

CEDAR WOOD STAFF HANDBOOK 2017-2018

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. [See Policy and Procedure #3210, pg]

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Office – Carol Stolz, 425-385-4106
Title IX Officer – Randi Seaberg, 425-385-4104
Section 504 Coordinator – Becky Ballbach, 425-385-4063
ADA Coordinator – Dr. Peter Scott, 425-385-4050

Address: 3900 Broadway, Everett, WA 98201

EPS Mission: To inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

History:

Cedar Wood opened its doors 26 years ago and throughout the intervening years has admirably served the families in the southern-most region of Everett Public Schools. Over those years it has gained and maintained a reputation for excellence, based on the professional and caring actions of the staff and the school's strong partnership with parents. Students from Cedar Wood progress through secondary school displaying positive self-regard, respect for learning, effective interpersonal skills and a solid foundation of skills and knowledge. They consistently excel academically and comprise a high concentration of the student leadership in our middle and high schools. As SeaWolves, students, staff and families work together to nimbly adjust to each learner's changing needs and readiness. Cedar Wood staff are frequently tapped to lead district professional development, and our classrooms frequently incorporate new instructional and curricular approaches to meet changing needs. Everyone at Cedar Wood is an active learner, making it a bright light in the region and state as we interact daily with the children who come to our classrooms.

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CEDAR WOOD AND DISTRICT POLICIES AND PROCEDURES

Below are Cedar Wood and District policies which apply directly to our school. Additional information can be found on the district server, in DocuShare, or by contacting the school office.

504 PLANS

[See Policy and Procedure 2211, page]

Students who qualify for a 504 plan have been found to have a physical or mental health disability that limits one or more major life function. Our counselor coordinates the 504 program in our school and informs staff on a need to know basis. By law, all employees interacting with a student who has a 504 plan must provide the accommodations identified in the plan.

ABSENCE REPORTING--EMPLOYEES

All employees are required to report any absences from work. This may be done electronically or by phone, using the Online Absence Reporting system. A substitute request is created at the same time, if applicable. Please report your absence as much in advance as possible to assure the best chance of obtaining a guest teacher/staff member. An absence will not be generated unless a job number has been assigned! Your employee ID and PIN number are required to successfully enter an absence. The phone number and Website are: **425.252.2894** or <https://subweb.everett.k12.wa.us>. The HR Sub Placement Desk is 425.385.4111

On-line System Quick Reference Guide

My User ID: _____ My PIN: _____

Basic absence WITH SUB:

Enter PIN
1 – create absence
1 – today or 5 – tomorrow
1 – all day
enter reason code and *
(wait for reason description)
1 – to confirm
1 – follow sub instruction prompts
1 – confirm job number

Basic absence WITHOUT SUB:

Enter PIN
1 – create absence
1 – today or 5 – tomorrow
1 – all day
enter reason code and *
(wait for reason description)
1 – to confirm
5 – no sub required
1 – confirm job number

Reason Codes for Absences

1	Sick Leave	9	Bereavement *
2	Family Illness	10	Religious Holiday
3	Personal Day	11	Military Duty *
4	Vacation	12	Association Union Duty
5	Birth of a Child †	13	Disability / L&I *
6	Jury / Court *	14	Adoption †
7	Emergency	18	DRA Testing ε
8	Leave Without Pay		

* special absence confirmation form required

† certificated staff only

ε specific teaching staff only

Choose Reason Code Reason

Confirm Date/Time

Click Submit then confirm and create absence by clicking Create Absence

Once a job number is generated you can log off.

ACCIDENTS

Student Injury/Illness

Staff have the responsibility to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. If the injured student is able to move safely and comfortably, send the injured student to the health room immediately with an escort. Otherwise, notify the office (7700) and request help while making the injured student as comfortable and as safe as possible. Complete and submit an accident report to the office promptly. The Principal will be notified immediately in the event of a serious injury or illness.

In the event a student is injured, the staff person who is supervising will complete an Injury Report form. Injured or ill students are not allowed to walk home or be left at home alone without parent's permission. Parents will be contacted as soon as possible by office staff when students sustain a head injury or other serious injury. A special form is required in the event of a head injury, available from our HRA.

Staff

If you yourself are hurt while at work, contact the office to seek proper care promptly. As soon as possible, obtain and complete an accident report form, available from our Office Manager. There is a short form for emergency accidents and a different form for non-emergency accidents.

ALLERGIES, PEANUT AND OTHER

Almost every classroom has students with individual health plans. The Health Room staff will alert you of all health concerns. There are always students who have severe nut allergies in our school. Please avoid any activities using peanuts or tree nuts unless you have permission, as these can be life threatening. A nut-free table is available for these students in the cafeteria.

ANIMALS IN SCHOOL

[See Policy and Procedure 3418, page]

Animals on school property are discouraged and must have direct relevance to the objectives of the instructional program. When brought on to school property, they must be for that sole purpose.

District policy states:

1. The Principal shall approve the instructional purpose for each animal in the school. No animal shall come into schools without the Principal's approval.
2. Prior to introducing any animals into the classroom, teachers shall ascertain that:
 - Students and school personnel are not allergic to the animal;
 - The animals will present no physical danger to students; and
 - Students will be instructed in the proper care and handling of the animals.
3. Animals shall not be allowed to roam freely in the school.
4. Animals shall be housed in suitable, sanitary, self-contained enclosures appropriate to the size of the animal or kept on a leash.
5. Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.
6. Animals shall not be left in school during holiday periods where practical (fish in tanks are an exception) and teachers are responsible for making arrangements for their care.
7. Dogs and cats brought to school must have a health certificate signed by a licensed veterinarian.

Animals Not Allowed In School

- Small Animals – Raccoons, baby raccoons, squirrels, bats, wild rodents, and aggressive rabbits
- Snakes, Reptiles, Amphibians – Large pythons, ball pythons, lizards, wild frogs, turtles, caymans, and small alligators
- Birds, Fish, Insects – Baby chicks, chickens, parrots, parakeets, cockateels (Psittacine birds), wild or injured birds, dangerous fish such as piranhas, bees (not enclosed/encased), and centipedes

ASSEMBLY EXPECTATIONS

All assemblies are scheduled on the Staff Outlook Calendar. Typically, classes are invited to assemblies over the PA to promote orderly entrance and seating. Assembly seating is by grade level, with the youngest students in the front. In all-school assemblies, 5th grade students sit on lunch table seats in the back. An aisle is left down the middle. Name tags with each classroom teacher are placed on the floor designating where teachers are to seat their students. Adult seating is provided along the sides of the student seating for staff and adult guests.

Our school continually receives complements on the way our students remain attentive and involved during school assemblies. This is no accident; it is a direct result of the clear expectations and constant monitoring every adult provides, even when the assembly gets very interesting for us adults.

Expectations to review with your students before an assembly:

- Enter with voices off
- Sit on your bottom—not on your knees
- Keep your body facing forward
- Keep your eyes on the speaker
- Keep your hands and feet to yourself
- Never boo or act disrespectfully
- Students are not excused to the bathroom during assemblies

As staff, we are each responsible for addressing the behavior of each Cedar Wood student—whether the student is in our classroom or not, whether we know the student's name or not. Teachers should separate potential problem behaviors and seat students right at their side to proactively address concerns.

ATTENDANCE – STUDENTS

[See Policy and Procedure 3122 on page]

Record of Attendance

Staff shall be diligent in maintaining accurate enrollment and attendance records. Teachers are expected to electronically report student attendance every day before 9:30 a.m. Make this part of your daily routine. The Office Assistant must submit school attendance early each day, and relies on prompt reporting by teachers.

Only teaching staff are allowed to complete the attendance—do not allow students or parents to enter this information. The first eight days of the year attendance will be on line and on paper so that the district can very accurately track which students are present. To help insure student safety, attendance should be turned in prior to students leaving the classroom. In the case of a question about student attendance, the courts have determined that the teacher's record of attendance is the legal record. Please be sure to keep accurate records regarding absences and tardies.

Absences and Tardies

Teachers and the office shall require excuses from the parent(s)/guardian(s) of students in all cases of absence, tardiness or dismissal before the close of school. Students should present their notes for excused absences or tardies to their teachers, who will send these notes to the office in the morning. Students missing less than 30 minutes of the day due to a late arrival or early departure are considered tardy. Those who miss more than 2 hours of school are considered ½ day absent. We do not recognize perfect attendance at whole-school assemblies at the end of the school year, but we do expect students to attend unless excused for one of the reasons permitted by state law.

Early Release of Students

When students leave school before the regular end of the school day they are counted absent for part of the day. This will be recorded on the report card as a Tardy. Students who leave/check out of school more than 2 hours early shall be considered absent for that ½ day.

Students must be signed out by a parent or an adult authorized in writing by the parent/guardian. The student will be called to the office when the parent arrives. If a parent goes directly to your classroom to pick up a child, direct the parent to the office to sign the student out.

ATTENDANCE – STAFF

[See Policy and Procedure 4310, page

As professionals, staff will arrive at work and for meetings on time and remain on campus for the duration of their contracted work time. The length of the work day for staff is determined by each unit's negotiated agreement. In general, staff are not required to sign in when they arrive for work. Staff are expected to notify the office if they are leaving campus during their contracted work day, including their planning period (for certificated staff) or lunch. Prior approval should be sought from the building administrator in the event a staff member needs to leave campus other than during his/her lunch or planning period. In the case of an emergency, notifying the office is acceptable. Itinerant staff are expected to sign/check in and out when on campus. The primary purpose for this is to insure that there is an accurate record of who is on campus in the event of an emergency and to assist other ESD staff in locating them.

Certificated Staff

The normal work day for certificated staff is from 8:25 a.m. to 3:55 pm which is inclusive of a 40 minute duty-free lunch. Exceptions include days with modified work schedules or on a work day extension.

Classified Staff

Hours (normal work day) vary by individual employee.

BICYCLES

Students in grades three and above are allowed to ride bicycles or scooters to and from school provided they wear a helmet and walk their bike/scooter while on campus. Skateboards, roller blades and similar devices (including shoes with wheels) may not be ridden or worn on district property. The District cannot be responsible for the loss or theft of these devices or any other student property. Students who do not comply with the above rules shall be subject to corrective action.

BLACKBOARD CONNECT SYSTEM

The *Blackboard Connect* system enables administrators to send messages to target audiences quickly and efficiently. The Administration may use *Blackboard Connect* to notify you and/or families of issues which are specific to Cedar Wood. You will not receive a call for District school closures for weather—watch your TV, listen to your radio, or monitor the district website.

BUDGET

As possible, teachers are provided a portion of our school budget to be spent on classroom supplies. This may include books, posters, etc. Once the amount available is established, prior approval is not necessary. Receipts must be submitted to our Office Manager by the end of May. The amount available may differ each year, so ask Office Manager for your allocation amount. In addition, the PTA seeks to provide support for each grade level or area of specialization.

CADRES

At Cedar Wood teachers and specialists are assigned to a content area Cadre, which meets at scheduled times to manage the professional development of staff specific to the content area. Generally, Cadres meet before school once a month. Cadres have a designated facilitator, but all Cadre members are expected to contribute equally to the work. Often, Cadre members present at staff meetings.

CELL PHONES

[See Procedure 3246, page]

For safety reasons, many of our parents have provided their children with cell phones. Students may bring cell phones to school; however, phones must be powered off and put away (in a backpack and/or locker) while the student owner is on campus or on a school bus. Everett Public Schools cannot be responsible for lost or stolen personal property at school.

Staff should keep personal cell phones silenced and in a secure area, and remember that many cell services do not provide dependable coverage in our building. Unless there is a unique, pressing need, staff should not be texting or making cell phone calls in the presence of students. Our Office Manager will contact staff to set up the Rave911 app to manage information in the case of an emergency.

CHROMEBOOKS

Cedar Wood has five Chromebook carts, each containing 32 Chromebook computers. These must be shared among all our classrooms, except when reserved for district/state testing. Staff are expected to:

- Reserve a specific cart ahead of time, using the Chromebook calendar on Outlook

- Teach and reinforce expectations that Chromebooks will be carried by both hands and treated carefully
- Assure that individual Chromebooks are plugged into the cart charging system when not in use
- Return the cart to its designated location unless a prior arrangement is made with another teacher
- Report the number of any malfunctioning Chromebook to the Office for service.

CLASSROOM SUPPLY LISTS

The District asks that teachers not request supplies from families which should be provided by the district, such as reams of printer paper, chalk, printer cartridges, etc. Supply requests should be standardized within a grade level. For items that are to be shared within the classroom it is better to say something like, "If you are able to contribute to a collection of supplies to be shared among all students, we also need the following:" This permits teachers to list items (such as handy wipes, gallon plastic zip locks, etc.) which are not specific to one student. It also helps to add a footnote to classroom supply list that says, "Families needing assistance providing these school supplies are encouraged to contact our school counselor, Ms. Famelos-Villars."

CLOCK HOUR FORMS

The Principal is required to approve all clock hour forms. Indicate which criteria apply by circling the number at the bottom left on the form. Give the forms to be signed to our Office Manager, who will make sure that the Principal signs them and that they are returned to you.

COMPUTERS & OTHER TECHNOLOGY

See section on Technology, on page .

CONFIDENTIALITY

[See Procedure 4131, page]

Through contact in school, staff members always learn private information regarding students, families or others associated with our school. Staff do not possess a confidentiality privilege regarding such disclosures by students. According to District Procedure 4131P, "The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others."

Confidentiality reminders:

- School staff are required by law to protect the confidentiality of students and fellow staff at all times.
- A student's classroom behavior, academic performance, grades, assignments, or family situation cannot be discussed with anyone other than custodial parents and essential school staff.
- A violation of these privacy rights could be harmful to a student, and violating them could put you at risk of legal penalties and/or employment discipline.
- Revealing even generalized information about a student's grade level, participation in a certain activity, gender, or physical characteristics can be considered a violation of privacy if such information leads to identifying a particular student or group of students.
- Media interviews are not allowed on school premises or during school time without the permission and knowledge of school administrators. Any requests for such interviews must have prior permission from your Principal.
- If you give interviews away from the premises after school hours, you cannot in any way indicate or imply that you are speaking for the school or for the administration. It must be clear that you are speaking in your capacity as a private citizen.

- In any interview—on campus or off, during work time or off, you must protect the privacy of your fellow staff and students.
- In some cases, comments you make to the media, to co-workers, volunteers, parents or friends can become a matter of public record—you could be called to testify under oath regarding those statements.
- If pressed for information, you can refer people to your principal, or Leanna Albrecht, Director of Communications at 425-385-4040.

COPY MACHINES

Two large copy machines are located in the workroom. Both operate the same way. Each teacher is given a copy code, which helps us budget our copy expenses throughout the year by grade level. We are all working to conserve the number of copies made and the amount of paper used. Cost for the machines and paper comes out of the building budget. If we reduce the number of copies made we can purchase more of our other needs. There is an additional copy/fax machine in the main office which may be used for 5 or fewer copies if the two main machines are in use. One way to help save money is to print your document directly to the copy machine, rather than use the printer attached to your computer. (Costs to print on the classroom printer are 14 times as much as on the workroom copiers!) You can print what you have sent to the copy machine by calling up the document in the print room. Ask Office Manager or Office staff for directions on how to do this. It can result in a big savings in printer cartridge expenses for our building. Training on the many features of our large copy machines is provided by Office staff and Office Manager, so don't hesitate to ask.

CUMULATIVE STUDENT ACADEMIC FOLDERS

[See Procedure 3600, page]

We are not permitted to take student cumulative folders off campus. If you remove a file from the student record file cabinet to use on campus make sure that you fill out the file marker and insert it in the file drawer to indicate that you have checked out the file for use on campus.

DISCIPLINE

Goals of Discipline

The overall goal of discipline is to instruct students in the skills necessary for effective self-discipline and to encourage students to become more successful self-managers. In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective action shall be fairly and moderately meted out primarily to modify behavior rather than to punish students.

It is the employee's responsibility to proactively inform students of behavior expectations and to provide ways for students to practice and master these. Staff are expected to address behavior concerns as they arise, and to inform parents of on-going behavior concerns.

Each employee shall set an appropriate example of personal conduct and shall avoid taking any actions or making any statements to any student which may be demeaning or personally offensive to any student or group of students.

Egregious student misconduct, such as fighting, should be sent to the office to be addressed.

Communicating Discipline Concerns

Staff must keep others informed when there are discipline concerns developing with a student. Please work closely with our counselor and/or an Administrator to develop appropriate, consistent interventions to address behavior concerns.

Disciplining Special Education Students [See Procedure 2210, page]

"Discipline for special education students has special parameters. Prior to the imposition of a corrective action or punishment upon a special education student, the school Administration and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment." If you have any question as to whether a student has an active IEP or 504 Plan or whether a student's behavior is due to a disability, contact the appropriate special education staff, the building 504 coordinator (our counselor), or Administration.

A copy of the Everett Public Schools' Student Responsibilities and Rights Policies are issued to every family. Expectations for student behavior in the classroom, lunchroom, and elsewhere on the campus are to be taught and reinforced by all staff. [See Policy 3200, page]

The staff at Cedar Wood encourages and supports appropriate behaviors as well as the concept that we are all working to show our **PRIDE**.

Positive
Respectful
Independent
Determined
Engaged

Failure to comply with behavior expectations may result in disciplinary actions, in accordance with the District progressive discipline policy.

Toy guns, knives, weapons, ammunition or any object that could reasonably be considered a weapon are not permitted by state law on any school property and will result in disciplinary action.

DRESS CODE

[See Policy and Procedure 3224, page]

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited.

Staff members are required to assist in making known, and directing students to comply with, the school dress code for students as printed below.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

- Attire that shows or displays undergarments; inadequately covers chest/breasts, midriff, buttocks or thighs; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
- Any clothing that would create, in fact, an atmosphere in which a student, staff member, or other person's wellbeing is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Pants must be secured at the waist and cover the stomach and underwear.
- No hats or hoods may be worn inside buildings at Cedar Wood.

Exception: T.E.A.M. Cedar Wood hats may be worn on designated school spirit days.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. In the event of disagreement between staff and students/parents, the building administration will make the final decision.

Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policy 3200.

EARLY DISMISSAL FOR WEATHER/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, and/or until dismissed by the school administration.

EMAIL

Email is considered a central form of communication in the Everett Public Schools. All staff are to check email each day. To reduce the amount of “nuts and bolts” meetings information is often sent electronically. Staff are required to read and respond to email in a timely manner, and no less than once each workday. All messages on the Everett Public Schools email system are considered to be Public Record. No privacy is guaranteed for any message sent on this system. Use student initials in the subject line of any message—always consider a student’s privacy rights when using student names. Never send a message that you would not want to see appear in the newspaper, court records, etc. Email is also filtered for key words to identify unwanted threats, hate mail, etc. If you have private messages to send, you should use another communications system.

Emailing Parents, and sharing Parent Email addresses:

You may receive a request from your room parent for the email addresses of the other parents of the children in your classroom. Once a year the office sends home Form 308, which asks parents to indicate whether it is OK for us to share their child’s information with others (such as photos, name in yearbook, email address, etc.) In September, until those forms are returned and processed, it is best for you to clarify with each household their wishes before you share email addresses. Here is an example of an email you could send to every child’s parent in September:

Thanks for sending me your email address. It provides me with a fast and effective way to communicate with you. With your permission, I would also like to share your email address with our room parent, Ms. _____, who helps coordinate many of the parent activities for the children in your child’s classroom. Please respond with your preference for sharing your email address with our room parent. Thank you.

____ yes, you may share my email address with my child’s room parent

____ no, I prefer that you do not share my email address with my child’s room parent

EMERGENCY PROCEDURES

Emergency evacuation routes are posted near outside doors and in each employee’s red Staff Reference binder. During an evacuation of the building students should exit quietly and remain under the direction of the adult in charge. Drills take place monthly—most will be announced through the staff calendar on Outlook. Directions specific to each type of emergency are in your red Staff Reference Book.

EXPOSURE PROCEDURES

If you experience direct contact with blood or other body fluids (including saliva) from a needle stick, cut, bite or eye splash, post-exposure treatment may be necessary. Referral to an occupational medicine center must occur **as soon as possible after exposure**; within 2 hours for HIV and 24 hours for Hepatitis B infection, to provide protection.

What you must do if exposed:

1. Immediately wash the exposed area with soap and water for at least ten seconds.
2. Notify the Office Manager, health room assistant or nurse immediately. They will fill out an **Exposure Incident Report Form**.
3. Call the Human Resources Department at 425.385.4114 or 425.385.4100 with a report of the incident. The **Exposure Incident Report Form** must be faxed to the Human Resource Department at 425.385.4102 and the completed original must be sent to Human Resources via district mail. A confidential medical evaluation and follow-up will be set up immediately. During the evaluation the health care provider will determine if treatment is necessary. This evaluation will be at no cost to the employee.
4. If the incident involves another individual (exposure source) as a result of an incident such as biting or an accident involving blood, the exposure source will then be asked to go to the occupational medicine center for testing at the same time the employee is sent for a medical evaluation. If the source of blood or other body fluid exposure is a child, the school will request that the parent/guardian have the child tested.
5. An exposure is considered an on-the-job injury. Complete an **Employee Accident Report Form** and **Self-Insurer Accident Report Form (SIF-2)** and return both completed forms to Human Resources. A **Physician's Report Form** must be received in Human Resources before you may return to work. (All forms are available in our main office or through Human Resources.)
6. The Human Resources Department must maintain required records for at least the duration of employment plus 30 years.

FAX MACHINE

Both of the large copiers in the workroom and the small copier in the main office are also digital scanners. The small copier is also a fax machine. With this equipment it is possible to send a fax to one or more recipients but also to scan and send documents to any email address. Use this feature to share information with your class or parents without having to run off copies on the copy machine. Directions are posted on the wall by the small copier.

FIELD TRIPS

[See Procedure 2320, page]

Do not speak with students or parents about a potential trip until you have received approval from the office. Field Trips must be pre-approved at least 14 days in advance. Obtain and submit the Field Trip forms from our Office Manager. She can provide you with all needed information on bus costs, timelines, etc.

Rationale

The Everett School District recognizes that field trips are a natural extension of curricular, co-curricular, and interscholastic programs. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classroom or on the school site. The Board of Directors encourages appropriate, carefully planned field trips that lead to new learning or reinforce what has been already learned at school.

Expense

Be judicious in planning field trips when students are charged for expenses. Each student shall have an equal opportunity to participate in field trips that are taken by the student group. The availability of field trip opportunities for students is commensurate with the funds which can be allocated to support such activities. The District will strive to offer field trip experiences with a minimum of expense to individual students.

Pre-Planning

Staff members planning a field trip should fill out a field trip packet and observe all timelines indicated within. A field trip packet consisting of Field Trip Request form, Student Informed Consent form, Adult Supervisor Informed Consent form and a detailed Itinerary must be completed. The packets are located in the office. **Any money collected from students for field trip admission must be turned in to the office daily.** Work with our Office Manager to be sure you stay within the timelines and guidelines for organizing your field trip.

As you plan, think about what parents expect to know ahead of time. Send the permission form home with a letter that describes: the trip's purpose (including the essential learning), cost, equipment/supplies needed, appropriate dress, emergency contacts/phone numbers, date(s), departure/arrival times, supervision, and any other pertinent details.

In time for them to be reviewed and approved, give Office Manager the Field Trip Request form, your parent letter and a copy of the student permission form. Dr. Jones must approve these items before you discuss them or distribute them to your students. Before you leave, give a copy of the Student Informed Consent forms to Office Manager and take the original Student Informed Consent forms with you on the trip. Field Trip Forms are available on the District website.

Adult Supervisors (Chaperones)

Unless a group has fewer than eight students, additional adult supervisors/chaperones are required whenever students leave campus. The number of adult supervisors shall be determined by the coordinating staff member in consultation with the building administrator, taking into consideration the age of the students and the nature of the activity. All volunteer chaperones must be approved by the District, a process which can take several weeks. The office maintains a list of those adult volunteers who are already approved. Review the section on Volunteers in this handbook to learn more about chaperone requirements.

Collecting Money from Students

No money may be collected without the express approval of the administration. From time to time staff may want to initiate collection of money from students/parents for a variety of reasons (field trips, book orders, etc.). Money collection must have prior approval from the Principal and be coordinated in advance with the Office Manager who will provide guidance on money handling. Great care must be taken to protect and secure funds entrusted to us from students and parents by following all required cash/check handling procedures. Money must be submitted intact for daily official receipt and deposit. Money must not be left in the classroom nor given to a student to deliver to the office. If a student is paying a school fine (rather than a field trip or other such collection) send the student to the office where a receipt will be issued directly to the student. Never handle money for a fine/fee.

FOOD, DRINK & NUTRITION

As long as consuming food or drink does not interrupt the regular educational program and is managed to avoid damage or trash, teachers may choose to permit food or drink in their classrooms. Before allowing food into their classrooms, teachers should ensure that students with food allergies are not at risk from other students eating or drinking. Students are not to leave a classroom with food or drinks. No food, drinks, candy, or other similar items may be consumed outside of the lunchroom without the permission of, and supervision by a staff member. **Note: Food should not be used as a reward.**

Staff members are expected to comply with our district's initiative to provide only healthy food to students.

The district does not permit homemade food items to be brought to school for sharing. For more information, refer to the section titled **Guidelines for Food Served at Room Parties or Brought to School by Students or Parents**, in the Parties and Celebrations section of this Handbook.

Staff members are expected to model respect and responsibility by not eating or consuming drinks in the presence of students unless students have permission to also eat/drink.

FRAGRANCE SENSITIVITY

While students and staff may choose to wear fragrances to school, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the school community have health conditions that are negatively affected by fragrances worn by others. In those circumstances, individuals will be asked to refrain from wearing fragrances to school.

Staff are asked to monitor and control the use of perfumes, aftershave or cologne which may trigger a negative reaction among others. Staff should also be cognizant of the effects on colleagues, students and parents when considering the use of fragrances on themselves or in the classroom.

FUND RAISING

[See Policy and Procedure 32530, page]

To avoid conflict with the PTA annual fund raising efforts, staff may not organize any fundraising events during the first two months of the school year. Before proceeding with any fundraising program be sure to meet with the administration to obtain approval.

GATES

The gates from the Northwest parking lot to 168th are generally left open and unlocked, except during a lock down. The gate next to the kindergarten play area on the west side of the campus is locked each work day at 5:00 to prevent community members from driving around behind the school or down on the field. If you are parked behind the school you will need to move your car to the north parking lot before 5:00 pm or your vehicle will be locked in for the evening.

HARASSMENT, INTIMIDATION AND BULLYING

[See Policy and Procedure 3204 and 3205, page]

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying (HIB).

Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through verbal, nonverbal, or physical conduct as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Reporting Harassment, Intimidation and Bullying

All staff will take all complaints of harassment, intimidation and bullying seriously and will in a timely manner address all such complaints. Appropriate actions will be taken, from informal

remedies up to and including suspension and/or expulsion, against any student found to have violated this procedure.

All staff members are expected to intervene in school-related harassment, intimidation and bullying and report situations which may require additional intervention.

Students and volunteers are encouraged to report school-related harassment, intimidation and bullying of which they have knowledge.

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment should bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter.

Complainants are not promised confidentiality; however, every effort will be made to protect complainants and witnesses.

False reports, retaliation and reprisal for harassment, intimidation and bullying also constitute violations of this procedure, and discipline will be imposed as appropriate.

HELP DESK

[See Technology section of Handbook on page]

The Help Desk can be contacted at extension HELP (4375) or on the district webpage. This group can answer all of your computer and email questions. Provide the tag number and location of any equipment.

KEYS

Our Office Manager, with the approval of the Principal, issues keys to teachers and other staff. Please carefully follow these school key guidelines:

- Sign a record for each key issued to you.
- Always keep your school key(s) with you. Do not label them with the name of our school.
- Do not loan keys to anyone.
- If you lose a key, notify the office immediately. The Principal will notify the Maintenance Department immediately upon the report of a lost key.
- Do not duplicate keys. This is a serious violation of district procedures.
- Return all keys when you no longer have assigned school responsibilities for the areas for which you were issued keys.
- Staff may request to retain keys during summer break, but must annually verify key numbers with our Office Manager.

LAMINATING

Because of the high cost of laminating film, we have cut back on the amount of laminating. We laminate the covers of new books in our library. Other lamination requires a very compelling reason, such as for continually used flash cards, name cards, game pieces, etc. If you believe you have a very legitimate need to laminate, ask Office staff for the permission form, which she will forward for approval. Only staff trained on the laminator may laminate—we do not have the funds to repair the machine due to misuse.

LATE START / CANCELLATION FOR EMERGENCIES

Staff members are expected to make all safe efforts to arrive at work at the usual time in the case of a late start. Staff will not be notified by the district via the *Blackboard connect* phone system if school is cancelled or is starting late, unless only Cedar Wood is impacted. Otherwise, the school

and District will not make a call. Staff are responsible for accessing local media for this information.

Most radio and television stations announce school schedule changes or cancellations every 15 to 30 minutes. When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, you are advised to listen to the major area radio and TV stations. Everett Public Schools makes school schedule change announcements, if at all possible, before 5:30 AM. The [district Website](#) also links to the region's emergency communications system listing schedule changes for all school districts.

MAILBOXES IN OFFICE

Staff are asked to check their mailbox before and after school and to empty them daily. Only emergency messages will be delivered to the classroom. Mailboxes are not to be used to distribute non-school material. Students and parent volunteers should not have access to staff mailboxes as some contents may be sensitive or confidential. Please do not send parent volunteers or students to pick up items from your mailbox. Keep your mailbox cleaned out—do not use it as a storage locker.

Outgoing inter-campus mail should be placed in the aluminum tub located on the workroom counter.

MEET YOUR TEACHER

We schedule a one-hour informal time for parents and students to find their classrooms and to quickly meet their teacher at the start of the year. This generally is held at the end of the day before the opening of school.

NETWORK AND TELEPHONE SYSTEMS

[See Technology section of Handbook on page]

All use of these systems must be in support of the goals and objectives of the District. The District reserves the right to prioritize use of and access to these systems. Any use of the systems must be in conformity with state and federal law, network provider policies, licenses, and District policy. Use of the systems for commercial solicitation is prohibited.

- Use of the network system for charitable/non-profit purposes must be approved in advance by the Superintendent or designee.
- The network system constitutes a public facility and may not be used to support or oppose political candidates or ballot measures.
- The system shall be used in a manner that does not disrupt the operation of the system by others. System components, including hardware or software, shall not be destroyed, modified or abused in any way.
- Use of the system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of material they transmit or publish on the system. Further, hate mail, harassment, discriminatory remarks, or other antisocial or unprofessional behavior is expressly prohibited.
- Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
- Subscription to mailing lists, bulletin boards, chat groups, commercial on-line services, and other information services must be pre-approved by the employee's supervisor and Manager of Information Systems & Technology.

- Connecting any hardware and/or cabling components to the system and/or entering site communications closets by anyone other than a network technician or other individuals expressly authorized by the Information Systems & Technology Dept. is strictly prohibited.

Network Security

System accounts are to be used only by the authorized user of the account. Users may not share their account ID or password with another person or leave an open session unattended or unsupervised. Account owners are ultimately responsible for all activity in their account.

- Users shall not seek information, or modify files, other data, or passwords belonging to other users. Users shall not attempt to gain unauthorized access to the system.
- Communications must not be encrypted to avoid security review.
- Users will be required to change passwords regularly. Users must avoid using easily guessed passwords.
- For the protection of individual users, personal information such as address and telephone numbers should not be communicated on the system. Students must never reveal such information without the permission of the teacher.
- Students must never make appointments to meet people in person whom they have contacted on the system without District and parent permission.
- Users should notify their supervisor whenever they come across information or messages that are inappropriate or make them feel uncomfortable. Students should notify their teacher.

General Use

Diligent efforts must be made to conserve system resources. For example, users must frequently delete Email messages and unused files.

- Employees and students shall not have access to the system without having received appropriate training; and signed a Network User Access Informed Consent Form on file with the District. Also, students must have signed approval of parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformance with District policy and procedure.
- From time to time, the District will make a determination on whether specific uses of the system are consistent with the regulations stated above.
- Under prescribed circumstances non-student or non-staff users may be permitted, provided such individuals demonstrate that such use furthers the purpose and goals of the District.
- For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content.
- E-mail is a public record. As such, due care must be taken regarding the sharing of confidential information, full student names and other inappropriate communications.
- The District reserves the right to remove users from the system at its sole discretion. Any user (employee or student) may appeal the removal from the system to the Manager of Information Systems & Technology. If the user is not satisfied with the Manager of Information Systems & Technology's determination, she/he may appeal that decision to the Associate Superintendent of Finance and Operations, whose decision is final. Violation of any of the regulations of use may be cause for disconnection from the Network and/or disciplinary action.

PARENT NEWSLETTERS

Please share copies of your parent newsletters with the Principal by sending them to our Office Manager, who will forward them to him.

PARTIES and CELEBRATIONS

Parties, celebrations and other disruptions to the regular school routine are to be kept to a minimum and must be shown to contribute substantially to the school's educational program. Discuss with the administration any plans for parties during academic learning time. Do not discuss plans for a party with students until you have received permission from an administrator to hold a party. Parties should be limited to two per school year. Sea Wolf parties should be no more than 25 minutes in length.

Guidelines for Food Served at Room Parties or Brought to School by Students or Parents

Since improperly handled food can be the source of food borne illness, it is wise to use caution when planning any event that includes food.

- Always practice good hygiene when offering food in classrooms, including diligent and effective hand washing. Hands must be washed before setting up the event, after using the restroom, after sneezing or coughing, and as necessary when food is being served.
- Limit the types of food you allow. No home-made food may be distributed at school. (Food prepared from a commercial source is subject to state and local inspection and therefore more desirable than food made in private homes or a classroom.)
- Because of the difficulty of providing adequate refrigeration, do not allow any foods containing custard or cream fillings. Commercial fruit pies are permitted, but do not allow pumpkin or other custard pies made with eggs.
- Meat dishes, meat-filled pies, and potato or macaroni salads are prohibited.
- Do not allow any home canned products.
- Fresh fruit can be used if it is washed and cut immediately before it is served. All cut melons are considered potentially hazardous and must be kept refrigerated.
- Never serve unpasteurized milk or juice of any kind, especially apple juice or cider. Commercially canned or bottled pasteurized juice is preferable to drinks mixed at home.
- Food served to children should be served with tongs, spatulas, or other utensils. Disposable utensils and cups are preferable. Minimize the handling of paper cups, plates, napkins and utensils.
- The importance of proper nutrition and physical activity to lifelong good health will be demonstrated and taught to students through the selection of food served in the school setting as well as through appropriate classroom instruction.
- All food and beverages provided to students before, during and immediately after the regular school day in district schools and facilities will meet the nutrition standards unless otherwise regulated by the USDA.
- Food or beverage may not be used as a reward for good behavior.
- Approved foods: dried fruit, nuts and seeds, cheese, fresh fruit, fresh vegetables, 100% fruit leather (not fruit rollups or fruit snacks); low fat ice cream bars, 100% frozen fruit pops, baked chips (not fried chips), pretzels, yogurt, graham crackers, animal crackers, baked crackers, popcorn, breakfast bars. (This isn't an all-inclusive list, but is included to serve as examples.)
- Additional approved foods should have fewer than 40% calories from fat AND fewer than 40% sugar by weight AND be a reasonable portion size. Specific portion sizes are listed for elementary children.
- Foods that don't qualify: donuts, all candy bars, fried chips, most cookies, all candy, etc. (This is not an all-inclusive list, but is intended to serve as examples.)
- Approved beverages: 100% fruit juice, low fat or non fat milk, plain water.
- Beverages that don't qualify: pop, KoolAid, fruit drinks, whole milk, flavored water, etc. (This is not an all-inclusive list, but a guideline.)

NOTE: Homemade foods should not be served. Only commercially bought items should be served to students. Staff must make special note to protect the health and safety of students with food allergies.

PAY DAY

All employees are paid once monthly, usually on the last working day of the month. Employees can monitor their monthly deposit on line using the District web site InTouch.

PERSONAL BELONGINGS

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

In creating this environment, think carefully about decorations, equipment and furniture. Take into account the ages of the students and health and safety factors. The District provides appropriate equipment such as desks, chairs, file cabinets; therefore, it should not be necessary for staff to bring in furniture.

For energy conservation purposes, the District prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and offices except in locations (e.g., staff rooms) which are approved by the work site administrator. In addition, for health and safety reasons the District prohibits soft-sided furniture such as couches, overstuffed chairs, and slider-chairs.

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

PHONE TREE

Update our Office Manager and InTouch with any changes in your home or cell phone numbers. In the event of a Cedar Wood emergency we may use Connect Ed to convey information. **We do not use the phone tree for school closure due to inclement weather.**

PLEDGE OF ALLEGIANCE

Classroom teachers are responsible for conducting the Pledge of Allegiance at the beginning of the school day. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.

PROFESSIONAL BOUNDARIES

[See Policy and Procedure 5253, page]

Maintaining Professional and Appropriate Boundaries between Employees and Students

School employees are required to maintain professional and appropriate boundaries in their relationships with students that are consistent with legal and ethical standards of care.

A boundary invasion is an act, omission or pattern of behavior by an employee that:

1. Is without legitimate educational purpose;
2. Has the potential to abuse the relationship between the employee and the student; or
3. Violates legal and ethical standards of care.

Unacceptable Conduct

Examples of unacceptable incidents and/or patterns of conduct by employees in the area of boundary violations may include but are not limited to the following:

- Inappropriate physical contact with a student;

- Comments or actions directed to a student or students that could be considered harassment, such as speech intended to intimidate or belittle a student or persistent attention, without legitimate educational purpose;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship;
- Socializing where students are consuming alcohol, drugs, or tobacco;
- Encouraging students to confide their personal or family problems or information about their relationships, unless doing so is related to an assigned employee duty. If a student initiates such discussions, employees are expected to exercise caution and ensure that the discussion has legitimate educational purpose, and if necessary, refer the student to appropriate guidance/counseling staff;
- Sending students on personal errands that do not have legitimate educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing inappropriate personal information about private matters to students;
- Addressing students or permitting students to address employees with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, instant messenger or internet chat rooms, social networking web sites, cards, or letters without including the parent/guardian, unless such contact is for the purpose of conducting legitimate school business, such as assigning or clarifying homework assignments or conveying schedule information.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students outside of the school day or school-sponsored events, except as required by educational responsibilities or as participants in organized community activities, unless the employee is also a parent and the social contact with the student is a result of the student's relationship with the employee's child;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or Invading a student's privacy, (e.g., walking in on the student in the bathroom).

Appearance of Impropriety

The following activities are boundary violations and can create the appearance of impropriety or result in an impropriety. Whenever possible, employees should avoid these situations. If unavoidable, these activities should be reported to the employee's supervisor, and if possible, approved in advance of the activity.

- Being alone with an individual student out of the view of others, except when necessary because of the employee's professional responsibilities;
- Inviting or allowing individual students to visit the employee's home, unless the visit arises out of the student's relationship with the employee's child, or a relationship between the student's parent/guardian and the employee;
- Visiting a student's home, except as part of assigned professional responsibilities, unless the visit arises out of the student's relationship with the employee's child, or a relationship between the student's parent/guardian and the employee; or
- Social networking with students when there is no legitimate educational purpose for doing so.

Reporting Violations

Students and their parent/guardian are strongly encouraged to notify the principal or area executive director if they believe an employee has or may be engaging in conduct that violates this procedure.

Employees are required to promptly notify the principal, their supervisor, the human resources director, or the superintendent/designee if they become aware of a situation that may constitute a violation of this procedure.

All parties involved in the complaint will be notified as appropriate to the investigation in accordance with district policy and procedure and applicable collective bargaining agreements.

RELIGIOUS EXPRESSION

The Everett School District shall remain neutral in matters involving religion. The District recognizes and shall honor the constitutional rights of students to the free exercise of religion and to have their schools free from sectarian control or influence. Staff members and students are encouraged and expected to create an atmosphere in the schools where the diverse beliefs of all students may be accommodated in a spirit of mutual respect and understanding.

SEARCHES OF STUDENTS, DESKS, LOCKERS, BACKPACKS

[See Procedure 3231 and Procedure 3233, page]

Our District procedures limit the search of a student, and/or student desks, lockers, backpacks, or other areas to administrators. It would be a violation of this policy for a staff member other than an administrator to subject a child to a search. Staff should report suspicious activity to the administration.

SEAWOLF CARDS

Cedar Wood uses a system of SeaWolf cards to spontaneously recognize student behavior which represents an example of our highest **PRIDE** expectations. Examples: assisting another student with partner reading before school, cleaning up a mess in a hallway without being asked, holding open a door for younger children, and in other ways noticing and responding to the needs of others without expecting recognition. Adults should not use SeaWolf cards routinely, as a form of 'commerce' in which students know ahead of time that they are working to earn a card.

Classroom teachers collect cards from their students and provide an appropriate incentive in the form of a "SeaWolf Party" once the class has collected 50 cards. Staff can obtain cards from the office.

SECURITY AND SONITROL

It is the responsibility of every staff member to help keep our school secure. Teachers are to check and lock classroom doors when they leave. Supply room doors must all be closed so the security system can be activated. You must notify the district alarm company, Sonitrol, if you enter the school after hours, on the weekend or during holidays. You do this by "coding into the school" using the individual access code given to you by our Office Manager. Never write your Sonitrol code where it can be found by anyone else. You are responsible for doing your part to protect our school's safety and security.

Sonitrol Security System

Our school is protected by the Sonitrol Security Company. This company actively monitors our campus whenever it is unattended and has installed sensors in all outside doors and sensitive microphones throughout the building. Our Office Manager will request a security code for you so that you can access the building after hours when needed. When coming into the building after hours or on weekends you must sign in and out in the light blue three ring notebook on the shelf by Office staff's printer in the main office. When leaving, if you see that you are the last employee in the building you must code out of the building. Portables are on a separate system, controlled in Portable 4.

The police will respond to the Sonitrol alarm if you enter a school without turning off the system by coding in.

Turning the System Off (to enter the building)

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

Enter your access code (your special seven-digit code number from our Office Manager)

Press ENTER.

The RED light will stay illuminated briefly, then will go off once your number is verified.

The GREEN light will illuminate. This means the system is off and you are cleared to enter.

Sign in, using the three-ring binder located near the printer in the main office.

Enter the building.

Turning the System On (to leave the building)

Check to see if others have signed in since your arrival. If they have, check to see if they are still present. Do not attempt to code out if others are still present—but indicate on the form that you have left the building.

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

Press arrow under ON.

Enter your access code (your special seven digit code number from Karla)

Press ENTER.

The WAIT light will illuminate briefly, then will go off.

The RED light will light, indicating the system is now on. The pad will begin to "beep" slowly. You have 30 seconds to exit the building.

Leave the school immediately through the designated Entry / Exit door.

Problems? Call Sonitrol at 425.258.3655

DIVORCED OR SEPARATED PARENTS

[See Procedure 3610, page]

Separated or divorced birth parents can sometimes be the source of confusion for a child and for staff at school. With whom should you communicate? Who has the responsibility and right to request information, to take the child out of school during the day, to volunteer in the classroom? Here are some steps to follow that might be helpful. When in doubt, check with the administration or our Counselor.

1. Ask Office staff which parents are listed as contacts in the data base. This information is based on the legal documents presented to us by the parents.
2. If both parents are listed, contact them to find out where the child is living (or whether the child is shared between households), who will be helping each night with homework, and who will be coming to Curriculum Night, parent teacher conferences, volunteering, etc.
3. With the goal of making sure that the child is never caught in any adult role confusion, ask the parents to clarify between themselves their roles and to then inform you of what they have decided. Explain that as the child's teacher you need to know with whom you will be communicating on a daily/weekly basis. (Semester progress reports can go to both households, but it is unproductive and unrealistic for a teacher to communicate with more than one adult in a child's life when dealing with day-to-day issues. Split parents need to work out a plan for how they will pass info from one adult to the other.)
4. If it comes up, let them know that if they both have legal rights then they can both add other adults to the emergency contact list.
5. If needed, remind a parent that if the other birth parent wants to be involved we are required by law to communicate with that parent unless we have a court order advising us otherwise.

We are not required to tell them every time we hear from the other parent. (Sometimes the court-approved parenting plan spells out all the roles, sometimes it doesn't. If there is a parenting plan, ask the parent to provide us with a copy if it speaks to the issue of responsibility for schooling.)

6. Involve our Counselor if it appears that there is the potential for conflict. For example, if both parents ask to come to parent/ teacher conferences, hold one conference rather than two (which risks making one parent feel the other parent was given more information, etc.). If you are concerned about ex-parents getting along at a conference let them know that you will stop the conference immediately if they have a problem. Keep the student's education in the heart of any discussion. And, advise our Counselor and the administration. They can arrange to be present at a conference if needed.

If there is ever a time during the year when conflict between birth parents is negatively impacting the child (such as when both parents demand to be a chaperone on a field trip but both demand that the other parent not be present) let our Counselor or the administration know if you want help resolving the issue.

STAFF REFERENCE HANDBOOKS

[See Policy 3300, page]

These are updated at the beginning of each year. Keep your red Staff Information notebook on the top of your desk where it can be located by a substitute or anyone else filling in for you in your room.

STUDENT RECORDS

Student records are legal and confidential documents. We must follow procedures to ensure the security and confidentiality of these records. These procedures are:

- Student records will be kept in the locking file cabinet located in the conference room in the main office unless they are checked out for use by a staff person.
- Student records should not leave the building at any time, unless the office manager or the principal gives permission. All files must be on the school site during work days.
- All Special Education documents (IEP's) are kept in a locked file drawer in the office/classroom of that student's case manager. Depending on the student's qualifying condition, this might be an Achieve or Resource Room teacher, or an SLP or OT/PT. Teachers and other instructional staff will be issued copies of the accommodations page from the IEP and are responsible for becoming familiar with and carrying out the accommodations and modifications specified in their students' IEP's and Section 504 plans.

STAFF ROOM

The Cedar Wood staff room is provided as a clean and quiet location for staff to eat lunch, meet informally, and share important information. Here are some key provisions:

- Do not leave unwanted/surplus items in the staff room. This rarely works, and only creates a mess for others to clean up. If you no longer want/need curricular materials, post a photo on email.
- Our staff room is cleaned and organized by all staff, taking turns. When it is your team's week follow the expectations posted on the cabinet door. Notify our Office Manager if supplies need to be restocked.
- Bulletin boards are provided for EEA and Paraeducator materials. A Safety and Labor Conditions bulletin board is also located in our staff room.
- Exercise respect and responsibility when using this shared space. Clean up after yourself, and then do a bit more. Don't leave items in the refrigerators for an extended time. Don't crowd the freezers.

STUDENT SAFETY

[See Policy and Procedure 3421, page]

It is our duty and responsibility to make certain that all students are safe at all times. Students should not be left unsupervised at any time. Students should not remain in the classroom before or after school or during recess without adult supervision.

We are all responsible for monitoring the school, its classrooms, playfields and surroundings for safety. We are to be aware of the emotional and physical safety conditions surrounding our students. If at any time you have concerns about the well-being of students contact the principal immediately.

It is important that each of us assume this shared responsibility for supervision and safety by:

1. Removing window and door coverings that restrict or impede your ability to visually supervise your area.
2. Understanding that you are at risk when you meet with a student or visitor alone. Choose a central location, or at least have another adult or staff member present if necessary. Keep doors and window coverings open.
3. Keep the area for which you are responsible secure. Lock doors and windows when your area is not in use.
4. Have a method to cover windows and doors when instructed to do so or in a lockdown.
5. Be firm and consistent in following building expectations and consequences for appropriate student behavior.
6. Report anything suspicious to the building administrator.
7. Continue to make safety our students' highest priority.

Contact with/Touching Students

Physical contact with students should be kept to a minimum. Staff should never touch a student out of frustration or anger, but should seek help from an administrator, counselor or other staff member.

Duty to Report

RCW 28A.400 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 anyone, including 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. School districts 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.

Note 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.

In practice, the majority of our CPS reports are made by our school counselor. If you have questions or are unsure as to whether a report should be made, contact the counselor or an administrator for help. In most cases the counselor or administrator will sit down with you to help you make the report.

Certificated & Classified Staff Requirements

- Professional school personnel have an obligation to report cases of child abuse or neglect whenever there is "reasonable cause" to believe that a child has suffered abuse or neglect. Make such report to the administrator immediately, but in no case later than 48 hours.

- District Procedure 3421P requires that all staff report such incidents immediately to the building principal or designee to ensure that the principal is aware of the situation and to share the burden of reporting. The principal or designee must then report to law enforcement or CPS.
- Even though a certificated employee reports an incident to the principal, it remains the certificated employee's responsibility to see that a report is made to law enforcement or CPS.
- State law also requires that if you have knowledge or reasonable cause to believe that a student has been a victim of physical abuse by another school employee and/or sexual misconduct by another school employee, you must report the abuse or misconduct to the building principal or your department head immediately, but in no case later than 48 hours. Principals must then make a reasonable cause determination and when making that determination shall contact all parties involved in the complaint.
- You should not conduct your own investigation.
- You do not need proof of abuse or sexual misconduct, only reasonable cause to believe that abuse or sexual misconduct has occurred. The appropriate agency will determine whether the abuse or misconduct in fact occurred. If in doubt as to whether there is reasonable cause, tell your administrator of your concern.
- "Abuse or neglect" means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare and safety are harmed.
- Physical abuse includes the physical injury or maltreatment of a student which would indicate the student's health, welfare, and safety is harmed.
- Sexual misconduct includes, but is not limited to:
 - Any sexual advance, verbal or physical
 - Sexual intercourse
 - Indecent exposure
 - Sexual contact
 - Sexual abuse, assault, or exploitation
 - Any sex crime

SUBSTITUTE STAFF

A substitute is automatically requested when you use the online absence reporting system or phone system provided your position allows for a substitute. Make sure you follow all of the steps until you receive a job number. If your message is not recorded, your sub is not notified.

If a substitute staff member is particularly effective, please notify our Office Manager. Also, notify the Office Manager if you have concerns about a guest staff member.

SUBSTITUTE FOLDER IN THE OFFICE

Teachers and other staff members are required to provide clear and detailed lesson plans for those hired to take their place when absent. In addition to the lesson plans you leave, the office staff will give substitute teachers a folder in which you have detailed your processes and procedures. Please keep this folder updated with any changes, such as new students, health concerns, schedule changes, etc. Take time to document your general plans and classroom management procedures—the more detailed you are the better your students will manage in your absence. Make sure that you update your folder whenever changes occur.

SUPPLIES

Supplies can be found in the workroom. All cupboards and drawers are labeled. If you find we are running out of a supply email Stephanie Oritz and if we have the funds we will reorder. Please return all unused supplies to the appropriate place.

TECHNOLOGY

[See Policy and Procedure 3245, page and Policy and Procedure 5225, page]

Repair Procedures: If you are experiencing a problem with the technology assigned to you, contact the Help Desk by using the link on the district web site. A work order will be generated, and you will receive an email confirmation. Not all problems can be resolved if they create an expense to our school.

Network Connection: Do not connect a network cable into a network outlet in our building. This has the potential to take down our entire District network. Moving a computer requires approval from the administration, a property transaction form, and for a technician to disconnect/reconnect network services.

Student Supervision: Staff are responsible for teaching and enforcing the district's Acceptable Use Policy when students are accessing technology. Staff must actively monitor student use of all forms of technology, and proactively teach/uphold protocols for appropriate on-line culture.

TELEPHONES (Also see VOICE MAIL and CELL PHONES)

Personal use of the school phone and cell phones by staff should be kept to a minimum. Long distance phone calls using the District long distance code must be school-related. Students may use a school phone only with the permission of a teacher or staff member. Please be sure that your classroom/office phone has an updated voice mail message. Call your number from another phone and listen to what you have recorded. Check your messages regularly. (See the section on Voice Mail, below.) If you choose to have students assist in answering the phone, please establish phone protocol with them.

TOYS & NON-EDUCATIONAL ITEMS

Everett Public Schools cannot be responsible for personal property that is lost, stolen or damaged at, or in transit to or from school. Therefore, students should refrain from bringing non-educational items to school without the express permission of school staff.

TRANSITIONS

It is expected that staff will escort students as they move as a group around the campus. Drop off and pick up your students on time from specialists, lunch and recess! You are responsible for keeping your students quiet and orderly at all times on our campus. Monitor your student lines and stop and address issues if your students are not following your expectations.

VIDEO SECURITY ON CAMPUS

[See Procedure 6505, page]

Camera Location, Operation and Control

- A. School district grounds, buildings and property including buses used for district purposes may be equipped with video security cameras. Equipment may be placed in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared, or common spaces.
- B. Video security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including locker rooms and restrooms.
- C. Only personnel authorized by the superintendent shall install or adjust video security cameras or related equipment.
- D. Only individuals authorized by the superintendent or designee shall have access to video security cameras, monitors, or monitoring tools and be permitted to operate the controls.

- E. Video security cameras shall monitor and/or record only video images. In accordance with federal and/or state laws, audio shall not be monitored or recorded by video security cameras except on school buses.

Requests to use video security shall be submitted to the superintendent for review and approval. The request to use such equipment should be set forth in writing and explain:

- Why the equipment is needed, including supporting data;
- The time period the equipment would be used;
- The date of the request; and
- The name, title, and signature of the requester.

The superintendent shall consult with the regional supervisor in matters involving students and with the executive director of human resources in matters involving employees. Collective bargaining agreements should be reviewed and any use of video security cameras shall follow such agreements.

Use of Video Recordings

The district may use video security cameras and the resulting recordings for:

1. The promotion of a safe school environment;
2. Student and employee discipline proceedings;
3. The protection of district property;
4. Adherence to all district legal and administrative directives; and
5. Inquiries and proceedings relating to law enforcement.

The district shall not use video security cameras for other purposes unless expressly authorized by the superintendent.

Protection of Information and Disclosure

A. Video Monitoring and Viewing:

1. Only the district or school administration and members of law enforcement shall have access to video monitoring devices while they are in operation.
2. Video monitoring should be in controlled access areas wherever possible.
3. Recordings shall be viewed on a need-to-know basis only, and in such a manner as to avoid public viewing.

B. Release of Security Video to Individual or Entity Outside of the School District

A person requesting release of a video recording shall submit to the district's public records officer a request consistent with the provisions of the public records act. Such requests will be considered on a case-by-case basis.

Notice of Use of Video Systems

- A. Signs advising users of the presence of video security equipment will be posted.
- B. Students and their parents shall be informed in writing by the district each year that the district may monitor activity at designated monitoring points.
- C. All staff shall be informed of the district's video security policy and procedures by district or school administration.

Custody, Control, Retention and Disposal of Video Records/Recordings

The district will retain custody and control of all original video recordings not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the district will not maintain recordings for more than thirty (30) days. The district will make reasonable efforts to ensure the security of recordings in its custody and ensure their safe and secure disposal.

Applicability

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency's installation of video or audio security on district property. This procedure does not apply to the monitoring of use of the district's technology system.

VISITORS

All school visitors must report to the main office, sign in and receive a visitor's name badge. Administrators, at their discretion, may suspend visitor sign-in for specific events/activities at their site (i.e., parent conferences, evening events, etc.). Staff who encounter a visitor without a name badge should direct that visitor to the office to "sign in." Please contact the office immediately if a visitor is hostile or non-compliant.

Guest Speakers

[See Procedure 2321, page and Policy/Procedure 2331, page]

Guest speakers are to be invited with the knowledge and approval of the principal. Speakers should enhance and enrich the instructional program. The reason for inviting the speaker and rationale is to be submitted to the principal for approval before announcing the intention to others. Advise the front office staff if you are expecting a visitor to your classroom.

VOICE MAIL

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

To listen to your voice mail:

From your own phone, dial 5000 (Dial 425.385.5000 from the outside.)

Enter your password

Press #

Press 1 to listen to unheard messages

Press 4 to replay the message

Press 6 to send a copy to another user

Press 7 to erase the message

Press 8 to reply internally to the message

Press 9 to save the message

To change your personal greeting on voice mail:

From your own phone, dial 5000

Enter your password

Press #

Press 4 to change your personal options

Press 3 to change your greeting

Press 1 to change your personal greeting

Press 2 to change your personal greeting

VOLUNTEERS

The following policies govern the use of volunteers: The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens; hence, use of volunteers in the District is encouraged, subject to suitable regulations and safeguards. A volunteer works under the direction and supervision of a district staff member. Volunteers are required to complete a disclosure statement as part of the volunteer screening process. Volunteers must also go through volunteer training, which is coordinated

through the school office by the volunteer coordinator. Please notify the office if you have a volunteer or wish to have one.

Volunteers and visitors must sign in at the school office and obtain a visitor badge before entering the building. It is the staff's responsibility to have their volunteers and visitors return to the office to sign if they haven't done so. Staff should call the office immediately if, after a polite reminder, visitors and volunteers do not follow our procedures.

All volunteers are to be cleared with a Washington State Patrol background check and processed through the volunteer office. Clearance is required for:

- Field Trip chaperones
- Volunteer coaches
- Classroom volunteers
- Before, during and after school tutors
- College or community interns
- Work Study students

Exceptions to the clearance requirement are:

- One time classroom speaker, presenter or guest, if escorted by a staff member. (If a speaker or drop-in visitor becomes a regular guest, this person should be cleared as a volunteer.)
- Drop-in parent or visitor
- Everett Public Schools students
- Student teachers

Clearing a volunteer can take up to three weeks. Staff should consider this when making plans to use volunteers—especially field trip chaperones. If a volunteer is cleared in one school, that volunteer can work in any school in the District. Once a volunteer is cleared, that volunteer remains cleared for three years.

WORKROOM

The staff workroom can be a dangerous place. The workroom is open to staff members and trained volunteers only. Students, children and unauthorized parents/community members are not permitted to use the workroom.

ACRONYMS

Below is a list of some of the acronyms you may encounter here at Cedar Wood. How many can you name, and explain to someone else? We want to avoid using these when talking with parents who may not know their meaning.

504
CIA
DLIF
DM
DRA
EL
ELPA21
eVAL
GLAD
GLT
HC
HIB
HIPPA
IEP
LLI
MDT
MSP
NGSS
OTG
OT/PT
ProCert
SBA
SIP
SIT
SOSR
TPEP
WaKids



District Policies and Procedures

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

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

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

			school's decision in discipline or exclusion from a sport. • If a student of the opposite gender requests to participate in an interscholastic program.
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Policy/ Procedure	Title	Description	Situation to apply
2153P	Student Group Meetings (Limited Open Forum)	Groups of secondary students want to organize for co-curricular or non-curricular purposes and hold meetings in school facilities.	• When a non-curriculum group requests principal recognition of co-curricular status. • Before permitting a co-curricular or non-curriculum group to utilize the school facilities for activities.
2210P	Special Education and Related Services for Eligible Students	Students whose disabilities adversely impact educational performance and who require specially designed instruction. Ensure that disabled students are identified, evaluated, and provided with appropriate educational services.	• When reviewing insurance or funding for student's special education provisions and services. • Before engaging with parents/guardians on the student's Individual Education Plan (IEP) • Before referring a child for special education and related services. (Child Find) • Before transitioning a student to special education services or vice versa. • Before disciplining or suspending a student with an IEP or that is undergoing evaluative testing.
2211/2211P	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	Ensure that disabled students within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.	• Before accommodating a student with disabilities(s) or impairment(s) in any school service/program. • Before disciplining, a student recognized to have a disabling condition. • When referencing or complying to Section 504 and/or IDEA. • When placing a student in a program not operated by the district. • Before taking action to resolve a legal dispute regarding a student with disabilities.
Policy/ Procedure	Title	Description	Situation to apply
2311P	Selection and Adoption of Instructional Materials	Procedures for adoption and approval of instructional materials.	• Before implementing a social studies adoption. • Before establishing a Curriculum Review Committee

			• Before establishing an Instructional Materials Committee or adding a new member. • Before deciding upon a referral for the school board to review. • If an affected staff member would like to appeal a materials decision. • For parents to challenge a curriculum or excuse a student from participation in curriculum.
2320P	Field Trips	Field trips are natural extensions of the curricular, co-curricular, and interscholastic programs and are opportunities for students to participate in activities and gain learning experiences that cannot be duplicated in the classroom or on the school site.	• To obtain approval from building administration to organize/plan a field trip. • Before making financial arrangements for a field trip. • Before planning a field trip and communicating to parents/guardians. • Before approving a volunteer adult supervisor for field trips/events. • While reviewing the plausibility of a disabled student participating in a field trip. • When transportation is required through staff members or non-employee drivers. • When preparing for student health care needs, insurance and emergencies on field trips. • When experiencing issues with a student on a field trip.
2321P	Guest Speakers	The district may provide for the use of guest speakers and have procedures for their use and approval including notification of parents/guardians.	• Before requesting a guest speaker. • Before the approved guest speaker visits the classroom. • Information for guest speakers to read relating to the topic of government and democracy. • Speakers that are elected or are running for office • Cross reference: 2321 and 2331 •

Policy/ Procedure	Title	Description	Situation to apply
2331/2331P	Controversial Issues	The district offers courses of study to afford learning experiences appropriate to the level of student understanding.	• Before presenting a controversial topic or class to students. • Obligation for staff to be fair and impartial while facilitating classroom discussions

			• Before allowing a controversial speaker to present. • In the event a student does not wish to attend a controversial presentation.
2340P	Religious-Related Activities and Practices	The district complies with the United States and Washington State constitutions, federal and state law, and the decisions made by the respective courts in making decisions regarding religious-related activities and practices.	• Before instructing in a discipline that may have a religious dimension. • If student declines to participate in a school activity or requests to use school facilities after-hours related to his/her religious beliefs. • Before planning an activity focused on a holiday. • If a student engages in devotional activity during school programs or in activities before or after school on site. • If a parent/student is aggrieved by practices or activities conducted in the school or district.
2410/2410P	High School Graduation Requirements	Graduation requirements have been established to ensure students are prepared for post-secondary education, training and career with 21st century skills and the foundations needed for lifelong learning.	• Before the class of 2021 starts grade 9. • Before implementing a new secondary course study. • When reviewing a student's graduation requirements.
SERIES 3000 - STUDENTS			
3122P	Attendance	Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Teachers will keep a record of student absences and tardiness.	• Use for definition of tardy, excused or unexcused absence and requirements for principals and certificated staff to enforce district's attendance policies and procedures.
3200	Student Rights and Responsibilities	Assuring learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens.	• Quick reference guide to district policies and procedures related to student rights, conduct and corrective actions.
Policy/ Procedure	Title	Description	Situation to apply
3204/3204P	Prohibition of Harassment, Intimidation and Bullying	The district maintains a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying.	• Reference for steps to take to identify, report, and address HIB and for staff interventions.

3205/3205P	Harassment	The district maintains a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic.	• Definition of harassment, complaint process and corrective actions.
3210/3210P	Nondiscrimination	The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program.	• Use for definition of nondiscrimination and district's nondiscrimination statement. Complaint process outlined.
3213/3213P	Transgender Students	The district provides an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression.	• Definitions and specific steps for compliance with local, state and federal laws concerning transgender students.
3224/3224P	Student Dress	Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that a health or safety hazard, damage to school property or a material and substantial disruption of the educational process will result from the students' dress or appearance.	• When a student's clothing or something they are wearing disturbs, disrupts, interferes, or detracts from the school environment, activity, or meeting educational objectives.
3231P	Searches of Students and Their Property	Students are subject to search by a principal/designee if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal/designee.	• Process for referring a student's suspicious activity related to possession of unknown property to the principal/designee.
3232P	Searches of Lockers, Desks, and Storage Areas	A student's locker, desk, or storage area may be searched by the principal/designee if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal/designee.	• Process for referring a student's suspicious activity related to possession of unknown property stored on school grounds to the principal/designee.
Policy/ Procedure	Title	Description	Situation to apply

3244/3244P	Riding School Buses	The denial of the privilege of riding the bus is reserved for the principal or their designee.	When a student's conduct on a school bus merits corrective action.
3245/3245P	Technology	To help ensure student safety and digital citizenship in appropriate, ethical online activities, students will be educated about appropriate use of district technology and online behavior.	- Use when a student's use of district hardware (computers, laptops, cameras), software, internet, network, or Wi-Fi have been used inappropriately. - Inappropriate actions with other individuals on websites; cyberbullying awareness and response.
3246P	Use of Personal Electronic Devices	Personal electronic devices (PEDs), such as cell phones, tablets, and other mobile devices are integral tools in our society and their classroom use is encouraged.	Guidelines for student use of PEDs in the classroom and steps for violation of rules.
3300	Corrective Actions	All students shall submit to the rules of the district and the school they attend.	Definitions of staff professional judgement in enforcing district and school rules.
3311	Emergency Actions	A student may be removed immediately from a class, subject or activity by a teacher or administrator provided that they have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff or substantial disruption of the class, subject, activity, or educational process.	Process for removing student from class, school, or district property.
3312	Detention	Staff may detain students for minor infractions of school rules or regulations, or for minor misconduct.	Process for assigning detention to a student.
3318	Discipline of Special Education Students	Guidelines for the discipline of students with an Individualized Education Program (IEP) or related services.	When the behavior of a special education student is likely to lead to a recommendation of suspension or non-emergency expulsion.
3319/3319P	Use of Physical Restraint and Isolation with Students	Physical restraint and isolation of a student should be avoided; however, on occasion it may be necessary to use physical restraint or to isolate a student to preserve the safety of students and staff.	Definition of physical restraint and isolation, and district process for its use.
Policy/ Procedure	Title	Description	Situation to apply

3332/3332P	Teacher Responsibilities and Rights	General provisions and procedures for teachers' responsibilities and rights for student behavior expectations.	Defining student behavior expectations and teacher's rights, responsibilities and authority to maintain classroom order.
3400/3400P	Student Welfare	Staff are to conduct all school programs and operations in a manner that recognizes the health and safety of students.	Expectations and guidelines to minimize the occurrence of situations in which staff members may incur liability for their acts in relation to students
3418/3418P	Animals in Schools	Animals on school property are discouraged and must have direct relevance to the objectives of the instructional program.	Guidelines and restrictions for introduction of animals at school.
3416/3416P	Medication at School	Guidelines for the appropriate and authorized storage, administration, and monitoring of prescribed or non-prescribed medication on school grounds.	- When it is necessary for a student to receive prescribed and/or non-prescribed (over the counter) medication at school. - Storage and administration of medication at school under the supervision of a nurse, staff member or parent/guardian. - Guidelines for prescriptions of marijuana to students and its prohibition for administration/use at school.
3421/3421P	Child Abuse, Neglect and Exploitation	Professional school personnel must meet their legal obligation under RCW 26.44.030 to report to Child Protective Services (CPS) or the proper law enforcement agency within forty-eight (48) hours when they have reasonable cause to believe that a child has suffered abuse or neglect.	Definitions of child abuse, neglect and exploitation and staff responsibilities for reporting every instance of suspected child abuse, neglect or exploitation.
3530/3530P	Student Fund-Raising Activities	The solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools.	Guidelines and expectations to follow for student fund-raising activities.
3600P	Student Records	The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.	Guidelines for accessibility, maintenance, and FERPA rights pertaining to student records.

Policy/ Procedure	Title	Description	Situation to apply
3610P	Child Custody	Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff if a non-custodial parent appears without prior notice to meet with the teacher of his/her child, to visit with his/her child, or to remove his/her child from the school premises.	Defining rights of non-custodial parents to have access to the classroom, school-sponsored activities, and teaching materials. Guidelines for visits and/or releasing student to non-custodial parent.
SERIES 4000 – COMMUNITY RELATIONS			
4131P	Confidential Communications	Staff shall follow all applicable laws, regulations and rules regarding release of information about students, personnel, and district programs.	Guidelines to follow if a student reveals confidential information that may put them or others in danger.
4205	Use of Tobacco or Tobacco-Like Products on School Property	In order to protect students from exposure to the addictive substance of nicotine and to set a smoking-free example for students, employees, students and all community members have an obligation as role models to refrain from the use of tobacco and tobacco-like products on school district property.	- Guidelines to enforce the district's policy for no smoking cigarettes, electronic cigarettes, cigars or any other use of tobacco or tobacco-like products at schools, district buildings, district property and district-owned vehicles. - Cross reference: Policy 5140
4310	Contact with School/District Staff	Certificated staff working at school sites shall be available to consult with parents, citizens, or students for one-half hour before and after the school day.	Guidelines for assuring parents have access to their child's classroom for the purpose of observing class procedure, teaching material, and class conduct.
4312P	Complaints to Board Members Concerning Staff	The board welcomes constructive feedback about district programs but the board has a legal and ethical responsibility to protect its staff from unwarranted criticism and/or disruption of school programs.	Process to follow for filing/expressing a complaint regarding a staff member.
Policy/ Procedure	Title	Description	Situation to apply
4314/4314P	Visitors and/or Disruption of School Operations	Visits to schools by parents/guardians, other adult residents of the community, and other educators are welcome.	Guidelines and security measures to follow for minimal disruption when visitors are permitted to observe the educational program.
4316P	Notification of Threats of Violence or Harm	Students and school employees who are subjects of significant,	Notification procedure for if/when credible threats are

		credible threats of violence or physical harm shall be notified of the threats.	made and federal confidentiality obligations.
4340/4340P	Public Access to District Records	The district shall afford full access to public records concerning the administration and operations of the district in accordance with the Public Records Act. Access to student records is primarily controlled by the Family Educational Rights and Privacy Act FERPA (20 U.S.C. § 1232g. 34 CFR Part 99).	- When a parent or community member requests to see or be provided copies of district records beyond their normal access online or in regular school communications. - Jennifer Farmer (Business Services Dept.) is our Public Records Officer.
4411/4411P	Working Relationships with Law Enforcement, Child Protective Services and the County Health Department	District personnel shall maintain cordial working relationships with law enforcement, CPS and the county health department.	Protocols for interviews of students by law enforcement, CPS and the county health department on school grounds. Parameters for when a parent must be notified of such actions by the school administrator.
4412	Political Relationships with Governmental Agencies	The board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time, supported by public funds, may not be used for political purposes.	Guidelines for staff to engage in political activity or who hold elective or appointive public office.
SERIES 5000 – HUMAN RESOURCES			
5010/5010P	Affirmative Action and Nondiscrimination	The district provides equal employment opportunity for all applicants and employees and will not tolerate unlawful discriminatory practices.	Recruitment, hiring, retention, assignment, transfer, promotion, training and reasonable accommodations per the Americans with Disabilities Act (ADA)
5140	Tobacco Use Policy	Tobacco or tobacco-like product use is prohibited inside all district facilities, on all district property and in all district vehicles.	- Employees are subject to this policy, which includes rented or leased facilities to other agencies. - Cross reference: Policy 4205
5150	Drug-Free Workplace	The district complies with and prohibits acts involving alcohol, illegal drugs and controlled substances including marijuana (cannabis) per the Drug-Free Workplace Act of 1988.	Employees and patrons are subject to this policy. Workplace includes any district building or property, district-owned vehicle, or other district-approved vehicle used to transport students, off-district property during any school-sponsored or

			school-approved activity, event, or function.
5160/5160P	Sexual Harassment	All employees and volunteers will be provided a work environment free from sexual harassment.	When an employee or volunteer reports unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature as a condition of employment, in employment decisions or it substantially affects the individual's work performance.
5161	Civility in the Workplace	The board commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics.	Board of Directors, employees, parents, volunteers, contractors and visitors are subject to this policy when uncivil conduct or other forms of disruptive behavior interferes with an employee's ability to accomplish their work and a school's ability to educate its students.
5215	Conflicts of Interest	The purpose of this policy is to provide guidance on activities that may constitute a conflict of interest.	Any situation in which a district employee, either for himself/herself or some other person(s), attempts to promote a private or personal interest that interferes with the objective exercise of his/her district duties or for gain/advantage by virtue of his/her position in the district.
Policy/ Procedure	Title	Description	Situation to apply
5225/5225P	Technology	Use of technology is to improve performance and achievement for all students and employees, and increase productivity and efficiency in day-to-day operations.	Provides for employee access to job-appropriate technologies and outlines expectations for appropriate use of available technology.
5253/5253P	Maintaining Professional Boundaries between Employees and Students	All employees will maintain the highest professional, moral and ethical standards in interactions with students.	When an employee's behavior has no legitimate educational purpose, has the potential to abuse the relationship between the employee and the

			student, or violates legal and ethical standards of care.
5320/5320P	Leaves of Absence	Consistent with the law, leaves of absence for non-represented employees may be granted.	• Outlines protocols for leaves of absence for employee groups not associated with a union, e.g. administrators and professional/technical.
5320.9/5320.9P	Family and Medical Leave	Family and Medical Leave will be provided for all eligible employees pursuant to its provisions and Washington state laws/regulations.	• Applies to all employees who have worked for the district for at least twelve (12) months, and at least 1,250 hours over the previous twelve (12) months, except female employees who are eligible for leave for any period of pregnancy-related illness or disability.
5406/5406P	Shared Leave Program	The district has established and administers a leave sharing program for eligible employees to donate accrued leave.	• Employees are eligible for shared leave if they are suffering from, or a relative or household member is suffering from, illness, injury, impairment, physical or mental condition which is of an extraordinary or severe nature (meaning serious, extreme, and/or life threatening) or the employee has been called to service in the uniformed services and if the illness, injury, impairment, condition, or call to service has caused; , or is likely to cause, the employee to: go on leave without pay status; or terminate his/her employment.

SERIES 6000 – MANAGEMENT SUPPORT

Policy/ Procedure	Title	Description	Situation to apply
6114P	Gifts	Individuals and organizations in the community may wish to contribute additional supplies, equipment or monetary	• Procedure for staff to follow if money or another type of gift is donated to a school or staff member.

		donations to enhance or extend the instructional program.	
6213P	Reimbursement for Travel Expenses	Travel expenses incurred by employees and board members while on approved travel may be reimbursed.	● Procedure for staff to follow during approved district travel.
6225P	Food and Beverage Consumption	Staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances the district may expend funds for food and non-alcoholic beverages consumed by staff and others while in the conduct of district business.	● Procedure for staff to follow when purchasing/providing food for school or district meetings.
6505P	Video Security on School District Grounds or Property	The district is committed to maintaining a safe and positive environment for students, staff and visitors.	● It is necessary to use video security on district property to ensure the safety of school staff, students and visitors; to protect district property; and to aid in the enforcement of district policies, procedures and rules.
6531	Care of District Property	Staff shall ensure buildings, equipment, furniture and motor vehicles are not abused.	● District provided equipment, furniture, etc. should be maintained and treated with care.
6540P	School District's Responsibility for Privately-Owned Property	The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program.	● If a staff member brings personal equipment or materials for use at school, the district is not responsible for loss or damage.
6550P	Data Security and Privacy	This policy provides guidance and a framework to encourage and support the district's use of data for decision-making purposes to improve student learning, while safe-guarding the security of the data and the privacy of our students, staff and the district as an organization.	● Staff members with access to personally identifying student information should consider themselves data users and are responsible to ensure the security of data. This procedure outlines obligations to ensure privacy of student information online following FERPA, COPPA and CIPA.
6571P	Lending of District-Owned Equipment and Books	This policy provides that school equipment may be removed from school property by students or staff	● If school equipment is to be used off the school site by a staff member, they

		members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities.	must have prior approval from the principal and will be fully liable for loss or damage.
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CODE OF PROFESSIONAL CONDUCT: CHAPTER 180-87 WAC

Note: The Washington Administrative Code may change over time. Check on line.

WAC 180-87.005 PURPOSE.

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the State of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, non-renewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, non-renewal of contracts, or other employment action by employers of education practitioners.

WAC 180-87-010 PUBLIC POLICY GOALS OF CHAPTER.

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the State of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 180-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 180-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT.

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 180-86 WAC.

ADMINISTRATIVE PROVISIONS

WAC 180-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT.

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations. WAC 180-87-025 EXCLUSIVITY OF CHAPTER.

No act, for the purpose of this chapter, shall be defined as an act of unprofessional conduct unless it is included in this chapter.

WAC 180-87-030 PROSPECTIVE APPLICATION OF CHAPTER AND AMENDMENTS.

The provisions of this chapter shall take effect ninety calendar days after adoption and shall apply prospectively to acts of unprofessional conduct committed after such effective date. Unless provided to the contrary, any revision shall take effect six months after adoption and shall apply prospectively from such effective date.

WAC 180-87-035 EDUCATION PRACTITIONER-DEFINITION.

As used in this chapter, the term "education practitioner" means any certificate holder licensed under rules of the state board of education to serve as a certificated employee.

WAC 180-87-040 STUDENT-DEFINITION.

As used in this chapter, the term "student" means the following:

- (1) Any student who is under the supervision, direction, or control of the education practitioner.
- (2) Any student enrolled in any school or school district served by the education practitioner.
- (3) Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
- (4) Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but is not limited to drop outs, graduates, and students who transfer to other districts or schools.

WAC 180-87-045 COLLEAGUE-DEFINITION.

As used in this chapter, the term "colleague" means any person with whom the education practitioner has established a professional relationship and includes fellow workers and employees regardless of their status as education practitioners.

ACTS OF UNPROFESSIONAL CONDUCT

WAC 180-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE.

Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

- (1) Statement of professional qualifications.
- (2) Application or recommendation for professional employment, promotion, certification, or an endorsement.
- (3) Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
- (4) Representation of completion of in-service or continuing education credit hours.
- (5) Evaluations or grading of students and/or personnel.
- (6) Financial or program compliance reports submitted to state, federal, or other governmental agencies.
- (7) Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
 - (a) Good moral character or personal fitness.
 - (b) Acts of unprofessional conduct.
- (8) Information submitted in the course of an investigation by a law enforcement agency or by child protective services, regarding school related criminal activity.

WAC 180-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE.

Unprofessional conduct includes:

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

- (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance;
 - (b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and
 - (c) The education practitioner has had a reasonable opportunity to obtain such assistance.
- (2) The possession, use, or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use.
- (3) The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

WAC 180.87-060 DISREGARD OR ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS.

Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

- (1) Assessment, treatment, instruction, or supervision of students.
- (2) Employment or evaluation of personnel.
- (3) Management of moneys or property.

WAC 180-87.065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES.

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

- (1) An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.
- (2) Professional service contract.

WAC 180-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE.

Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.

- (1) The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the state board of education when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.
- (2) The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.
- (3) The practice of education by a certificate holder during any period in which such certificate has been suspended.
- (4) The failure of a certificate holder to abide by the conditions within an agreement, executed pursuant to WAC 180-86-160, to not continue or to accept education employment.

- (5) The failure of a certificate holder to comply with any condition, limitation, or other, order or decision entered pursuant to chapter 180-86 WAC.
- (6) PROVIDED, that for the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

WAC 180.87.080 SEXUAL MISCONDUCT WITH STUDENTS.

Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:

- (1) Any sexual advance, verbal or physical;
- (2) Sexual intercourse as defined in RCW 9A.44.010;
- (3) Indecent exposure as defined in RCW 9A.88.010;
- (4) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;
- (5) PROVIDED, that the provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

WAC 180-87.085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS.

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

WAC 180-87.090 IMPROPER REMUNERATIVE CONDUCT.

Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

WAC 180-87.093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS.

The failure of a principal or other certified chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

WAC 180-87-095 FAILURE TO FILE A COMPLAINT.

The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint pursuant to WAC 180-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.

OFFICE OF PROFESSIONAL PRACTICES

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may be reprimanded or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 180-86-013 and address commission of criminal acts and other behavior which endanger children. Commission of criminal acts may not be directly related to professional conduct but they do reflect upon the trustworthiness of serving as a professional educator.

Complaints or requests 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