices or activities conducted in the school or district.</li> </ul>
<a href="#">2410/2410P</a>	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"> <li>• Before the class of 2021 starts grade 9.</li> <li>• Before implementing a new secondary course study.</li> <li>• When reviewing a student's graduation requirements.</li> </ul>
<b>SERIES 3000 - STUDENTS</b>			
<a href="#">3122P</a>	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"> <li>• Use for definition of tardy, excused or unexcused absence and requirements for principals and certificated staff to enforce district's attendance policies and procedures.</li> </ul>
<a href="#">3200</a>	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"> <li>• Quick reference guide to district policies and procedures related to student rights, conduct and corrective actions.</li> </ul>
<a href="#">3204/3204P</a>	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"> <li>• Reference for steps to take to identify, report, and address HIB and for staff interventions.</li> </ul>
<a href="#">3205/3205P</a>	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"> <li>• Definition of harassment, complaint process and corrective actions.</li> </ul>
<a href="#">3210/3210P</a>	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"> <li>• Use for definition of nondiscrimination and district's nondiscrimination statement. Complaint process outlined.</li> </ul>

<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">3213/3213P</a>	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"> <li>Definitions and specific steps for compliance with local, state and federal laws concerning transgender students.</li> </ul>
<a href="#">3224/3224P</a>	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"> <li>When a student's clothing or something they are wearing disturbs, disrupts, interferes, or detracts from the school environment, activity, or meeting educational objectives.</li> </ul>
<a href="#">3231P</a>	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"> <li>Process for referring a student's suspicious activity related to possession of unknown property to the principal/designee.</li> </ul>
<a href="#">3232P</a>	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"> <li>Process for referring a student's suspicious activity related to possession of unknown property stored on school grounds to the principal/designee.</li> </ul>
<a href="#">3244/3244P</a>	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"> <li>When a student's conduct on a school bus merits corrective action.</li> </ul>
<a href="#">3245/3245P</a>	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"> <li>Use when a student's use of district hardware (computers, laptops, cameras), software, internet, network, or Wi-Fi have been used inappropriately.</li> <li>Inappropriate actions with other individuals on websites; cyberbullying awareness and response.</li> </ul>
<a href="#">3246P</a>	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"> <li>Guidelines for student use of PEDs in the classroom and steps for violation of rules.</li> </ul>
<a href="#">3300</a>	Corrective Actions	All students shall submit to the rules of the district and the school they attend.	<ul style="list-style-type: none"> <li>Definitions of staff professional judgement in enforcing district and school rules.</li> </ul>

<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">3311</a>	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"> <li>• Process for removing student from class, school, or district property.</li> </ul>
<a href="#">3312</a>	Detention	Staff may detain students for minor infractions of school rules or regulations, or for minor misconduct.	<ul style="list-style-type: none"> <li>• Process for assigning detention to a student.</li> </ul>
<a href="#">3318</a>	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"> <li>• When the behavior of a special education student is likely to lead to a recommendation of suspension or non-emergency expulsion.</li> </ul>
<a href="#">3319/3319P</a>	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"> <li>• Definition of physical restraint and isolation, and district process for its use.</li> </ul>
<a href="#">3332/3332P</a>	Teacher Responsibilities and Rights	General provisions and procedures for teachers' responsibilities and rights for student behavior expectations.	<ul style="list-style-type: none"> <li>• Defining student behavior expectations and teacher's rights, responsibilities and authority to maintain classroom order.</li> </ul>
<a href="#">3400/3400P</a>	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"> <li>• Expectations and guidelines to minimize the occurrence of situations in which staff members may incur liability for their acts in relation to students</li> </ul>
<a href="#">3418/3418P</a>	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"> <li>• Guidelines and restrictions for introduction of animals at school.</li> </ul>
<a href="#">3416/3416P</a>	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"> <li>• When it is necessary for a student to receive prescribed and/or non-prescribed (over the counter) medication at school.</li> <li>• Storage and administration of medication at school under the supervision of a nurse, staff member or parent/guardian.</li> <li>• Guidelines for prescriptions of marijuana to students and its prohibition for administration/use at school.</li> </ul>

Policy/ Procedure	Title	Description	Situation to apply
<a href="#">3421/3421P</a>	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"> <li>Definitions of child abuse, neglect and exploitation and staff responsibilities for reporting every instance of suspected child abuse, neglect or exploitation.</li> </ul>
<a href="#">3530/3530P</a>	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"> <li>Guidelines and expectations to follow for student fund-raising activities.</li> </ul>
<a href="#">3600P</a>	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"> <li>Guidelines for accessibility, maintenance, and FERPA rights pertaining to student records.</li> </ul>
<a href="#">3610P</a>	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"> <li>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.</li> </ul>
<b>SERIES 4000 – COMMUNITY RELATIONS</b>			
<a href="#">4131P</a>	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"> <li>Guidelines to follow if a student reveals confidential information that may put them or others in danger.</li> </ul>
<a href="#">4205</a>	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"> <li>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.</li> <li>Cross reference: Policy 5140</li> </ul>

<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">4310</a>	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"> <li>Guidelines for assuring parents have access to their child's classroom for the purpose of observing class procedure, teaching material, and class conduct.</li> </ul>
<a href="#">4312P</a>	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"> <li>Process to follow for filing/expressing a complaint regarding a staff member.</li> </ul>
<a href="#">4314/4314P</a>	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"> <li>Guidelines and security measures to follow for minimal disruption when visitors are permitted to observe the educational program.</li> </ul>
<a href="#">4316P</a>	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"> <li>Notification procedure for if/when credible threats are made and federal confidentiality obligations.</li> </ul>
<a href="#">4340/4340P</a>	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"> <li>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.</li> <li>Jennifer Farmer (Business Services Dept.) is our Public Records Officer.</li> </ul>
<a href="#">4411/4411P</a>	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"> <li>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.</li> </ul>
<a href="#">4412</a>	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"> <li>Guidelines for staff to engage in political activity or who hold elective or appointive public office.</li> </ul>
<b>SERIES 5000 – HUMAN RESOURCES</b>			
<a href="#">5010/5010P</a>	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"> <li>Recruitment, hiring, retention, assignment, transfer, promotion, training and reasonable accommodations per the Americans with Disabilities Act (ADA)</li> </ul>

Policy/ Procedure	Title	Description	Situation to apply
<a href="#">5140</a>	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"> <li>Employees are subject to this policy, which includes rented or leased facilities to other agencies.</li> <li>Cross reference: <a href="#">Policy 4205</a></li> </ul>
<a href="#">5150</a>	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"> <li>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.</li> </ul>
<a href="#">5160/5160P</a>	Sexual Harassment	All employees and volunteers will be provided a work environment free from sexual harassment.	<ul style="list-style-type: none"> <li>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.</li> </ul>
<a href="#">5161</a>	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"> <li>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.</li> </ul>
<a href="#">5215</a>	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"> <li>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.</li> </ul>
<a href="#">5225/5225P</a>	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"> <li>Provides for employee access to job-appropriate technologies and outlines expectations for appropriate use of available technology.</li> </ul>
<a href="#">5253/5253P</a>	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"> <li>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.</li> </ul>



<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">5320/5320P</a>	Leaves of Absence	Consistent with the law, leaves of absence for non-represented employees may be granted.	<ul style="list-style-type: none"> <li>• Outlines protocols for leaves of absence for employee groups not associated with a union, e.g. administrators and professional/technical.</li> </ul>
<a href="#">5320.9/5320.9P</a>	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"> <li>• 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.</li> </ul>
<a href="#">5406/5406P</a>	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"> <li>• 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.</li> </ul>
<b>SERIES 6000 – MANAGEMENT SUPPORT</b>			
<a href="#">6114P</a>	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"> <li>• Procedure for staff to follow if money or another type of gift is donated to a school or staff member.</li> </ul>
<a href="#">6213P</a>	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"> <li>• Procedure for staff to follow during approved district travel.</li> </ul>
<a href="#">6225P</a>	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"> <li>• Procedure for staff to follow when purchasing/providing food for school or district meetings.</li> </ul>

<b>Policy/ Procedure</b>	<b>Title</b>	<b>Description</b>	<b>Situation to apply</b>
<a href="#">6505P</a>	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"> <li>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.</li> </ul>
<a href="#">6531</a>	Care of District Property	Staff shall ensure buildings, equipment, furniture and motor vehicles are not abused.	<ul style="list-style-type: none"> <li>District provided equipment, furniture, etc. should be maintained and treated with care.</li> </ul>
<a href="#">6540P</a>	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"> <li>If a staff member brings personal equipment or materials for use at school, the district is not responsible for loss or damage.</li> </ul>
<a href="#">6550P</a>	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"> <li>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.</li> </ul>
<a href="#">6571P</a>	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"> <li>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.</li> </ul>