

**District Policies and Procedures**

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

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

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| **SERIES 1000 – BOARD OF DIRECTORS** | | | |
| [1400S](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-48200/1400S%20Meetings%20Schedule.pdf) | Board Meeting Schedule | Yearly schedule of school board meetings | * To attend a school board meeting or refer someone to a meeting. |
| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| **SERIES 2000 - INSTRUCTION** | | | |
| [2125P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-81248/2125P%20Web-based%20Resources%20and%20Other%20Online%20Educational%20Services.pdf) | Web-based Resources and Other Online Educational Services | The availability of innovative online technologies to engage students in relevant learning opportunities. | * Before providing/piloting web resources * Before creating a student account, uploading files, or utilizing a communication resource not part of an adopted instructional program * Before notifying parents of approved web service not part of an adopted instructional program |
| [2145P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-78120/2145P%20Suicide%20Prevention.pdf) | Suicide Prevention | Protocol for school staff to support students expressing suicidal ideation, displaying suicidal behaviors or have attempted to harm themselves. | * While assessing the risk of student’s mental health * In the event a student suicide occurs or is attempted * When looking for suicide prevention resources |
| [2150P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-421/2150P%20Co-Curricular%20Program.pdf) | Co-Curricular Program | Appropriate co-curricular activities are provided contributing to the athletic, intellectual, social, emotional, and physical development of students. | * Before implementing a new co-curricular activity. * While reviewing the qualifications/criteria for a co-curricular program. * Cross-reference to [2150.](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-344/2150.pdf) |
| [2151P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-422/2151P%20Interscholastic%20Athletics-Activities.pdf) | Interscholastic Athletics/Activities | The interscholastic activities program includes games, sport competitions or exhibitions for eligible individual students or teams of eligible students. | * When a new coach has been hired. * When assessing a student’s eligibility for athletics/activities. * When a parent/guardian has questions regarding a student’s eligibility. * When a guardian requests to transport a student to/from an event. * If a student is found potentially in violation of the code of conduct. * When a student/guardian would like to appeal the school’s decision in discipline or exclusion from a sport. * If a student of the opposite gender requests to participate in an interscholastic program. |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [2153P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-424/2153P%20Student%20Group%20Meetings%20(Limited%20Open%20Forum).pdf) | 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. | * When a non-curriculum group requests principal recognition of co-curricular status. * Before permitting a co-curricular or non-curriculum group to utilize the school facilities for activities. |
| [2210P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-425/2210P%20Special%20Education%20and%20Related%20Services%20for%20Eligible%20Students.pdf) | 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. | * When reviewing insurance or funding for student’s special education provisions and services. * Before engaging with parents/guardians on the student’s Individual Education Plan (IEP) * Before referring a child for special education and related services. (Child Find) * Before transitioning a student to special education services or vice versa. * Before disciplining or suspending a student with an IEP or that is undergoing evaluative testing. |
| [2211](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-349/2211%20Education%20of%20Students%20with%20Disabilities%20under%20Section%20504%20of%20the%20Rehabilitation%20Act%20of%201973.pdf)/[2211P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-426/2211P%20Education%20of%20Students%20with%20Disabilities%20under%20Section%20504%20of%20the%20Rehabilitation%20Act%20of%201973.pdf) | 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. | * Before accommodating a student with disabilities(s) or impairment(s) in any school service/program. * Before disciplining, a student recognized to have a disabling condition. * When referencing or complying to Section 504 and/or IDEA. * When placing a student in a program not operated by the district. * Before taking action to resolve a legal dispute regarding a student with disabilities. |
| [2311P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-2044/2311P%20Selection%20and%20Adoption%20of%20Instructional%20Materials.pdf) | Selection and Adoption of Instructional Materials | Procedures for adoption and approval of instructional materials. | * Before implementing a social studies adoption. * Before establishing a Curriculum Review Committee * Before establishing an Instructional Materials Committee or adding a new member. * Before deciding upon a referral for the school board to review. * If an affected staff member would like to appeal a materials decision. * For parents to challenge a curriculum or excuse a student from participation in curriculum. |
| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [2320P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-329/2320P%20Field%20Trips.pdf) | 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. | * To obtain approval from building administration to organize/plan a field trip. * Before making financial arrangements for a field trip. * Before planning a field trip and communicating to parents/guardians. * Before approving a volunteer adult supervisor for field trips/events. * While reviewing the plausibility of a disabled student participating in a field trip. * When transportation is required through staff members or non-employee drivers. * When preparing for student health care needs, insurance and emergencies on field trips. * When experiencing issues with a student on a field trip. |
| [2321P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-436/2321P%20Guest%20Speakers.pdf) | 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. | * Before requesting a guest speaker. * Before the approved guest speaker visits the classroom. * Information for guest speakers to read relating to the topic of government and democracy. * Speakers that are elected or are running for office * Cross reference: [2321](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-363/2321.pdf) and [2331](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-366/2331%20Controversial%20Issues.pdf) |
| [2331](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-366/2331%20Controversial%20Issues.pdf)/[2331P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-437/2331P%20Controversial%20Issues.pdf) | Controversial Issues | The district offers courses of study to afford learning experiences appropriate to the level of student understanding. | * Before presenting a controversial topic or class to students. * Obligation for staff to be fair and impartial while facilitating classroom discussions * Before allowing a controversial speaker to present. * In the event a student does not wish to attend a controversial presentation. |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [2340P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-438/2340P%20Religious-Related%20Activities%20and%20Practices.pdf) | 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. | * Before instructing in a discipline that may have a religious dimension. * If student declines to participate in a school activity or requests to use school facilities after-hours related to his/her religious beliefs. * Before planning an activity focused on a holiday. * If a student engages in devotional activity during school programs or in activities before or after school on site. * If a parent/student is aggrieved by practices or activities conducted in the school or district. |
| [2410](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-412/2410%20High%20School%20Graduation%20Requirements.pdf)/[2410P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-65234/2410P%20High%20School%20Graduation%20Requirements.pdf) | 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. | * Before the class of 2021 starts grade 9. * Before implementing a new secondary course study. * When reviewing a student’s graduation requirements. |
| **SERIES 3000 - STUDENTS** | | | |
| [3122P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-39668/3122P%20Attendance.pdf) | 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. | * Use for definition of tardy, excused or unexcused absence and requirements for principals and certificated staff to enforce district's attendance policies and procedures. |
| [3200](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-478/3200%20Student%20Rights%20and%20Responsibilities.pdf) | 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. | * Quick reference guide to district policies and procedures related to student rights, conduct and corrective actions. |
| [3204](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-2045/3204%20Prohibition%20of%20Harassment%2c%20Intimidation%20and%20Bullying.pdf)/[3204P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-2052/3204P%20Prohibition%20of%20Harassment%2c%20Intimidation%20and%20Bullying.pdf) | 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. | * Reference for steps to take to identify, report, and address HIB and for staff interventions. |
| [3205](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-479/3205%20Harassment.pdf)/[3205P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-570/3205P%20Harassment.pdf) | 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. | * Definition of harassment, complaint process and corrective actions. |
| [3210](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-482/3210%20Nondiscrimination.pdf)/[3210P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-571/3210P%20Nondiscrimination.pdf) | Nondiscrimination | The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program. | * Use for definition of nondiscrimination and district’s nondiscrimination statement. Complaint process outlined. |
| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [3213](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-78373/3213%20Transgender%20Students.pdf)/[3213P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-78374/3213P%20Transgender%20Students.pdf) | 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. | * Definitions and specific steps for compliance with local, state and federal laws concerning transgender students. |
| [3224](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-493/3224%20Student%20Dress.pdf)/[3224P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-575/3224P%20Student%20Dress.pdf) | 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. | * When a student’s clothing or something they are wearing disturbs, disrupts, interferes, or detracts from the school environment, activity, or meeting educational objectives. |
| [3231P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-576/3231P%20Searches%20of%20Students%20and%20Their%20Property.pdf) | 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. | * Process for referring a student’s suspicious activity related to possession of unknown property to the principal/designee. |
| [3232P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-577/3232P%20Searches%20of%20Lockers%2c%20Desks%2c%20and%20Storage%20Areas.pdf) | 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. | * Process for referring a student’s suspicious activity related to possession of unknown property stored on school grounds to the principal/designee. |
| [3244](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-505/3244%20Riding%20School%20Buses.pdf)/[3244P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-580/3244P%20Riding%20School%20Buses.pdf) | Students Riding School Buses/District Provided Transportation | The denial of the privilege of riding the bus is reserved for the principal or their designee. | * When a student’s conduct on a school bus merits corrective action. |
| [3245](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-5931/3245%20Technology.pdf)/[3245P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-5935/3245P%20Technology.pdf) | 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. | * Use when a student’s use of district hardware (computers, laptops, cameras), software, internet, network, or Wi-Fi have been used inappropriately. * Inappropriate actions with other individuals on websites; cyberbullying awareness and response. |
| [3246P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-46802/3246P%20Use%20of%20Personal%20Electronic%20Devices.pdf) | 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. | * Guidelines for student use of PEDs in the classroom and steps for violation of rules. |
| [3300](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-507/3300%20Corrective%20Actions.pdf) | Corrective Actions | All students shall submit to the rules of the district and the school they attend. | * Definitions of staff professional judgement in enforcing district and school rules. |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [3311](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-509/3311%20Emergency%20Actions.pdf) | 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. | * Process for removing student from class, school, or district property. |
| [3312](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-510/3312%20Detention.pdf) | Detention | Staff may detain students for minor infractions of school rules or regulations, or for minor misconduct. | * Process for assigning detention to a student. |
| [3318](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-514/3318%20Discipline%20of%20Special%20Education%20Students.pdf) | Discipline of Special Education Students | Guidelines for the discipline of students with an Individualized Education Program (IEP) or related services. | * When the behavior of a special education student is likely to lead to a recommendation of suspension or non-emergency expulsion. |
| [3319](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-515/3319%20Use%20of%20Physical%20Restraint%20and%20Isolation%20with%20Students.pdf)/[3319P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1038/3319P%20Use%20of%20Physical%20Restraint%20and%20Isolation%20with%20Students.pdf) | 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. | * Definition of physical restraint and isolation, and district process for its use. |
| [3332](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-523/3332%20Teacher%20Responsibilities%20and%20Rights.pdf)/[3332P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1042/3332P%20Teacher%20Responsibilities%20and%20Rights.pdf) | Teacher Responsibilities and Rights | General provisions and procedures for teachers’ responsibilities and rights for student behavior expectations. | * Defining student behavior expectations and teacher’s rights, responsibilities and authority to maintain classroom order. |
| [3400](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-2047/3400%20Student%20Welfare.pdf)/[3400P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1043/3400P%20Student%20Welfare.pdf) | Student Welfare | Staff are to conduct all school programs and operations in a manner that recognizes the health and safety of students. | * Expectations and guidelines to minimize the occurrence of situations in which staff members may incur liability for their acts in relation to students |
| [3418](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-533/3418%20Animals%20in%20Schools.pdf)/[3418P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1051/3418P%20Animals%20in%20Schools.pdf) | Animals in Schools | Animals on school property are discouraged and must have direct relevance to the objectives of the instructional program. | * Guidelines and restrictions for introduction of animals at school. |
| [3416](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-531/3416%20Medication%20at%20School.pdf)/[3416P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1049/3416P%20Medication%20at%20School.pdf) | Medication at School | Guidelines for the appropriate and authorized storage, administration, and monitoring of prescribed or non-prescribed medication on school grounds. | * When it is necessary for a student to receive prescribed and/or non-prescribed (over the counter) medication at school. * Storage and administration of medication at school under the supervision of a nurse, staff member or parent/guardian. * Guidelines for prescriptions of marijuana to students and its prohibition for administration/use at school. |
| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [3421](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-536/3421%20Child%20Abuse%2c%20Neglect%20and%20Exploitation.pdf)/[3421P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1027/3421P%20Child%20Abuse%2c%20Neglect%20and%20Exploitation.pdf) | 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. | * Definitions of child abuse, neglect and exploitation and staff responsibilities for reporting every instance of suspected child abuse, neglect or exploitation. |
| [3530](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-451/3530%20Student%20Fund-Raising%20Activities.pdf)/[3530P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1033/3530P%20Student%20Fund-Raising%20Activities.pdf) | 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. | * Guidelines and expectations to follow for student fund-raising activities. |
| [3600P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1034/3600P%20Student%20Records.pdf) | 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. | * Guidelines for accessibility, maintenance, and FERPA rights pertaining to student records. |
| [3610P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1035/3610P%20Child%20Custody.pdf) | 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. | * Defining rights of non-custodial parents to have access to the classroom, school-sponsored activities, and teaching materials. Guidelines for visits and/or releasing student to non-custodial parent. |
| **SERIES 4000 – COMMUNITY RELATIONS** | | | |
| [4131P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-690/4131P%20Confidential%20Communications.pdf) | Confidential Communications | Staff shall follow all applicable laws, regulations and rules regarding release of information about students, personnel, and district programs. | * Guidelines to follow if a student reveals confidential information that may put them or others in danger. |
| [4205](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-49244/4205%20Use%20of%20Tobacco%20or%20Tobacco-Like%20Products%20on%20School%20Property.pdf) | 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. | * Guidelines to enforce the district’s policy for no smoking cigarettes, electronic cigarettes, cigars or any other use of tobacco or tobacco-like products at schools, district buildings, district property and district-owned vehicles. * Cross reference: Policy 5140 |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [4310](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-712/4310%20Contact%20with%20School-District%20Staff.pdf) | 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. | * Guidelines for assuring parents have access to their child's classroom for the purpose of observing class procedure, teaching material, and class conduct. |
| [4312P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1115/4312P%20Complaints%20to%20Board%20Members%20Concerning%20Staff.pdf) | 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. | * Process to follow for filing/expressing a complaint regarding a staff member. |
| [4314](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-714/4314%20Visitors%20and%20or%20Disruption%20of%20School%20Operations.pdf)/[4314P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-2069/4314P%20Visitors%20and%20or%20Disruption%20of%20School%20Operations.pdf) | Visitors and/or Disruption of School Operations | Visits to schools by parents/guardians, other adult residents of the community, and other educators are welcome. | * Guidelines and security measures to follow for minimal disruption when visitors are permitted to observe the educational program. |
| [4316P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-19158/4316P%20Notification%20of%20Threats%20of%20Violence%20or%20Harm.pdf) | 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. | * Notification procedure for if/when credible threats are made and federal confidentiality obligations. |
| [4340](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1104/4340%20Public%20Access%20to%20District%20Records.pdf)/[4340P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-1118/4340P%20Public%20Access%20to%20District%20Records.pdf) | 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). | * When a parent or community member requests to see or be provided copies of district records beyond their normal access online or in regular school communications. * Jennifer Farmer (Business Services Dept.) is our Public Records Officer. |
| [4411](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-696/4411%20Working%20Relationships%20with%20Law%20Enforcement%2c%20Child%20Protective%20Services%20and%20the%20County%20Health%20Department.pdf)/[4411P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-683/4411P%20Working%20Relationships%20with%20Law%20Enforcement%2c%20Child%20Protective%20Services%20and%20the%20County%20Health%20Department.pdf) | 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. | * Protocols for interviews of students by law enforcement, CPS and the county health department on school grounds. Parameters for when a parent must be notified of such actions by the school administrator. |
| [4412](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-697/4412%20Political%20Relationships%20with%20Government%20Agencies.pdf) | 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. | * Guidelines for staff to engage in political activity or who hold elective or appointive public office. |
| **SERIES 5000 – HUMAN RESOURCES** | | | |
| [5010](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-741/5010%20Affirmative%20Action%20and%20Nondiscrimination.pdf)/[5010P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-724/5010P%20Affirmative%20Action%20and%20Nondiscrimination.pdf) | Affirmative Action and Nondiscrimination | The district provides equal employment opportunity for all applicants and employees and will not tolerate unlawful discriminatory practices. | * Recruitment, hiring, retention, assignment, transfer, promotion, training and reasonable accommodations per the Americans with Disabilities Act (ADA) |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [5140](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-962/5140%20Tobacco%20Use%20Policy.pdf) | 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. | * Employees are subject to this policy, which includes rented or leased facilities to other agencies. * Cross reference: [Policy 4205](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-49244/4205%20Use%20of%20Tobacco%20or%20Tobacco-Like%20Products%20on%20School%20Property.pdf) |
| [5150](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-747/5150%20Drug-Free%20Workplace.pdf) | 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. | * Employees and patrons are subject to this policy. Workplace includes any district building or property, district-owned vehicle, or other district-approved vehicle used to transport students, off-district property during any school-sponsored or school-approved activity, event, or function. |
| [5160](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-965/5160%20Sexual%20Harassment.pdf)/[5160P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-725/5160P%20Sexual%20Harassment.pdf) | Sexual Harassment | All employees and volunteers will be provided a work environment free from sexual harassment. | * When an employee or volunteer reports unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature as a condition of employment, in employment decisions or it substantially affects the individual’s work performance. |
| [5161](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-34953/5161%20Civility%20in%20the%20Workplace.pdf) | 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. | * Board of Directors, employees, parents, volunteers, contractors and visitors are subject to this policy when uncivil conduct or other forms of disruptive behavior interferes with an employee’s ability to accomplish their work and a school’s ability to educate its students. |
| [5215](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-32889/5215%20Conflicts%20of%20Interest.pdf) | Conflicts of Interest | The purpose of this policy is to provide guidance on activities that may constitute a conflict of interest. | * Any situation in which a district employee, either for himself/herself or some other person(s), attempts to promote a private or personal interest that interferes with the objective exercise of his/her district duties or for gain/advantage by virtue of his/her position in the district. |
| [5225](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-5933/5225%20Technology.pdf)/[5225P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-5934/5225P%20Technology.pdf) | 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. | * Provides for employee access to job-appropriate technologies and outlines expectations for appropriate use of available technology. |
| [5253](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-32402/5253%20Maintaining%20Professional%20Boundaries%20between%20Employees%20and%20Students.pdf)/[5253P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-32403/5253P%20Maintaining%20Professional%20Boundaries%20between%20Employees%20and%20Students.pdf) | Maintaining Professional Boundaries between Employees and Students | All employees will maintain the highest professional, moral and ethical standards in interactions with students. | * When an employee’s behavior has no legitimate educational purpose, has the potential to abuse the relationship between the employee and the student, or violates legal and ethical standards of care. |
| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [5320](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-32402/5253%20Maintaining%20Professional%20Boundaries%20between%20Employees%20and%20Students.pdf)/[5320P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-986/5320P%20Leaves%20of%20Absence.pdf) | Leaves of Absence | Consistent with the law, leaves of absence for non-represented employees may be granted. | * Outlines protocols for leaves of absence for employee groups not associated with a union, e.g. administrators and professional/technical. |
| [5320.9](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-947/5320.9%20Family%20and%20Medical%20Leave.pdf)/[5320.9P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-732/5320.9P%20Family%20and%20Medical%20Leave.pdf) | Family and Medical Leave | Family and Medical Leave will be provided for all eligible employees pursuant to its provisions and Washington state laws/regulations. | * Applies to all employees who have worked for the district for at least twelve (12) months, and at least 1,250 hours over the previous twelve (12) months, except female employees who are eligible for leave for any period of pregnancy-related illness or disability. |
| [5406](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-952/5406%20Shared%20Leave%20Program.pdf)/[5406P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-718/5406P%20Shared%20Leave%20Program.pdf) | Shared Leave Program | The district has established and administers a leave sharing program for eligible employees to donate accrued leave. | * Employees are eligible for shared leave if they are suffering from, or a relative or household member is suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature (meaning serious, extreme, and/or life threatening) or the employee has been called to service in the uniformed services and if the illness, injury, impairment, condition, or call to service has caused; , or is likely to cause, the employee to: go on leave without pay status; or terminate his/her employment. |
| **SERIES 6000 – MANAGEMENT SUPPORT** | | | |
| [6114P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-43852/6114P%20Gifts.pdf) | Gifts | Individuals and organizations in the community may wish to contribute additional supplies, equipment or monetary donations to enhance or extend the instructional program. | * Procedure for staff to follow if money or another type of gift is donated to a school or staff member. |
| [6213P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-44291/6213P%20Reimbursement%20for%20Travel%20Expenses.pdf) | Reimbursement for Travel Expenses | Travel expenses incurred by employees and board members while on approved travel may be reimbursed. | * Procedure for staff to follow during approved district travel. |
| [6225P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-43863/6225P%20Food%20and%20Beverage%20Consumption.pdf) | 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. | * Procedure for staff to follow when purchasing/providing food for school or district meetings. |

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| **Policy/**  **Procedure** | **Title** | **Description** | **Situation to apply** |
| [6505P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-46809/6505P%20Video%20Security%20on%20School%20District%20Grounds%20or%20Property.pdf) | Video Security on School District Grounds or Property | The district is committed to maintaining a safe and positive environment for students, staff and visitors. | * It is necessary to use video security on district property to ensure the safety of school staff, students and visitors; to protect district property; and to aid in the enforcement of district policies, procedures and rules. |
| [6531](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-44109/6531%20Care%20of%20District%20Property.pdf) | Care of District Property | Staff shall ensure buildings, equipment, furniture and motor vehicles are not abused. | * District provided equipment, furniture, etc. should be maintained and treated with care. |
| [6540P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-44467/6540P%20School%20District%e2%80%99s%20Responsibility%20for%20Privately-Owned%20Property.pdf) | 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. | * If a staff member brings personal equipment or materials for use at school, the district is not responsible for loss or damage. |
| [6550P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-81250/6550P%20Data%20Security%20and%20Privacy.pdf) | 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. | * Staff members with access to personally identifying student information should consider themselves data users and are responsible to ensure the security of data. This procedure outlines obligations to ensure privacy of student information online following FERPA, COPPA and CIPA. |
| [6571P](http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-44118/6571P%20Lending%20of%20District-Owned%20Equipment%20and%20Books.pdf) | 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. | * 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. |