

2024-25

Staff Handbook

Principal Allison MacGregor Fornes
Assistant Principal Catarino Rodriguez

10901 27th Ave SE
Everett, WA 98208
Telephone: 425-385-7300

Everett Public Schools Mission

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

Everett Public Schools Vision

Our students will lead and shape the future.

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

Everett Public Schools Core Values

Our core values drive our actions and behavior.

Learning: We believe each student has the ability to learn and achieve to high standards.

Equity: We honor and support each student's right to learn and achieve.

Integrity: We act in good faith, serving others with honesty and dignity. We serve as steward of the public trust.

Passion: We are passionate about teaching and learning.

Respect: We value differences among people and treat one another with respect.

Diversity: We embrace diversity as an essential asset: we are inclusive and treat our differences as a core strength.

Collaboration: We believe in learning and working together, the value of diverse views, and the power of collective wisdom.

The Mission of Monroe Elementary School

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

Everett Public Schools Strategic Plan 2021-2026



Priority Student Outcomes

These are the six measurable outcomes of the 2021 strategic plan which will guide our work over the next five years.



General Building & Staff Procedures

ABSENCES

Staff are responsible for informing the district of any absence by using Frontline Absence Management.

Below are a few absence-related procedures. It is important to adhere to each of these to make sure we are meeting the needs of our students.

- Staff are responsible for informing others of their absence through Frontline. Please see Bianca if you need training related to this system or have any questions related to reporting an absence.
- Staff must report their absences personally – Bianca cannot enter absences for you. If you feel sick or are unsure if you will be absent the next day, please enter the absence in Frontline as this provides us with the best opportunity to secure a substitute. It is easier to reassign or cancel a substitute than to find one in the morning.
- Certificated staff will enter their absence as either AM (8:00-11:45 am), PM (11:45 am-3:30 pm) or full day (8:00 am-3:30 pm). Substitute reporting times will coincide with the staff member's absence time.
- Classified staff must adjust their time to account for their normally scheduled day LESS their 30-minute unpaid lunch. When taking a partial-day absence, please adjust for your absence time and consider whether you are taking a lunch break during your shift. A "Note to Admin" in Frontline explaining the time you'll be absent and if you are taking a lunch is helpful to Bianca when she is reconciling absences. An incorrect reporting can result in an employee having too much or not enough time deducted from leave balances.

ACCIDENTS

If an accident occurs involving staff, it should be reported immediately to Allison, Catarino, or Bianca. You will also need to call 1-833-WCT-NURS to speak to a nurse. The nurse will advise you of next steps and will assist if an L&I Claim needs to be filed.

ASSEMBLY SEATING

For school assemblies, each class will have an assigned location in the gym. Please refer to the assembly seating chart prior to our first assembly.

BUILDING MEETINGS

Unless otherwise noted, staff meetings will be held on the second **Tuesday** of every month from 3:00 pm to 3:30 pm. The purpose of the meetings will vary. All certificated staff are required to attend, and all other staff members are always welcome at their own choice provided their attendance does not interfere with their after-school responsibilities.

BUDDY ROOMS

Each classroom teacher is encouraged to establish, embrace, and utilize a "buddy classroom." This is part of a schoolwide practice to respond to student behaviors that do not meet our SOAR expectations. Please utilize your Buddy Room if your student needs a few moments to calm down or refocus on learning. Please follow the guidelines for Buddy Rooms in our PBIS Behavior Management Plan. Students may not be in the buddy room for more than 15 minutes without it becoming an exclusion.

As we all know, the underlying reasons that result in negative student behavior can be varied and complex. Behavior is often the expression of unmet needs including simple reasons (lack of sleep, hunger, dehydration) or far more complex matters related to social/emotional needs, family situations, trauma, etc. As educators, it is important that as we deal with unexpected behavior, we always analyze the root cause and how we can work with the students to meet their basic needs.

CALL BACKS AND EXTENSIONS

During the school year, various extensions and call backs will be utilized for meetings, training opportunities, or family events. Extensions of the workday and call backs shall not exceed twelve (12) hours in anyone (1) school year, and shall not exceed more than two (2) times a month, not to exceed 2.5 hours in any one day.

CLASSIFIED STAFF COMP TIME

Please note that prior approval from Allison is required to both bank and use comp time. In situations where this is not possible (such as staying late with a student who had a family emergency), please email Allison and, if applicable, your partner teacher by the following day to inquire how compensation for this extra time worked will be provided (comp time or pay). If comp time is to be taken, it needs to happen soon after it is banked. All comp time earned and used must be logged in the shared Classified Staff Comp Log spreadsheet, including who approved the time.

COPIES & PRINTERS

While photocopies are needed to provide quality learning materials for our students, we all know that funding is limited, and we must do our best to ensure that copies are 1) curriculum aligned, 2) educationally relevant, and 3) not available to the student(s) in any other format (example: digital version). We ask each member of our Monroe team to be thoughtful in the number of copies made and use the workroom copiers instead of classroom printers when possible. If there is a paper jam or the toner needs to be replaced in the workroom copiers, please notify Shannon for assistance. For color copies, please email requests to Shannon only when it is necessary to use color ink.

EARLY DISMISSAL PROCEDURES FOR WEATHER AND OTHER EMERGENCIES

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

EMAIL

As a reminder, staff are to check their email each day. Email is considered a central form of communication. All messages on the Everett Public Schools email system are public record. No privacy is guaranteed for any message sent on this system. Never send a message you would not want to see appear in the newspaper, court records, etc.

In addition, please refrain from long conversations with parents/guardians via email. Short informational messages about homework, missed assignments, etc. are fine. If the back and forth continues, please consider a phone conference and/or meeting.

EVALUATION LIST

Staff will be notified of their evaluator at the start of the school year.

FIELD TRIPS

All field trips must be approved by the principal. Each field trip requires a teacher coordinator, in addition to the classroom teachers, to manage the process. If you are coordinating a field trip, please confirm with Bianca that the date does not conflict with our school calendar and request a field trip packet from her. Please note the timeline below:

- The completed packet must be returned to Bianca no less than one month prior to the field trip.
- No less than two weeks prior to the field trip, copies of the completed student permission forms must be turned in to the Health Room, lunch order forms (if applicable) must be turned in to the kitchen, and copies of the Adult Volunteer forms must be submitted to Shannon so she can confirm each person has been approved by the district to volunteer.
- On the day of the field trip, teachers will check in with the Health Room to pick up the first aid kit and any student medications. This emergency bag can only be handled by the teacher assigned to the bag. Any student with emergency medication must remain with the teacher delegated to administer the medications for the entirety of the field trip.

Please also note only staff and approved volunteers can oversee the students. No adult visitors should join a field trip group, even if the field trip destination is open to the public. Allowing visitors who are not approved volunteers to join one of your groups is a risk to the safety and wellbeing of the students.

GUEST TEACHERS

Guest teachers are a critical and valued part of our education program at Monroe. In alignment with the previously mentioned absence-related information, team members are expected to carefully prepare for any absence, whether pre-arranged or sudden, including the creation of quality operational and instructional plans. Please consider and adhere to each item below as you work in partnership with any guest teacher.

- Ensure that your learners clearly understand your expectations when your class is being taught by a guest teacher.
- Share quality, time-specific lesson plans, class lists, updated seating charts, and other pertinent operational information with your guest teacher.
- Leave enough work for the guest teacher to complete once the students have been dismissed. Full day and PM half-day guest teachers are paid until their shift ends at 3:30 pm.
- Leave emergency lesson plans in your classroom should extenuating circumstances occur that prevent you from leaving date-specific plans. Please keep these plans updated with current class lists, seating charts, and other needed information.
- Preferred guest teachers can be requested through Frontline Absence Management.

GUEST TEACHER SHORTAGE COVERAGE SCHEDULE

When there is no guest teacher for an absent classroom teacher, we will follow the Monroe Substitute Shortage plan. The Monroe team members listed below will cancel their own classes to cover the classroom. Teachers missing planning due to the cancelation of a specialist class will be compensated through TimeCard Online. The coverage rotation is as follows:

- Allix Judy (Instructional Coach)
- Katie Dibert (ML Coach)
- Jonathan Blaylock (Art)
- Catherine Freeburg (Music)
- Sean Granstrom (PE)
- Kerry Qualey (Library)

KEYS, BADGES, AND SECURITY

Please see Bianca if you need a building or room key. Keys will be issued to you after administrator approval. Please carefully follow these guidelines for school keys and badges:

- Sign a record for each key issued to you.
- Always keep your building keys and badge with you. Keys are *never* to be given to students, volunteers, or visitors.
- Please remember to wear your badge in an easily visible location whenever you are on campus.
- Report the loss or theft of your keys or badge to Bianca immediately. Bianca will have to report the loss/theft to an administrator who is required to notify the maintenance department of a lost key. To obtain a new badge, one must be purchased at the CRC at the employee's expense.
- Do not duplicate keys. Doing so is a serious violation of district policy.
- Return keys to campus areas when they are no longer needed.
- MOE team members may request to retain their keys and badge during summer break; however, they must verify the numbers on their keys and badge with Bianca annually (prior to summer break).
- When you are on campus outside of normal business hours, please disarm the building using the Sonitrol keypad in the hallway by the staff parking lot doors and use the sign-in/sign-out whiteboard located in the hallway near the staff breakroom. If you are the last to leave, remember to arm the building.

LAMINATING

There is one laminating machine at Monroe located in the workroom. Due to the high cost of laminating materials and maintenance costs, lamination should be reserved for items that will be used repeatedly or will be up on the wall for a long period of time. Please be cautious when using the machine, as we want to preserve its functionality for as long as possible.

LATE START PROCEDURES FOR WEATHER OR OTHER EMERGENCIES

Staff will receive a phone call or email notification if school will start late. When inclement weather or other emergency conditions may delay the start of the school day or cause a school cancelation, we highly recommend that you listen to the major area radio and TV stations for updates.

Please remember in case of a late start, all team members are expected to arrive to school as close to their regular workday start time as is safe and are to follow the District Inclement Weather policy regarding entering leave if working less than their scheduled hours.

LEAVING CAMPUS

If you leave campus during the school day, and the absence is not recorded in Frontline, you will need to sign out on the clipboard in the office. This way, our team knows your location in case of a drill or an actual emergency.

LUNCHES AND BREAKS

Classified staff may not work through lunch or breaks, or extend their lunch break beyond a half hour, unless there are extenuating circumstances. The employee must obtain prior approval from Allison or Catarino.

MAILBOXES IN WORKROOM

Teachers should check their mailboxes daily to ensure messages get to parents in a timely manner. Please leave instructions for your guest teacher to do so as well. Only emergency messages will be delivered to the classroom. Teachers should not send students to the office to retrieve mail.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The MTSS team meets on Tuesday and Wednesday mornings. The primary purpose of the team is to make decisions or recommendations about students who are struggling at Monroe. If teacher intervention produces unsuccessful results, teachers should refer students to the school counselor. Please refer to the Monroe MTSS Flowchart for guidance.

ROOM CLEANUP

Keeping our school and classrooms in the best possible shape for our learners is a responsibility we all share. Our custodial team is impressive, but they can only do so much to help us prepare for the next school day. In fact, our team can only allocate a few minutes per space to clean our entire campus each evening. As a team, we can help ensure that our environment remains clean and focused on the learning needs of our students from the moment they enter school each morning. Here's how you can help:

- Please make sure our students share a collective understanding and responsibility for the cleanliness of our school (including their personal spaces – desks/lockers). This commitment exists throughout the school day and within each space. All students should participate in room clean-up before dismissal time.
- Stack chairs or place chairs on desks/tables to help ease vacuuming.
- Remove paper, pencils, books, crayons, etc. from the floor.
- Keep counters and storage areas neat and free of clutter.
- Remove containers, jars, brushes, cups, etc. from sinks.
- Prepare instructional materials for the next day.
- Put away snacks and thoroughly clean up messes. Gum and sticky snacks are not permitted in the classrooms.

STAFF MEMBERS' CHILDREN WHO ATTEND MONROE

Having the family together is a wonderful benefit to your family and our school community. With the joy of having your child at Monroe comes a few clear boundaries that we ask you to communicate to avoid confusion that can occur between personal and professional responsibilities.

- Please ensure that you are supervising your child outside of school hours.
- At 8:10 am, please ask your child to proceed to the cafeteria for breakfast or to their AM class line.
- Please make plans for your child as they are not to be on campus during LID days, parent-teacher conferences, or staff meeting extensions.
- Students are not to be present during shorter meetings of any kind (staff meetings, IEP/504s, parent meetings, etc.).

STAFF NEWSLETTER

To help you prepare for the coming week, the staff newsletter will be emailed each weekend and will be posted in TEAMS. Schedules for the week, calendar changes, important news, and other critical information is included. The information in the staff newsletter is for staff only. Students and parents should not have access to this information. Please keep your copies in a secure location.

TEACHING SUPPLIES

Materials and supplies are available in the workroom for your use. If you cannot find needed items, please check with our office team as items may be in storage or in need of ordering. Please take only what you need, keeping in mind that Bianca orders supplies each month.

VISITORS & VOLUNTEERS

The terms “visitors” and “volunteers” can be used interchangeably but involve different purposes and processes. Please note the differences below:

- A visitor is often on campus for a short period and is always in the presence of a Monroe staff member. Visitors do not work directly with any child, other than their own. Examples of visitor activities may include brief class visits, meetings with a Monroe staff member, or attending an assembly.
- Volunteers are often on campus with some regularity and may be working with students. They require district approval including a background check. Volunteering may consist of helping in the classroom, serving as part of Field Day or another in-school event, or chaperoning a fieldtrip.

We ask that you keep the differences between visitors and volunteers in mind as you work with parents/guardians in your classroom, on field trips, etc. Regardless of whether a parent is a visitor or a volunteer, they need to begin their time on campus by signing in at our office and obtaining a badge. Please notify our office in advance if you are expecting a visitor or volunteer and have Shannon confirm their volunteer approval status.

VOICE MAIL

To facilitate communication with parents, teachers are requested to update their voice mail regularly and to check their voice mail daily. Please remember to answer voice mails within 24 hours of receipt.

WORKDAY

According to state law, district policy, and as stated in the Collective Bargaining Agreement (Section 9.01A), “The normal working day for full-time employees shall be seven and one-half (7 ½) hours, inclusive of the duty-free lunch period.” At Monroe, our normal workday for certificated staff is 8:00 am to 3:30 pm, except for those days with modified work schedules or when a workday extension has been scheduled. Hours for classified staff will be clearly communicated on an individual basis.

Student/Instructional Information

ARRIVAL/MORNING PROCEDURES

Families may drop off students after 8:10 am, which is when school supervision begins. All students will have the opportunity to eat breakfast each morning until 8:25 am. All our students should be at school and in their classroom line by 8:30 am.

Kindergarten students are to line up in the covered, gated area near the front entrance (Eagles’ Nest); first through fifth grade students will line up in their classroom line in the gym. All students, including bus students will enter through the front doors. This will support maintaining security and safety during arrivals. Students receiving special education services may arrive through the side door accompanied by their class paraeducators.

Teachers pick up students when the first bell rings, and everyone walks to class together.

Parents may pick up their children at the front of the school at the designated dismissal time (2:50 pm Monday – Thursday, 1:35 pm on Friday). Unless part of a student club or other special, supervised activity, students should depart the campus by the time supervision ends at 3:00 pm.

Please refer to the Arrival and Dismissal maps at the end of this handbook.

ATTENDANCE

Attendance needs to be completed by each classroom teacher, via Gradebook, by 9:05 am. Absence notes from parents/guardians are to be turned into the office daily. Students who are tardy must report to the office for a tardy pass before entering class. To avoid additional phone calls and upset parents, please be sure to report known absences and appointments to our office staff.

BICYCLES, SCOOTERS, ETC.

Per Everett Public Schools policy, students in grades three and above are allowed to ride bicycles to and from school. Students must walk their bicycles on campus, wear a helmet, and lock the bike in the bike rack near the covered area at the back of the school. Skateboards, hoverboards, scooters, roller blades and similar devices may not be ridden on district property, and the district cannot be responsible for the loss or theft of these devices or any other student property.

COMMON AREA SUPERVISION

All staff are responsible for student behavior in common areas. It is important to be sure each child knows what is expected regarding behavior, rules, and regulations ([SOAR Matrix](#)). We ask that classroom teachers teach behavioral expectations for the cafeteria, playground, office, and hallways. It is critical that all students understand that every member of our Monroe team has the same authority and commands the same respect as their classroom teacher.

CONFERENCES

Regular parent-teacher conferences are scheduled in the fall and spring for all grades. In addition to these conferences, teachers are encouraged to maintain close contact with parents/guardians through regular newsletters or updates and as needed, calls, classroom visits, and specially-called meetings.

DISMISSAL

Upon dismissal, students are to leave the school grounds and go directly home or to their designated childcare location via bus/van. Exceptions will be made for students assigned to special tasks, activities, or projects. Teachers are to walk all students down to parent pick-up in front of the school in the following manner:

- Kindergarten exits from classrooms through rooms 101 and 102 to enter the Eagles' Nest. First floor classrooms exit through the main doors. Second floor classrooms 207, 208, 221, 222, and 225 go down the green stairs and out the main doors. All other second floor classrooms go out the second floor NW door, down the cement stairs near the portables, and through the gate.
- Students who ride the bus home or take transportation to daycare will proceed responsibly to the gym to line up and wait in their designated line.
- All students being dismissed early must be picked up by a parent/guardian from the office.
- Any change in afternoon transportation must be communicated in writing by the parent/guardian. If a parent/guardian contacts the teacher to let them know their child will be going home in a way that is different from the norm, teachers are to notify the office immediately so they can verify and communicate the change to our entire dismissal team. If you do not receive a goldenrod Change in Way Home note or call from the office, the student is to go home their normal way.

Please refer to the Arrival and Dismissal map with directions at the end of the handbook.

FORGOTTEN ITEMS FROM HOME

Parents/guardians should deliver forgotten lunches, coats, etc. to the office rather than disturbing a class in session. Our office team will call the student down to pick up the item.

HALLWAY PASSES

All students traveling in the hallways need a pass that indicates their destination, unless they are accompanied by an adult. Our office staff will provide passes for each teacher. Teachers may also have a classroom-specific helper/bathroom pass. Students found in the hallways without passes will be escorted back to their classroom.

ILL/INJURED STUDENTS NEEDING CARE

Students who are ill or need immediate care should be sent to the health room. Please send the student with a hall pass or contact the health room at x7306 before sending the student. Please see the additional notes below:

- Teachers are encouraged to use their best judgment in referring students to the health room as some situations can be minor and require little or no care.
- In situations that involve a notable injury or illness, staff are to refer students for care in our health room.
- It is the responsibility of the teacher or assigned duty person to fill out an accident report form for an injury. Please connect with Judi with any questions related to these forms.
- The check-out procedure for students being sent home from school before dismissal time due to illness or injury is as follows:
 - The health room assistant will notify the parent or emergency contact that they need to pick up the student. Depending on the situation, the student may be sent back to class to retrieve their belongings, or the health room assistant may call the teacher and request that another student bring the belongings to the health room.
 - Upon arrival, the parent or emergency contact must sign out the student prior to leaving the building.

INSTRUCTION MATERIALS POLICY

Our district has selected instructional programs for ELA, math, and science. When choosing supplemental materials, please adhere to district policy. For EEA contract-specific language related to instructional materials, please see EEA/HSD Collective Bargaining Agreement – Section 9.07 (B) – Prerogatives of Certified Staff (below).

Excerpt from 2021-2024 Collective Bargaining Agreement (EEA):

The parties share a mutual interest in delivering high quality instruction in all subject areas and further agree as follows: 1. A curriculum that requires instructional staff to use the same lessons at all times or requires identical instructional strategies for all students may not be universally appropriate for an effective educational program. 2. Teachers may exercise professional judgment (i.e., expertise, insight and creativity) in determining when and how to adapt or modify lessons and use intervention tools to meet the diverse needs of students to achieve unit and lesson objectives within established curriculum. 3. If an administrator adjusts an individual student grade, the administrator will inform the instructor of record.

MONEY

No money should be left at school overnight. Also, please note that money should not be left in the student desks during the day. At Monroe, students are not required to pay for breakfast or lunch, so students are likely to bring money only to take part in PTA-hosted events.

PBIS

Monroe Elementary uses **P**ositive **B**ehavior and **I**ntervention **S**upports as the school-wide code of conduct. Students are recognized and celebrated for following expectations and are retaught or given extra support when expectations are not met.

PHONES AT SCHOOL (STUDENTS)

EPS District Policy 3246 outlines PED and Cell Phone usage by elementary students: *Elementary and middle school students who choose to bring cell phones and other PEDs to school may only use them before or after the school day. During the school day, all cell phones and other PEDs must be powered off and stored (e.g., in the student's backpack, locker, other district provided storage).*

As students bring phones to school, please ensure that these are stored in their backpack, within their locker (away from the learning environment).

RECESSES

All students are to go outside during recesses unless 1) they are awarded a special recess by their teacher and/or principal/assistant principal, 2) they have been assigned an alternate recess as a part of a behavioral plan, or 3) they have a note from a parent/guardian indicating they must remain indoors for health reasons. If a parent/guardian is requesting indoor recess for health reasons, please alert our health room assistant so they can follow up and determine if further restrictions are needed.

Please remember that students should never remain in the classroom unsupervised as we are liable in the event an incident occurs with unsupervised students. When the weather is inclement, as determined by the supervision paras, students will play under the covered area.

SCHOOL ACTIVITIES

All school activities, assemblies, clubs, guest speakers, or related activities held in the school (other than the authorized curriculum) must be approved by the principal prior to it being implemented.

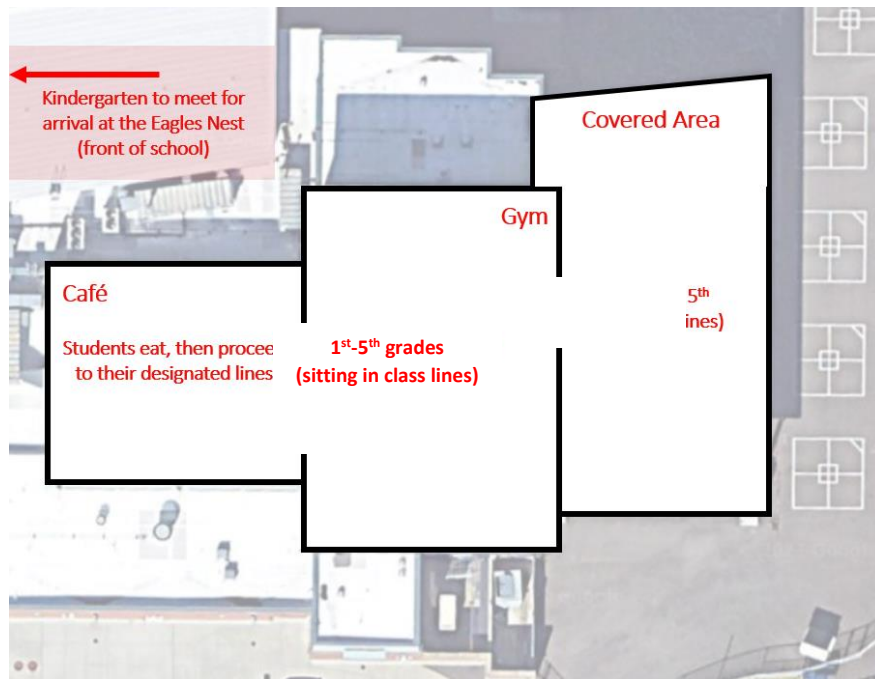
TELEPHONE

In terms of school phones, please know that students will not be allowed to use the phone during the day unless there is a specific emergency and permission. Teachers should take into consideration the student's age, purpose of the call, and potential to disrupt the learning environment and use their professional judgement when allowing them to use the classroom or office phone. Arrangements for visiting friends after school, or similar personal issues, are not considered an emergency and should be made at home. If students will be answering your classroom phone, please teach them how to appropriately answer.

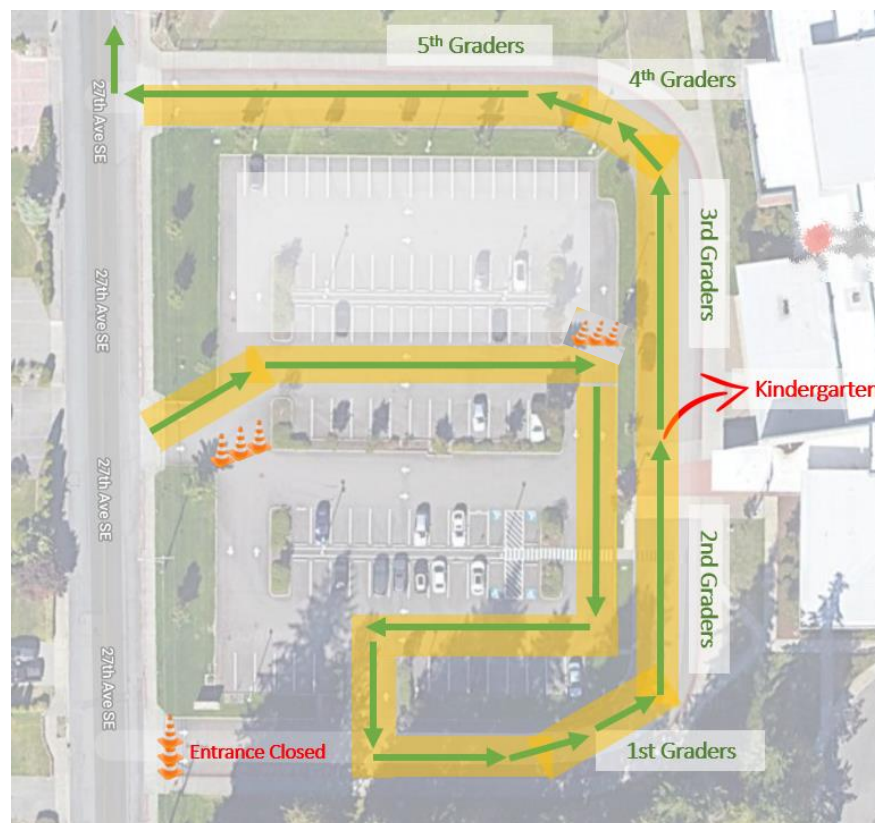
WITHDRAWAL FROM SCHOOL

When a student is withdrawn from our school in the middle of a grading period, it is important to provide the receiving school with some evidence of the progress that has taken place since the last grading period. When requested by Shannon, please fill out a progress report.

AM Line-up Locations



PM Pick-up Route





Employee Handbook

2024-25 School Year

Board of Directors

Traci Mitchell
Jen Hirman
Charles Adkins
Caroline Mason
Roman Rewolinski

Superintendent

Dr. Ian B. Saltzman

Deputy Superintendent
Chief Academic Officer
Regional Superintendent
Regional Superintendent
Asst. Supt. Human Resources

Dr. Peter Scott
Dr. Shelley Boten
Dr. Pete Misner
Dr. Cathy Woods
Dr. Chad Golden



Welcome to Everett Public Schools

Everett Public Schools is in one of the fastest-growing counties in Washington State. Our school district aims “*to ensure each student learns to high standards.*” You are joining a staff of highly dedicated people who are committed to student achievement.

This handbook is designed to help you understand employee benefits. While some policies, procedures, and benefits are identified in it, it is important to understand that it is not meant to include all information. You may refer to the [district website](#), which has extensive information that may answer your questions. The human resources staff can provide you with any additional information you may need.

Everett Public Schools does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Officer

Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator

Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

ADA Coordinator

Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Translated versions of this statement can be accessed at:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

Table of Contents

Strategic Plan.....	2
Mission	2
Vision	2
Core Values	2
Strategic Plan Priorities.....	3
Calendars and Collective Bargaining Agreements.....	4
Policies and Procedures.....	4
Mandated Training Requirements.....	5
Maintaining Professional Boundaries between Employees and Students	6
Duty to Report Physical Abuse and Sexual Misconduct	6
State of Washington Code of Professional Conduct	7
Recommendations Regarding Touching Students	8
Accident Prevention and Employee Safety	10
Worker’s Compensation Filing Information.....	17
Family Medical Leave Act (FMLA)	18
HIPAA Privacy Notice	19

Strategic Plan

Everett Public Schools has been guided by a long history of having a strategic plan that serves as a framework to provide long-term direction in the district. Annually, the Board of Directors reviews the district's progress in implementing the objectives and their accompanying strategies.



Mission

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

Vision

Our students will lead and shape the future.

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

Core Values

Our core values drive our actions and behavior.

Learning Equity Integrity

We believe each student has the ability to learn and achieve to high standards.
We honor and support each student's right to learn and achieve.
We act in good faith, serving others with honesty and dignity. We serve as stewards of the public trust.

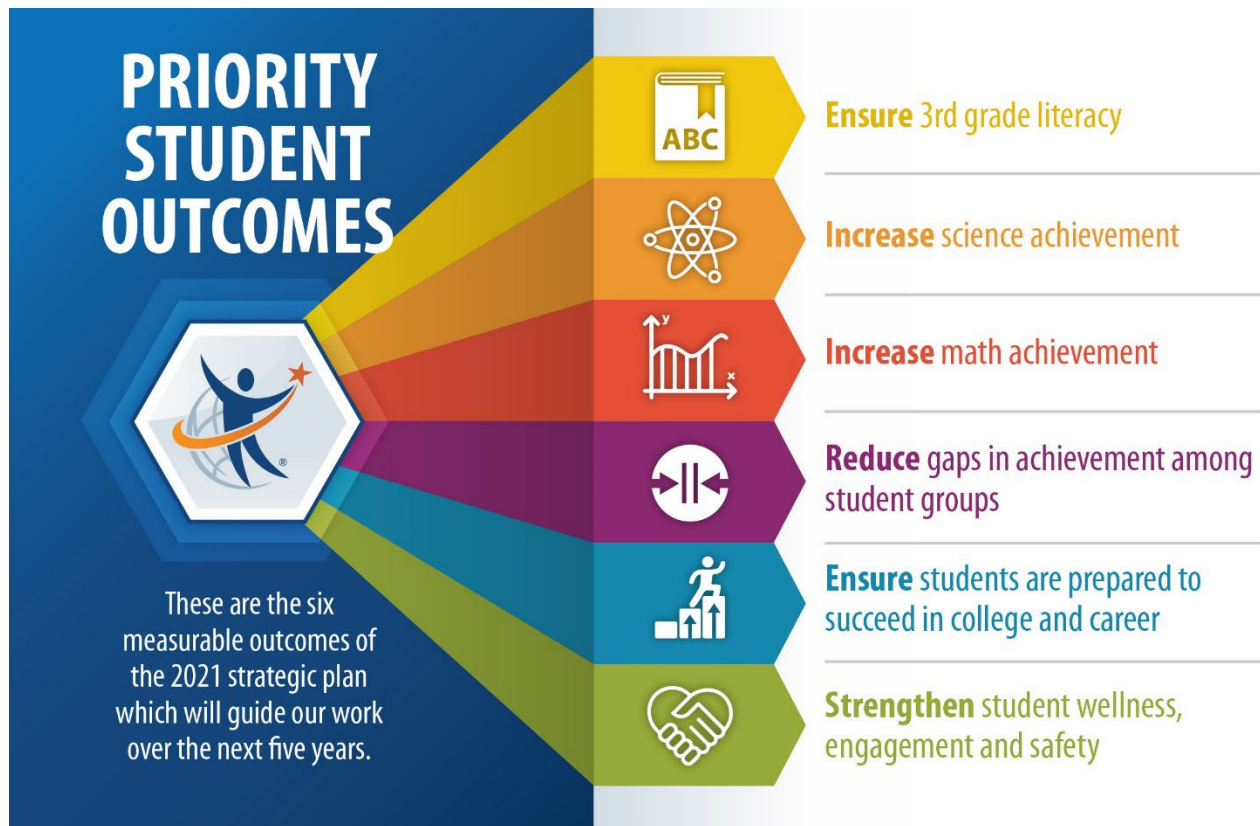
Passion Respect Diversity

We are passionate about teaching and learning.
We value differences among people and treat one another with respect.
We embrace diversity as an essential asset, are inclusive and treat our differences as a core strength.

Collaboration

We believe in learning and working together, the value of diverse views, and the power of collective wisdom.

Strategic Plan Priority Student Outcomes



Calendars and Collective Bargaining Agreements

Click the links below to access the student calendar, employee work calendars, and collective bargaining agreements.

[Student Calendar](#)

[Employee Work Calendars](#)

[Collective Bargaining Agreements](#)

Policies and Procedures

Below are district policies and procedures that directly relate to you as an Everett Public Schools employee. Please click the link provided below to review this important information.

[Policy 3205/Procedure 3205P](#) Sexual Harassment of Students

[Policy 3213/Procedure 3213P](#) Gender-Inclusive Schools

[Policy 5010/Procedure 5010P](#) Affirmative Action and Nondiscrimination

[Policy 5140](#) Tobacco or Tobacco-Like Product Use Policy

[Policy 5150](#) Drug-Free Workplace

[Policy 5160/Procedure 5160P](#) Sexual Harassment

[Policy 5161](#) Civility in the Workplace

[Policy 5215](#) Conflicts of Interest

[Policy 5225/Procedure 5225P](#) Technology

[Policy 5253/Procedure 5253P](#) Maintaining Professional Staff/Student Boundaries

[Policy 5320/Procedure 5320P](#) Leaves of Absence

[Policy 5320.9/Procedure 5320.9P](#) Family, Medical, and Maternity Leave

[Policy 5406/Procedure 5406P](#) Shared Leave Program

Mandated Training Requirements

In compliance with state regulations, Everett Public Schools requires all employees to be trained on the following subjects through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled workday for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If unable to complete the training during a regular workday, it is up to the supervisor to allocate additional time.

Every year, the law requires each staff member to receive training in:

- Bloodborne Pathogen Exposure Prevention
- Bullying: Recognition & Response
- Health Emergencies Overview
- McKinney-Vento Homeless Assistance Act
- Responding to Civil Rights Complaints in EPS
- Staff Handbooks & District Policies and Procedures

Every three years, which included the 2019-20 school year, the law requires each staff member to receive training in:

- Boundary Invasion

Upon new employment to the district, in addition to the training listed above, it is required new staff members receive training in the following:

- Back Injury and Lifting
- Bloodborne pathogen Exposure Prevention
- District Employee Handbook
- What Every Employee Must Be Told

If you have questions regarding these mandated training and the *Vector Training* system, please contact Carol Parris at 425-385-4127 or cparris@everettsd.org.

All Safe Schools training must be completed by October 31 of each school year or 30 days after hire.



Maintaining Professional Boundaries between Employees and Students

The board of directors expects all employees to maintain the highest professional, moral, and ethical standards in interactions with students. All staff members must maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, an understanding of child development, and consistency with the educational mission of the schools.

Employees are expected to exercise common sense and good judgment in their interactions with students. Employees will not intrude on a student's physical or emotional boundaries unless necessary to serve an educational, physical, mental, and emotional health purpose. An educational purpose is one that relates to the employee's duties in the district. Additionally, when interacting with students, employees are expected to be aware of and sensitive to the appearance of impropriety in their own conduct and the conduct of other employees and volunteers. Employees will report issues to their building administrator, supervisor, or human resources staff whenever they suspect or are unsure whether conduct is inappropriate or violates this policy.

A staff member who knows or has reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another staff member is required by law to report such abuse or misconduct to the appropriate school administrator. If the school administrator has reasonable cause to believe that the misconduct or abuse has occurred, he or she shall cause a report to be made to the proper law enforcement agency. While making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

The board of directors supports using technology to communicate for educational purposes. However, employees are prohibited from online socializing with students or using technology with students that violates the law, district policies or procedures, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and termination.

Reference: Board [Policy 5253](#) and [Procedure 5253P](#)

Duty to Report Physical Abuse & Sexual Misconduct

[RCW 26A.26.030](#) requires both certificated **AND** classified employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. A school district must, at the first opportunity, but in all cases, within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct.

It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect.

Reference: Board [Policy 3421](#)/[Procedure 3421P](#)

State of Washington Code of Professional Conduct

Education Practitioners * Teachers * Educational Staff Associates * Administrators

Chapter 181-87 WAC PROFESSIONAL CERTIFICATION—ACTS OF UNPROFESSIONAL CONDUCT

WAC Sections

- 181-87-003 Authority.
- 181-87-005 Purpose.
- 181-87-010 Public policy goals of chapter.
- 181-87-015 Accountability for acts of unprofessional conduct.

ADMINISTRATIVE PROVISIONS

- 181-87-020 Applicability of chapter to private conduct.
- 181-87-025 Exclusivity of chapter.
- 181-87-030 Prospective application of chapter and amendments.
- 181-87-035 Education practitioner—Definition.
- 181-87-040 Student—Definition.
- 181-87-045 Colleague—Definition.

ACTS OF UNPROFESSIONAL CONDUCT

- 181-87-050 Misrepresentation or falsification in the course of professional practice.
- 181-87-055 Alcohol or controlled substance abuse.
- 181-87-060 Disregard or abandonment of generally recognized professional standards.
- 181-87-065 Abandonment of contract for professional services.
- 181-87-070 Unauthorized professional practice.
- 181-87-080 Sexual misconduct with students.
- 181-87-085 Furnishing alcohol or controlled substance to students.
- 181-87-090 Improper remunerative conduct.
- 181-87-093 Failure to assure the transfer of student record information or student records.
- 181-87-095 Failure to file a complaint.

The code of professional conduct is codified by the Washington State Legislature in WACs and RCWs. Use this [link](#) for the complete rules and regulations.

Complaints or request for additional information may be addressed to:

Office of Professional Practices
Superintendent of Public Instruction
Old Capitol Building, Po Box 47200
Olympia, WA 98504-7200

<u>WAC 392-190</u> Equal Educational Opportunity—Unlawful Discrimination Prohibited

Recommendations Regarding Touching Students

Everett Public Schools aims to protect each student and employee's health, safety, and welfare.

Touching children in the school setting has positive educational aspects. However, touching children carries a risk that the educator may be accused of improper touching. Thus, an educator must exercise conscious judgment in determining whether to touch students and under what circumstances.

To exercise good judgment regarding touching, the educator must consider several factors:

1. Age of the child
 - a. *Kindergarten - second grade*: It is virtually impossible to avoid touching students of this age in a classroom. However, as students grow older, the acceptability of touching and hugging decreases.
 - b. *Middle grades*: Female children are extremely conscious of their sexuality from grades four through nine. Numerous accusations of improper touching in schools occur in this age group. Females of this age are very sensitive regarding their breasts and often view touch on the shoulder or back as sexual in nature. Girls in this age group are also extremely sensitive regarding remarks about their clothing and physical appearance. Typically, school employees get into trouble with this age group for patting knees, putting arms around shoulders, placing hands on waists, "looking at me funny," and snapping or rubbing bra straps.
 - c. *Higher grades*: Very little touching is acceptable with this age group. Educators most often get into trouble with this group when they attempt to counsel troubled children, especially about sexual or romantic matters. If it is not in your job description to counsel students, it is best not to do so.
2. Educator's sex

Males are perceived as sexual aggressors, and almost all accusations are leveled against male educators. Male educators must review their behavior carefully to ensure it cannot be misinterpreted.
3. Cultural/personal factors
 - a. Some individuals and some cultures are very uncomfortable with any sort of touching. Educators need to be sensitive to students' individual and cultural preferences.
 - b. If a student indicates by word or action that he/she is uncomfortable with touching, the educator should avoid physical contact with that student unless such contact is necessary for safety reasons.
 - c. Children who have previously been sexually abused may misperceive a neutral touch as a sexual touch.

Some actions are common trouble areas, even if not tainted with improper motives. Such actions should be avoided when possible:

1. *Repeated one-to-one contact with an individual student*. For example, a teacher might assign a single child (or even two) to come early to the gym to help set up the day's classes. A better solution is to assign this privilege (chore) to two male and female students for a semester. Two other students would be selected in subsequent semesters.

2. *Social activities with students:* Take a student or two to the movies, invite students to the home, or visit students while they babysit. If you intend to use an out-of-school activity as a reward for academic performance or behavior, notify parents and consult with your principal well in advance in writing about the educational purpose of the reward.
3. *Driving students in cars.* Students who are in cars with educators often say they were molested. A Type II school activity driver's authorization is required for all district employees to operate a district or private motor vehicle to transport students to and from school-related activities. Coaches, educators, and activity advisors are discouraged from transporting students. If this appears necessary, consult with an administrator in advance for guidance.
4. *Giving gifts to students.* If you wish to give gifts to reward students, discuss such gifts with the principal before they are given. Never give a student an expensive or personal gift such as perfume or flowers. Notify parents and principals in writing of the reward system and its educational purpose.
5. *Writing cards, notes, or letters to students.* Be particularly careful what is written in annuals. Use a professional, distant name format, such as "Thomas Brown" rather than "Tom" or "Brownie." Do not tell or write students that you "love" them.
6. Other actions will be grounds for discipline and are very difficult to explain:
 - a. *Any request for affection:* "Give me a hug; give me a kiss," etc.
 - b. *Any touching* except on the shoulders, back, and arms. Even this is dangerous with girls in grades four and on. Avoid lingering touches, such as shoulder massages.
 - c. *Requests for sex or dates.*
 - d. *Any lascivious or sexual remarks* of any sort, even those that are jokes.
 - e. *Remarks about body parts* - "You have great legs," "I wish my wife were built like you," "I'm bigger than your boyfriend." Remarks about appearance and dress are also questionable (e.g. "You're a pretty girl." or "You should wear that sweater more often.")
7. *Sexual contact with any student.* State law criminalizes sex between school employees and high school students – even those who reach the age of majority while registered as students. Any sex between a school employee and an enrolled student up to the age of 21 is considered criminal behavior. For employees, a "student" includes:
 - a. anyone currently supervised by the educational practitioner,
 - b. anyone currently under the age of 21 whom the educational practitioner has ever supervised,
 - c. anyone enrolled in any school or district attending an activity where the educational practitioner performs duties.
8. *Giving alcohol to students* or former students under age 21. Lending identification to underage students so they can obtain alcohol.
9. *Bringing pornographic materials* to school is prohibited, including sharing pornographic materials with students.

Accident Prevention and Employee Safety

Introduction

The Employee Safety and Health Handbook is offered to familiarize employees with the District's Accident Prevention Program. This program was developed to establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas, all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, with the support of employees at all levels, it can reduce the frequency and severity of job-related injuries to district employees. It is required that you take some time to read through this information. After reading this handbook, ask your supervisor to answer any questions you might have.

Responsibilities

The **employer** is responsible for providing a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate. Investigate all accidents, regardless of severity.

The **employee** must know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and report all potential hazards and play an active role in creating a safe and healthy workplace.

Take personal responsibility for working safely and use common sense while performing your job.
Nothing we do is worth getting injured!

Safety Policy

This district provides all district personnel with a safe and healthful work environment. Our goal is to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training to protect employee welfare.

Safety Rules

Safety Rules are established to reduce the frequency and severity of accidental injuries. All accidents are preventable. It is your responsibility to follow all safety rules pertaining to your job.

- ✓ Please ask your supervisor for specific safety rules for your job.
- ✓ All safety rules pertain to employees using common sense and being aware of the hazards of their work environment.
- ✓ Failure to follow safety rules could result in disciplinary action.

ID Badges

For the safety of students and staff, the district requires that all employees wear Everett Public Schools' photo identification badges during the workday. Employees will be provided with a photo ID badge upon employment. Human Resources will issue replacements for misplaced or stolen badges for a fee of \$20.00.

Accident Reporting and Investigation

Report all accidents to your supervisor. If you are injured on the job, you must fill out an "Accident/Incident Report" form even if you do not seek medical treatment.

If you are injured on the job and seek medical attention from a physician, you should also request and complete the "Industrial Insurance Claim" information provided by your site supervisor. This packet includes information that will guide you through the claims process.

Generally, you are not required to report accidents that result in minor injuries (cuts, bruises, and abrasions). If any of these injuries progress to conditions or complications beyond first aid, you should report this to your supervisor immediately.

First Aid Requirements

The District is committed to providing first aid training to enough employees at each work site. As per the law, we ensure at least one CPR/First Aid-qualified person per site. Please check with your site supervisor for a qualified person in your area. In addition, 'First Aid Kits' are readily available for employee use. Please check with your site supervisor for the location of your kit, ensuring you are always prepared for any situation.

Safety Committee

The District has a safety committee composed of management-appointed and employee-elected members. The main function of this committee is to monitor the effectiveness of the Accident Prevention Program. It accomplishes this by:

- ✓ Reviewing inspection reports from outside agencies.
- ✓ Reviewing accident investigations to ensure corrective actions have been taken.
- ✓ Investigating any hazards reported to them by employees.
- ✓ Providing safety information and meeting minutes to be posted on all district safety bulletin boards.

Safety and Health Training

The District is committed to continuous improvement in safety and health. To this end, ongoing safety and health education programs will be provided for all employees. These programs aim to increase awareness of accident causation factors, improve morale by demonstrating management's concern for their employee's safety, and promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Emergency Actions

All employees will be provided training on emergency actions during the employees' safety orientation or transfer to a new site. The emergency action plans developed for each location will be used as a training guide. Here are some important points to remember:

- ✓ Know your escape route in an emergency (fire, earthquake, etc.). Learn your emergency evacuation procedures and participate in fire and emergency evacuation drills.
- ✓ Know the location of emergency equipment (fire extinguishers, fire alarm stations, natural disaster kits).
- ✓ Become familiar with the district's Emergency Preparedness Plan (EPP), which addresses a variety of perils and actions to take in the event of an emergency or natural disaster.
- ✓ Please check with your supervisor for the location of your posted emergency escape route.

Hazard Reporting

A hazard is an accident waiting to happen! Please take some time to think about the daily hazards you encounter at work. Sometimes, an accident does not result in an injury. This type of accident is commonly called a "near-miss". A near-miss should be reported to your supervisor immediately. Your supervisor will investigate the incident and assess for corrective actions.

It's your responsibility!

- ✓ It is the employees' right and responsibility to report any unsafe act, condition, or procedure that they encounter.
- ✓ Report all hazards to your supervisor in writing or by email.
- ✓ If possible, all hazards will be corrected at the site level. Some hazards may require further assistance from your maintenance department for resolution.
- ✓ Hazard reporting forms are available on your Safety Bulletin Board.

Personal Protective Equipment

All employees whose positions require personal protective equipment will be provided instruction on using that PPE by their supervisor. The instruction will include:

- ✓ The requirement for the use, care, and maintenance of PPE.
- ✓ The issuance of PPE will be provided free of charge to each employee whose job requires its use.

- ✓ Performing any job without the use of the required PPE could result in disciplinary action.

Safety Bulletin Board

The Safety Bulletin Board is used to communicate safety-related information to employees. Know the location of your Safety Board. The Safety Bulletin Board will contain:

- ✓ Names of Safety Committee Members.
- ✓ Names of First Aid certified personnel.
- ✓ Emergency phone numbers.
- ✓ Safety Committee meeting minutes.
- ✓ WISHA/DOSH required posters.
- ✓ Hazard reporting forms.

Find out where the Safety Bulletin Board is located at your site.

DISTRICT SAFETY PROGRAMS

Hazard Communication Program

The Hazard Communication Program was developed to inform employees of the chemical hazards associated with products used in their work areas. This is known as the “Workers’ Right to Understand” standard for chemicals in the workplace. These standards state that:

- ✓ Employees will have access to SDS (Safety Data Sheet) information for all chemicals used in the workplace.
- ✓ Employees will be trained on using personal protective equipment associated with their chemicals properly.
- ✓ Required PPE will be provided free of charge.

Please Note: Employees are discouraged from bringing household chemicals to work. Please check with your supervisor before using any consumer-formulated cleaning product at work.

Science Laboratory Safety Program

The scope of this program is to ensure that employees working with hazardous chemicals in laboratories are informed of hazards, know the proper hazard evaluation methods, and know how to protect themselves from overexposure to chemicals. The district will designate a Chemical Hygiene Officer (CHO) to develop a written Chemical Hygiene Plan and provide yearly training to employees who work with chemicals in labs.

Lockout-Tagout Program

This program establishes the requirements for the lockout or tagout of energy sources. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

Affected employees will receive specific training on the lockout or tagout procedures during their supervisor's initial job safety training. Each new or transferred employee and other employees whose work operations are or may be in the area shall be instructed on the lockout or tagout procedures.

Hearing Conservation Program

This program was developed to protect employees from potential hearing loss due to high occupational noise levels exposure. The district identifies all areas that exceed designated noise levels and takes preventative measures to reduce that exposure depending upon the noise levels.

Outdoor Heat Exposure Program (Heat Stress)

All employees whose positions require them to work outdoors in hot weather can result in serious illness or even death. Workers exposed to extreme heat may experience symptoms of heat-related illnesses (HRI), such as heat cramps, heat rash, heat exhaustion, fainting, heat stroke, and other symptoms.

Heat-related illness is also linked to injuries from falls, equipment operation accidents, and other on-the-job incidents. The *Outdoor Heat Exposure* rule applies from May 1 through September 30 every year when employees are exposed to outdoor heat at or above applicable temperature levels. Employees are encouraged to frequently consume water or other acceptable beverages to ensure hydration and understand the signs and symptoms of heat-related illness, how it affects their health, and how it can be prevented.

Respirator Program

This program establishes the requirement for the proper use of respirators, types of filters, fit testing, and training for employees who may be exposed to airborne toxins during the performance of their jobs. Affected employees will receive medical screening and specialized training before being required to wear a respirator.

Asbestos Management Program

The Asbestos Hazard Emergency Response Act (AHERA) regulates asbestos in schools. AHERA requires school districts to have a properly accredited asbestos manager, inspect the schools for asbestos-containing building materials, prepare a management plan, and provide asbestos-related notifications to parents, teachers, and employee organizations.

Fall Protection Program

This program was developed to protect district employees who may be required to perform tasks or operations ten feet or above a lower level. Affected employees will receive specialized fall prevention training.

Following these guidelines can prevent falls:

- ✓ Always use handrails when using stairs
- ✓ Use caution when walking on surfaces that contain ice, snow, rock, oil, water, or other adverse or unstable material or conditions.
- ✓ Immediately clean up spills
- ✓ Prevent fall hazards by keeping stairs, walkways, aisles, and walk areas clear of boxes, loose materials, wires, and other objects.
- ✓ Select shoes for comfort and safety compatible with your work environment.
- ✓ Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Use a ladder!

Confined Space Program

Under this program, all locations that meet the WISHA/DOSH definition of a confined space are identified and classified based on any hazardous conditions they may present. A confined space is large enough for an employee to enter or break the plane of entry, has restricted means of entry or exit, has unfavorable natural ventilation, and is not designed for continuous employee occupancy. Examples of confined spaces include but are not limited to Tanks, tunnels, trenches, vaults, manholes, sewers, and silos. The District shall identify and maintain a confined space entry policy and procedure. Do not enter a confined space or break the plane of entry with any part of your body if you are not trained in and have not fully implemented the confined space entry procedure.

Bloodborne Pathogens Exposure Control Plan

This program provides requirements to protect employees from exposure to blood or other potentially infectious materials (OPIM) that may contain bloodborne pathogens. Examples of bloodborne pathogens are the human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Employees considered having occupational exposure to blood or other potentially infectious materials will receive further training.

Exposure Procedure

Post-exposure treatment may be necessary after direct contact with blood or other body fluids (including saliva), such as from a needle stick, cut, bite, or eye splash. Referral to Concentra must

occur as soon as possible after exposure, within 2 hours for HIV and 24 hours for Hepatitis B infection for provision of immediate protection.

What You Must Do If You Are Exposed

1. **Immediately wash** the exposed area with soap and water for at least ten seconds.
2. **Immediately notify** the building office manager to call the Nurse Triage Helpline at 839-928-6877.
3. **Immediately seek medical treatment** for a post-exposure medical evaluation at **Concentra**, 3726 Broadway, Suite 101, Everett, WA, 98201. 425-239-7900. The healthcare provider at Concentra will determine if treatment is necessary. This confidential evaluation will be at no cost to the employee.

If the incident involves another individual (exposure source) because of an incident such as biting or an accident involving blood, the exposure source will be asked to go to Concentra for testing while the employee is sent for a medical evaluation. If the source of blood or other body fluid exposure is a child, it will be necessary to request for the parent/guardian to have the child tested.

An exposure is considered an on-the-job injury. Follow the instructions on the following page to file your claim at www.pswct.org.

WORKPLACE SAFETY GUIDELINES

Safe Lifting

Most back injuries result from improper lifting. Protect your back by practicing proper lifting and carrying techniques. Remember: It's easier to prevent a back injury than to recover from one!

Prepare the lift - Think about the load you'll be lifting. Ask yourself:

- ✓ Can I lift it alone?
- ✓ Do I need mechanical help such as a cart or dolly?
- ✓ Is it too awkward for one person to handle?
- ✓ Should I ask a co-worker for help, or split the load into several smaller ones?
- ✓ If you decide you can manage the load by yourself, follow the next steps.

Tuck your pelvis - Tighten your stomach muscles and tuck your pelvis. Tightening the stomach muscles automatically helps to support the lower back.

Bend your knees - Always bend your knees when lifting anything. This helps maintain your center of balance and lets the strong muscles in your legs do the work of lifting while protecting your back.

Hug the load - Bring the object you lift as close to your body as possible. Keep your back upright as you lift. Gradually straighten your legs to a standing position to lift the load.

Pick up the load—When you lift, Make sure your feet, knees, and torso are pointed toward the load. Come to an upright position, then pivot using your feet. As you carry the load, change direction with your feet, **not by** twisting your body. Twisting and lifting at the same time can overload your spine. When you are ready to set the load down, have your feet pointed toward the load.

Put the load down—If possible, choose a place other than the floor to set the load down so it will be easier to pick up if it must be moved again. Avoid lifting above your shoulder height.

Office Ergonomics

There is no denying that computers have forever changed the workplace. They have made organization and complicated tasks much easier for millions of workers each day. While computers have been helpful, they also can propose some ergonomic risks. Repetitive Strain Injury (RSI) can happen from repetitive motion of the hands and arms. Also, improper posture and positioning can cause back, neck, and eye strain. These injuries happen far too often in the workplace. Most of the

time, we think of on-the-job injuries from very physical activities, but the truth is that even some of the most common office tasks can lead to injury. Taking a few precautions can save you from much pain and suffering. Following some simple guidelines could go a long way in preventing RSI in the workplace.

Chair

- ✓ Set the height of your chair to support your feet with either a footrest or, if your workstation height will allow, place them flat on the floor, supporting your feet and lower legs only.
- ✓ Make sure the angle between your torso and legs is greater than 90°.
- ✓ Allow 2" - 4" of space between the waterfall front of the seat cushion and the back of your knee.
- ✓ Relax your shoulders.
- ✓ Support your forearms while keeping your elbows and wrists in a neutral position with your wrists at or below elbow height.
- ✓ Position the backrest nearly upright or slightly reclined if you have head support.
- ✓ Fine-tune the backrest to provide full support for your lumbar curve.

Keyboard

- ✓ Adjust the keyboard to keep your arms, wrists, and hands straight. Your hands should be slightly lower than your elbows.
- ✓ Place the mouse and keyboard at the same height, with the mouse close to the keyboard.
- ✓ Allow sufficient clearance below the keyboard for your knees and legs to move (at least 1"-2").

Monitor

- ✓ Place directly in front of the keyboard (centered on the "g/h" split of the keyboard) with the top of the screen at or below eye level (at least 24" from eyes).
- ✓ Adjust the screen angle to eliminate glare.
- ✓ Use a document holder to place documents as close to the monitor as possible, preferably at the same height and viewing distance from your eyes.
- ✓ Illuminate your documents properly with direct task lighting.
- ✓ To reduce eyestrain, periodically avert your eyes from the monitor and focus on distant objects.

Slips, Trips, and Falls

Over the years, slips, trips, and falls have been a major cause of injury in workers' compensation insurance programs. During a typical policy year, *approximately* 25% of all reported injuries can be attributed to slips, trips, and falls. By reviewing the following guidelines, we hope school employees will be better prepared to recognize, evaluate, and control these hazards.

To avoid slips, trips, and falls, follow these general guidelines:

- ✓ Environmental Awareness – Pay attention to where you are walking.
- ✓ Take your time – Shortcuts and inattention occur when you are in a hurry.
- ✓ Use handrails- Particularly on steps and ramps.
- ✓ Wear proper footwear – Slip-resistant shoes that are flat, rubber-soled, with wide tread designs are best.

Many fall hazards occur on wet or icy surfaces. These areas can be found around bathrooms, water fountains, and cafeterias.

- ✓ During cold or rainy weather, be especially careful of walking areas where ice can accumulate.
- ✓ Take your time – Walk slowly and carefully.
- ✓ Avoid wet or icy areas- Take a safer route to your destination.

In addition to wet, icy, and slippery surfaces, school district employees have encountered trip hazards in the following situations:

- ✓ Boxes of office equipment – Keep boxes and storage items out of walkways.
- ✓ Electrical Cords – Computer and appliance cords must be managed properly to avoid trip hazards.
- ✓ Mats and carpet edges – Be sure mats and carpets are secured and are not rolled up on the edges.

- ✓ Desk and filing cabinet drawers – Keep desk and file drawers closed when not in use.
- ✓ Speed bumps and bumper stops in parking lots – Speed bumps and bumper stops should be painted for recognition and visibility. They are still hard to see when it is dark.
- ✓ Holes and uneven sidewalks – Report holes and uneven surfaces to maintenance so they can be fixed.

Please take some time to evaluate your work area for any fall hazards that you may encounter.

Ladder Safety

Ladder safety is often an overlooked lesson. Over 500,000 people are injured by falls involving ladders each year. Most of these incidents occur because the victims violate the basic rules of ladder safety. Portable ladders are used at our school district sites in a wide variety of settings, including maintenance, academic, and administrative. Misuse of portable ladders can result in serious injuries from falls or, in some cases, death. Our goal is to provide safety information to our school district members to reduce the potential for injury.

Please follow these ladder safety guidelines:

- ✓ Use a ladder of proper length to reach the working height you need. **Chairs, boxes, and desks are not ladders and are unsafe to stand on.**
- ✓ Make sure you choose the right ladder to support your weight and the job you are about to perform.
- ✓ Inspect the ladder **BEFORE** you use it. Check the rungs, spreaders, and side rails before use. Never use a damaged ladder.
- ✓ Place the feet of the ladder on firm, even ground. The bottom of the ladder should be about one foot away from the wall for every four feet that the ladder rises. An extension ladder's upper and lower sections should overlap to provide stability.
- ✓ Face the ladder and hold on with **BOTH** hands while climbing. Stay in the center of the rails. Do not lean over the side of the ladder. Your belt buckle should not be further than the side rail. Tools should be carried on a tool belt or raised and lowered using a hand line.
- ✓ On single or extension ladders, never stand above the third rung from the top and never climb above the point where the ladder touches the wall or vertical support.

Worker's Compensation Filing Information

The Everett School Board recognizes that safety and health standards should be incorporated into all aspects of the operations of the District. Your safety is important to us.

If you are injured at work, report your accident/injury to your supervisor, then **CALL NURSE TRIAGE HELPLINE AT 833-WCT-NURS (833-928-6877) whether you seek medical care or not.**

In the event of a life-threatening emergency, call 911.

The Puget Sound Workers' Compensation Trust is the third-party administrator managing the District's employee Accident/Incident Reports and work injury claims. If you indicate that you have sought or intend to seek medical care, a worker's compensation benefits claim will be established for you. You will hear from PSWCT within three business days.

Upon submitting your report and work injury claim, the Puget Sound Workers' Compensation Trust will email you the following:

- Your claim number (give this number to your doctor/medical provider)
- Prescription letter (to fill/pay for any prescriptions from your medical provider)
- General work injury claim information

When submitting a work injury claim, contact the [Payroll and Benefits department](#) to discuss your status and next steps. If you are off for any amount of time related to your work injury claim, you are required to complete a time loss election form, which must be requested from the benefits office, completed by you, and then submitted back to the benefits office within seven days of the date of injury. The benefits office will review this required form with you, as your elections will directly impact District pay and may impact your medical benefit eligibility. All completed forms can be faxed to 425-385-4135.

You may choose your doctor/medical provider for your **first** treatment visit. However, ongoing treatment of your injury must be from a state-approved medical provider. Below are links to provider lists that support your work injury claim:

- [Local Medical Providers](#)
- [State L&I Search for Medical Providers](#)

It is extremely important that you submit a copy of the completed Activity Prescription Form (or whatever paperwork the medical provider gives you) immediately after receiving treatment and following every appointment. This document can be faxed to the benefits office at 425-385-4135, scanned, emailed to benefits@everettsd.org, or brought to the benefits office in the CRC Building at 3900 Broadway, Everett.

If you have general questions regarding workers' compensation benefits, please visit the [Department of Labor & Industries website](#) for injury claims. For specific claim questions after filing, please contact your claims adjustor with Puget Sound Workers' Compensation Trust at 253-778-7667.

IMPORTANT DISTRICT CONTACT INFORMATION

Phone: 425-385-4115 Fax: 425-385-4135

Email: benefits@everettsd.org

Payroll and Benefits Department

Community Resource Center

3900 Broadway, Everett, WA 98201

Family Medical Leave Act (FMLA)

Employee Rights and Responsibilities

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA-covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose to use accrued paid leave while taking FMLA leave, or employers may require it. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

HIPAA Privacy Notice

This notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning using and disclosing individual health information. This information, known as protected health information, includes virtually all individually identifiable health information held by the plan – whether received in writing, in an electronic medium, or as an oral communication. This notice describes the privacy practices of the following plans: Preferred Provider Organizations (PPO)/ Healthcare Management Administrators (HMA), Pharmaceutical Care Network (PCN), and Flexible Spending Accounts (FSA). The plans covered by this notice may share health information with each other to carry out treatment, payment, or health care operations. These plans are collectively referred to as the plan in this notice, unless specified otherwise.

The plan's duties with respect to health information about you

The plan is required by law to maintain the privacy of your health information and to provide you with this notice of the plan's legal duties and privacy practices with respect to your health information. If you participate in an insured plan option, you will receive a notice directly from the insurer. Different policies may apply to other Everett School District programs or to data unrelated to the health plan.

How the plan may use or disclose your health information

The privacy rules generally allow the use and disclosure of your health information without your permission (known as authorization) for purposes of healthcare treatment, payment activities, and healthcare operations. Here are some examples of what that might entail:

Treatment includes providing, coordinating, or managing healthcare by one or more healthcare providers or doctors. It can also include coordination or management of care between a provider and a third party and consultation and referrals between providers. *For example, the plan may share health information about you with physicians who are treating you.*

Payment includes activities by this plan, other plans, or providers to obtain premiums, make coverage determinations, and provide reimbursement for health care. This can include eligibility determinations, reviewing services for medical necessity or appropriateness, utilization management activities, claims management, billing, and “behind the scenes” plan functions such as risk adjustment, collection, or reinsurance. *For example, the plan may share information about your coverage or the expenses you have incurred with another health plan in order to coordinate payment of benefits.*

Healthcare operations include activities by this plan (and, in limited circumstances, other plans or providers), such as wellness and risk assessment programs, quality assessment and improvement activities, customer service, and internal grievance resolution. Healthcare operations also include vendor evaluations, credentialing, training, accreditation activities, underwriting, premium ratings, arranging for medical review and audit activities, and business planning and development. *For example, the plan may use information about your claims to review the effectiveness of wellness programs.*

The amount of health information used or disclosed will be limited to the “minimum necessary” for these purposes, as defined under the HIPAA rules. The plan may also contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

How the plan may share your health information with the Everett School District

The plan, or its health insurer or HMO, may disclose your health information without your written authorization to Everett School District for plan administration purposes. Everett School District may need your health information to administer benefits under the plan. Everett School District agrees not to use your health information other than as permitted or required by the plan documents and by law. Human Resources administrators, benefits staff, and payroll staff are the only Everett School District employees who will have access to your health information for plan administration functions.

Here is how additional information may be shared between the plan and Everett School District, as allowed under the HIPAA rules:

- The plan, its insurer, or HMO may disclose “summary health information” to Everett School District, if requested, to obtain premium bids to provide coverage under the plan or to modify, amend, or terminate the plan. Summary health information summarizes participants’ claims information but removes names and other identifying information.
- The plan, or its insurer or HMO, may disclose to Everett School District information on whether an individual is participating in the plan or has enrolled or dis-enrolled in an insurance option or HMO offered by the plan.

In addition, you should know that Everett School District cannot and will not use health information obtained from the plan for any employment-related actions. However, health information collected by Everett School District from other sources, for example, under the Family and Medical Leave Act, Americans with Disabilities Act, or workers’ compensation, is *not* protected under HIPAA (although this type of information may be protected under other federal or state laws).

Other allowable uses or disclosures of your health information

In certain cases, your health information may be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information describing your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You will generally be given the chance to agree or object to these disclosures (although exceptions may be made, for example, if you are not present or if you are incapacitated). In addition, your health information may be disclosed without authorization to your legal representative.

The plan is allowed to use or disclose your health information without your written authorization for the following activities:

Workers compensation	Disclosures to workers’ compensation or similar legal programs that provide benefits for work-related injuries or illness without regard to fault, as authorized by and necessary to comply with such laws.
Necessary to prevent serious threat to health or safety	Disclosures made in the good faith belief that releasing your health information is necessary to prevent or lessen a serious and imminent threat to public or personal health or safety. Disclosures should be made to someone reasonably able to prevent or lessen the threat (including: disclosures to the target of the threat); includes disclosures to assist law enforcement officials in identifying, or apprehending an individual, because the individual has made a statement admitting participation in a violent crime that the plan reasonably believes may have caused serious physical harm to a victim, or where it appears the individual has escaped from prison, or from lawful custody.
Public health activities	Disclosures authorized by law to persons who may be at risk of contracting or spreading a disease or condition; disclosures to public health authorities to prevent or control disease or report

	child abuse or neglect; and disclosures to the Food and Drug Administration to collect or report adverse events or product defects.
Victims of abuse, neglect, or domestic violence	Disclosures to government authorities, including social services or protected services agencies authorized by law to receive reports of abuse, neglect, or domestic violence, as required by law. If the plan believes the disclosure is necessary to prevent serious harm to you or potential victims, you will be notified of the disclosure if informing you will not put you at further risk.
Judicial and administrative proceedings	Disclosures in response to a court or administrative order, subpoena, discovery request, or other lawful process (the plan may be required to notify you of the request, or receive satisfactory assurance from the party seeking your health information, that efforts were made to notify you, or to obtain a qualified protective order concerning the information).
Law enforcement purposes	Disclosures to law enforcement officials required by law or pursuant to legal process. To identify a suspect, fugitive, witness, or missing person; disclosures about a crime victim if you agree or if disclosure is necessary for immediate law enforcement activity; disclosure about a death that may have resulted from criminal conduct; and disclosure to provide evidence of criminal conduct on the plan's premises.
Decedents	Disclosures to a coroner or medical examiner to identify the deceased or determine the cause of death. Also to funeral directors to carry out any duties.
Organ, eye, or tissue donation	Disclosures to organ procurement organizations or other entities to facilitate organ, eye, or tissue donation and transplantation after death.
Research purposes	Disclosures subject to approval by institutional or private privacy review boards, subject to certain assurances and representations by researchers regarding necessity of using your health information and treatment of the information during a research project.
Health oversight activities	Disclosures to health agencies for activities authorized by law (audits, inspections, investigations, or licensing actions) for oversight of the healthcare system, government benefits programs for which health information is relevant to beneficiary eligibility, and compliance with regulatory programs or civil rights laws.
Specialized government functions	Disclosures about individuals who are armed forces personnel or foreign military personnel under appropriate military command; disclosures to authorized federal officials for national security or intelligence activities; and disclosures to correctional facilities or custodial law enforcement officials about inmates.
HHS investigations	Disclosures of your health information to the Department of Health and Human Services (HHS) to investigate or determine the plan's compliance with the HIPAA privacy rule.

The plan is not required to agree to a requested restriction. If the plan does agree, a restriction may later be terminated by your written request, by agreement between you and the plan (including an oral agreement), or unilaterally by the plan for health information created or received after you are notified that the plan has removed the restrictions. The plan may also disclose health information about you if you need emergency treatment, even if the plan has agreed to a restriction.

Right to receive confidential communications of your health information

If you think that disclosure of your health information by the usual means could endanger you in some way, the plan will accommodate reasonable requests to receive communications of health

information from the plan by alternative means or at alternative locations. If you want to exercise this right, your request to the plan must be in writing, and you must include a statement that disclosure of all or part of the information could endanger you.

Right to inspect and copy your health information

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a “designated records set” (a group of records maintained by or for a covered entity that is the medical and billing records about individuals; enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan). You do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. In addition, the plan may deny your right to access, although in certain circumstances you may request a review of the denial.

If you want to exercise this right, your request to the plan must be in writing. Within 30 days of receipt of your request (60 days if the health information is not accessible on site), the plan will provide you with:

- The access or copies you requested.
- A written denial that explains why your request was denied and any rights you may have to the denial reviewed or file a complaint.
- A written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request.

The plan may provide a summary or explanation of the information instead of access to or copies of your health information. If you agree in advance and pay any applicable fees, the plan may also charge reasonable fees for copies or postage.

If the plan does not maintain the health information but knows where it is maintained, you will be informed of where to direct your request.

Right to obtain a paper copy of this notice from the plan upon request

You can obtain a paper copy of this privacy notice upon request. Individuals who agreed to receive this notice electronically may request a paper copy anytime.

Changes to the information in this notice

The plan must abide by the terms of the current privacy notice. This notice takes effect on April 14, 2003. The plan reserves the right to change the terms of its privacy policies as described in this notice at any time and make new provisions effective for all health information that the plan maintains. This includes health information that was previously created or received, not just health information created or received after the policy is changed. If changes are made to the plan's privacy policies described in this notice, you will be provided with a revised privacy notice via in-district mail or US mail.

Complaints

If you believe your privacy rights have been violated, you may complain to the plan and to the Secretary of Health and Human Services (HHS). You will not be retaliated against for filing a complaint. To file a complaint, obtain a complaint form from the complaint manager by calling the benefits office at 425-385-4115.

Contact

For more information on the plans privacy policies or your rights under HIPAA, contact the benefits office at 425-385-4115.

Special enrollment rights

Under the special enrollment provisions of HIPAA, you may be eligible, in certain situations, to enroll in a School Employee Benefits Board (SEBB) sponsored medical plan during the year, even if you previously declined coverage. This right extends to you and all eligible family members.

You will be eligible to enroll yourself (and eligible dependents) if, during the year, you or your dependents have lost coverage under another plan because:

- Coverage ended due to termination of employment, divorce, death, or a reduction in hours that affected benefit eligibility.
- Employer contributions to the plan stopped.
- The plan was terminated.
- COBRA coverage ended.
- The lifetime maximum for medical benefits was exceeded under the existing medical coverage option.

To enroll in a School Employee Benefit Board (SEBB) sponsored medical plan during the year, you must notify the plan within 60 days of the loss of coverage. If you do not do so within 60 days, you will be required to wait until the next open enrollment period.

If you gain a new dependent during the year because of marriage, birth, adoption, or placement for adoption, you may enroll that dependent, as well as yourself and any other eligible dependents, in a plan even if you previously declined medical coverage.

Right to amend your health information that is inaccurate or incomplete.

With certain exceptions, you can request that the plan amend your health information in a “designated records set.” The plan may deny your request for several reasons. For example, your request may be denied if the health information is accurate and complete, was not created by the plan (unless the person or entity that created the information is no longer available), is not part of the “designated records set” or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal, or administrative proceedings).

If you want to exercise this right, your request to the plan must be in writing, and you must include a statement to support the requested amendment. Within 60 days of your receipt of your request, the plan will:

- Provide a written denial that explains why your request was denied and any rights you may have to disagree or file a complaint.
- Provide a written statement that the time for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request.

Right to receive an accounting of disclosures of your health information

You have the right to a list of certain disclosures of your health information the plan has made. This is referred to as an accounting of disclosures. You may receive an accounting of disclosures if the disclosure is required by law, in connection with public health activities, or in a similar situation listed in the table earlier in this notice unless otherwise indicated below.

You may receive information on disclosures of your health information going back for six years from the date of your request but no earlier than April 14, 2003 (the date HIPAA privacy rules became effective). You do not have a right to receive an accounting of any disclosures made:

- For treatment, payment, or healthcare operations
- To you, about your own health information
- Incidental to other permitted or required disclosures.
- Where authorization was provided
- To family members or friends involved in your care (where disclosure is permitted without authorization)

- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances

Your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the agency's or official's request. If you want to exercise this right, your request to the plan must be in writing. Within 60 days, the plan will provide you with the list of disclosures or a written statement that the period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the plan expects to address your request. You may make one request in any 12-month period at no cost. The plan may charge a fee for any subsequent requests. You will be notified in advance of any fees and can change or revoke your request.