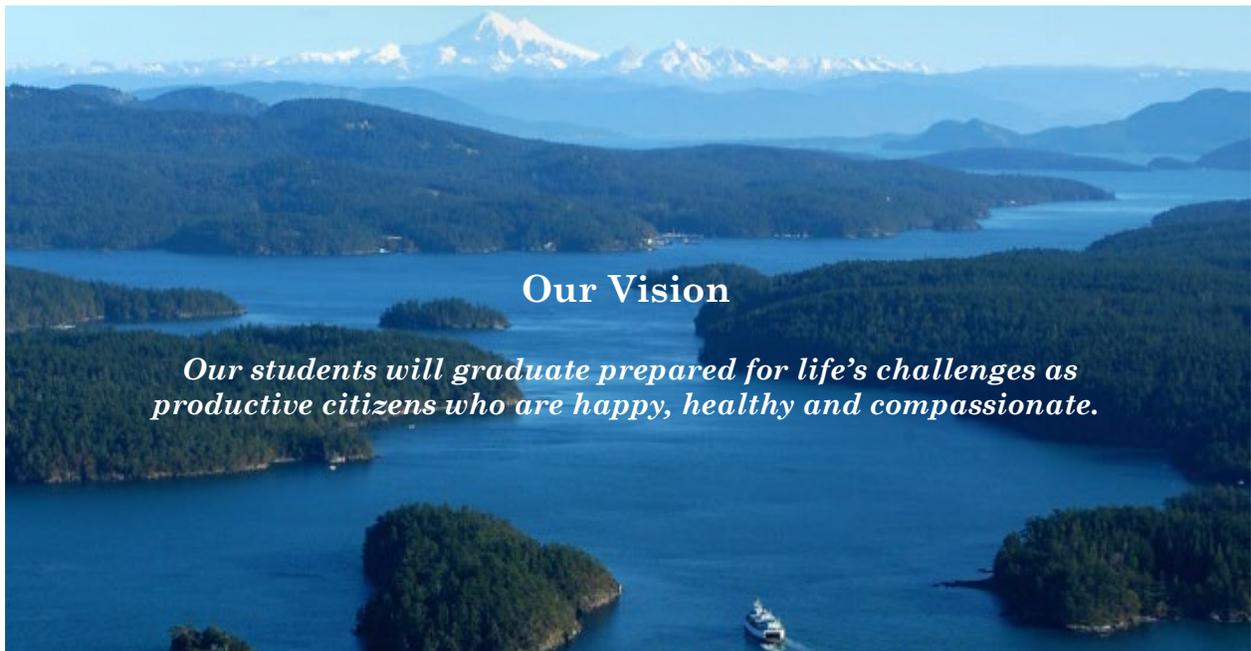




# 2018-2019 Employee Handbook



## Our Vision

*Our students will graduate prepared for life's challenges as productive citizens who are happy, healthy and compassionate.*

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## DISTRICT MISSION



## OVERVIEW

Welcome to the 2018-19 Academic year of the San Juan Island School District. This Employee Handbook has been developed to provide all personnel with key tools and information to help navigate the typical employment-related questions and concerns that arise through the school year and to ensure that essential employment responsibilities and expectations are clear for all concerned.

This handbook is also available online via the district website via [Departments | Staff](#) at <https://www.sjisd.wednet.edu/domain/31>.

This handbook contains general guidelines only. The provisions herein may be amended or exceptions to them made by the Human Resources Department. This handbook is not intended as, nor should it be construed to create, terms of an express or implied contract of employment at San Juan Island School District or any type of promise or guarantee of specific treatment in a specific situation. The District reserves the right, in its sole discretion, to amend, modify, or discontinue its use of the handbook or its provisions without prior notice, notwithstanding any person's acts, omissions or statements to the contrary.

You will find a signature page at the back of this handbook. Please sign to acknowledge your receipt and understanding of the content of therein.

We hope the information provided is clear and accessible and encourage staff to provide suggestions for improvement by sending email to [hr@sjisd.wednet.edu](mailto:hr@sjisd.wednet.edu).

Thank you!

## ABOUT SAN JUAN ISLAND SCHOOL DISTRICT

San Juan Island School District, with the hard work and dedication of approximately 120 certificated, classified and administrative staff, serves over 750 students with an elementary school and a second campus encompassing a middle school, high school and alternative program. The schools are unique learning communities with growing economic and ethnic diversity. Students are encouraged to reach their highest potential in academics, athletics, and the arts. The district is noted for high levels of parent and community involvement, low staff turnover, and strong voter support for levy and bond measures.

## SCHOOL BOARD

An elected Board of five board members governs the San Juan Island School District. Board Members are elected to 4-year terms. Board meetings are held monthly. A directory of Board members, Board Meeting Agendas, Minutes and related materials are available online on the district website <https://www.sjisd.wednet.edu> under the 'About' menu.

## NON-DISCRIMINATION

**Our District commitment to non-discrimination:** San Juan Island School District does not discriminate in any programs, activities or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Title IX Officer, and Section 504 Coordinator: Kari McVeigh, Superintendent, (360) 378-4133, [karimcveigh@sjisd.wednet.edu](mailto:karimcveigh@sjisd.wednet.edu), PO Box 458, Friday Harbor, WA 98250.

## OFFICERS & LAISONS

### Nondiscrimination Program Officers

#### AFFIRMATIVE ACTION OFFICER

- **Maude Cumming, Executive Assistant to the Superintendent**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-4133  
[maudecumming@sjisd.wednet.edu](mailto:maudecumming@sjisd.wednet.edu)

#### TITLE IX OFFICER

- **Kari McVeigh, Superintendent**  
PO Box 458  
Friday Harbor, WA  
(360) 378-4133  
[karimcveigh@sjisd.wednet.edu](mailto:karimcveigh@sjisd.wednet.edu)

#### 504 OFFICER

- **Kari McVeigh, Superintendent**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-4133  
[karimcveigh@sjisd.wednet.edu](mailto:karimcveigh@sjisd.wednet.edu)



## Homeless Liaisons

The District is committed to improving educational outcomes for homeless students through increased identification services, in-school supports, and housing stability. The following people have been designated to handle inquiries regarding homeless students:

### DISTRICT WIDE HOMELESS LIAISON:

- **Kari McVeigh, Superintendent and Interim Special Services Director**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-4133  
[karimcveigh@sjisd.wednet.edu](mailto:karimcveigh@sjisd.wednet.edu)

### HIGH SCHOOL HOMELESS LIAISON:

- **Gordy Waite, School Counselor**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-5215  
[gordonwaite@sjisd.wednet.edu](mailto:gordonwaite@sjisd.wednet.edu)

### MIDDLE SCHOOL HOMELESS LIAISON:

- **Amara Zee, School Counselor**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-5214  
[amarazee@sjisd.wednet.edu](mailto:amarazee@sjisd.wednet.edu)

### ELEMENTARY SCHOOL HOMELESS LIAISON:

- **Terra Holmgren, School Counselor**  
PO Box 458  
Friday Harbor, WA 98250  
(360) 378-5209  
[terraholmgren@sjisd.wednet.edu](mailto:terraholmgren@sjisd.wednet.edu)

## District Goals

### FOUNDATIONAL PRINCIPLE: STEWARDSHIP

Engender trust by ensuring the responsive and optimal use of district resources, in a manner that is clear and transparent to stakeholders.

#### **Powerful Teaching & Learning**

- ◇ *Inspire self-evaluation and critical thinking skills in our students through instruction that is differentiated and individually relevant, supplemented by technology that is bold, intentional and seamless;*
- ◇ *Recruit and retain passionate teachers, providing ongoing training that is flexible and professionally focused;*
- ◇ *Integrate STEM, life-skills and arts instruction within an aligned curriculum that drives student engagement and accountability, meeting high expectations through demonstrated achievement; and*
- ◇ *Maintain an adaptive culture, incorporating best practices and fostering innovation in all areas.*

#### **District Climate**

- ◇ *Ensure a safe, tolerant and welcoming climate that values mutual respect and multi-cultural acceptance;*
- ◇ *Recognize and celebrate success at all levels via communication that is proactive, positive, and sincere, using varied media; and*
- ◇ *Promote inclusive partnerships with families and our community that foster engagement and enhance student learning.*

#### **Early Learning**

- ◇ *Advance school-readiness through collaborative partnerships with parents and pre-school providers which emphasize experiential learning, literacy and social/emotional development; and*
- ◇ *foster successful K-3 transitions through proactive assessment and early intervention strategies.*

## IMPORTANT NUMBERS

<b>DISTRICT OFFICE   285 Blair Ave   360-378-4133</b>			
	Kari McVeigh	Superintendent Interim Special Services Director	360-370-7999
	Maude Cumming	Exec. Assistant to the Superintendent	360-370-7901
	Jose Domenech	Business Manager	360-370-7908
	Cynthia Luna McVeigh	Human Resources Manager	360-370-7904
	Jill Sandwith Feliz	Payroll, Athletic Director Assistant	360-370-7910
	Kraig Hansen	Transportation Supervisor	360-370-7907
	Brock Hauck	Maintenance & Facilities Supervisor	360-370-7105
	Val Curtis	Instructional Technology Coordinator	360-370-5143
<b>HIGH SCHOOL   45 Blair Ave   360-378-5215</b>			
	Fred Woods	Principal	360-370-7199
	Jannet Ortiz	Office Manager & Registrar	360-370-7102
	Tammy Anderson	Secretary	360-370-7110
	Liz Varvaro	Food Services Director	360-370-7106
	Gordy Waite	Counselor	360-370-7132
	<b>MIDDLE SCHOOL   85 Blair Ave   360-378-5214</b>		
	Rod Turnbull	Assistant Principal	360-370-7299
	Binney Haenel	Office Manager	360-370-7201
	Amara Zee	Counselor	360-370-7235
	<b>ELEMENTARY SCHOOL   95 Grove St   360-378-5209</b>		
	Diane Ball	Principal	360-370-7399
	Susan Stehn	Office Manager & CEDARS Data Admin	360-370-7301
	Jill Peacock	Secretary	360-370-7302
	Dr. Tim Kopet	School Psychologist	360-370-7307
	<b>GRIFFIN BAY SCHOOL   85 Blair Ave   360-378-3292</b>		
	Kari McVeigh	Principal	360-370-7905
	Connie Domenech	Office Manager	360-370-7801
	Ben Troutman	Teacher	360-370-7802
	John Boyd	District Test Coordinator	360-370-7802
	<b>TECHNICAL SUPPORT</b>		
	Kevin Cooper	Interim IT Director	360-370-7137
	Ray Adams	Technical Support	360-370-7350
	Deb Nickelson	Technical Support	360-370-7137
	Help Ticket via email	<a href="mailto:helpdesk@sjsd.wednet.edu">helpdesk@sjsd.wednet.edu</a>	

## COLLECTIVE BARGAINING GROUPS

**Certificated Employees:** Certificated Employees are represented by the San Juan Education Association (SJEA).

SJEA Officer:

Amy Hull, President  
Beth Spaulding, Vice President  
Kristy Raichlen, Secretary/Treasurer

2018-20 Collective Bargaining Agreement is available via the Staff page of the district website at <https://www.sjsd.wednet.edu>.

**Classified Employees:** Classified Employees are represented by Public School Employees of Washington (PSE)/ SEIU Local 1948.

PSE Officers:

Kraig Hansen, President  
Deb Nickelson, Vice President

2016-20 Collective Bargaining Agreement is available via the Staff page of the district website at <https://www.sjsd.wednet.edu>.

## CERTIFICATED PERSONNEL INFORMATION

**Contracts:** Contracts for all certificated staff will be issued to reflect your salary schedule placement. Contracts reflect the official transcripts and verification of employment records on file in the District Office from the previous school year. Any additional credits obtained after that period will be updated in October and reflected retroactively in the October paycheck (If received by October 15). Certificated staff members are responsible for ensuring this data is sent by the appropriate university or school district in a timely fashion. If you have questions regarding your credits and experience currently on file, contact Human Resources. The contract reflects your placement on the salary schedule.

### Salary Schedule Placement

Changes in placement on the salary schedule may occur for the following reasons:

- Increase in post BA credits
- Change in degree
- Change in experience

### Requirements

- **Quarter or semester credits** must be 100 level or higher and from an accredited four year college or university. Three quarter credits equal two semester credits, or one semester credit is worth one and a half times a quarter credit.
- **Clock hour** documentation must be from an approved Washington State provider such as an ESD, school district, etc. (Out of state clock hours are not acceptable.) Ten clock hours equal one quarter credit. Click here for list of OSPI approved clock hour providers: <http://www.k12.wa.us/certification/teacher/pubdocs/ProfessionalOrganizations.doc>
- Credits and clock hours must meet at least one of the six criteria set forth by Washington state legislators. See Board Policy 5310, Compensation Schedules (summarized in this booklet) for details.

**Transcripts:** Official transcripts are required. Copies are not acceptable. The employee must order their transcripts and provide them to the District Office.

## Important Deadlines

All deadlines for Certificated Staff are charted on an online timeline located at [Departments > Human Resources > Important Deadlines](#). The full URL is <https://www.sjisd.wednet.edu/Page/2074>. A few key deadlines are highlighted below:

- **September 30** - Course work must be completed on or before this date.
- **October 15** - Deadline for documentation of transcripts, credit approval forms, and continuing certification. (May be extended by superintendent due to extenuating circumstances.)
- **October 15** - Deadline for **new teachers** to provide documentation of prior experience and/or original academic credits. Failure to do so shall result in placement of step one/column one for the first payroll. Pay will be adjusted retroactively if placement was based on copies that were not followed by originals by this date.
- **February 1**: Deadline for \$500.00 stipend for early notification of retirement/resignation.

## CLASSIFIED PERSONNEL INFORMATION

Classified staff will receive two copies of their annual report by Nov 15th of each school year. One copy is kept by the employee for their records, **returned to the District Office within the other must be 10 days of receipt.**

Please review the annual report carefully and note any corrections that need to be made. If you have any questions, please call the HR or Payroll Coordinator in the District Office.

## SALARY SCHEDULES

Salary Schedules for both Classified and Certificated employees are available in their respective Collective Bargaining Agreements (CBA). Both CBA's are posted online on the district website via the **Departments** | [Staff](#) menu as well as via **Departments** | [Human Resources](#) | [Salary Schedules](#).

## PAYROLL

**Payday:** Payroll is generated once a month and falls on the last banking day of each month.

**12-Month Payroll:** All Classified and Certificated staff are paid over 12-months, September 1 to August 31. All administrative staff are paid over 12 months, July 1 to June 30.

**Electronic Deposit:** All paychecks for employees are deposited electronically. Deposits are made into employees' accounts by 10 a.m. on the last banking day of each month. In order to set up electronic depositing for an employee, the district office needs a voided check from the employee's checking account. Be sure to let the district office know prior to the 10th of the month if you change banks and/or accounts to allow for necessary processing.

**Predicted Payroll:** We assume that you will work your regular schedule. Any adjustments required (extra pay, sick days, personal leave, unpaid leave, etc.) are made in the following month's paycheck. (For example, if you took a day of unpaid leave in November, this would be deducted from your December paycheck.) Any overtime and/or comp time requires prior approval of your supervisor.

**Timesheets:** All classified personnel must complete a timesheet and turn it in to the school office by the **1st working day of the following month**, including any extra hours worked during the month.

**Skyward - Employee Access Information:** In lieu of a paycheck stub, payroll information is available online through Skyward and includes the following data:

- ✓ Pay description and detailed pay calculations.
- ✓ Gross wages and net wages for pay period as well as year to date
- ✓ Employee deductions - items that are paid by you and deducted from your paycheck. (i.e., taxes, retirement, union dues)

- ✓ Employer contributions - Benefits and any other items that are paid by the school district. (These are not deductions from your paycheck)
- ✓ Leave balance - is located under the Employee Access "Time Off" tab.

**Optional Payroll Deductions:** Employees can set up automatic deductions from their paychecks for the following:

- ✓ Annuities
- ✓ AFLAC
- ✓ Credit Unions
- ✓ Disability Insurance
- ✓ Section 125
- ✓ United Way
- ✓ WA State Deferred Comp
- ✓ San Juan Fitness Center

**Questions about payroll?** Call Jill Sandwith Feliz (360) 370-7910 or e-mail: [jilliansandwith@sjisd.wednet.edu](mailto:jilliansandwith@sjisd.wednet.edu).

## EMPLOYEE BENEFITS

A comprehensive 'Summary of Health & Welfare Benefits', prepared by The Partners Group, is provided to all employees at the start of the year.

All eligible employees are provided healthcare, long-term disability, retirement and Section 125 fund options as a part of their union negotiated benefits package. Dental and Vision insurance coverage is mandatory for eligible employees. Medical insurance is optional for eligible employees. San Juan Island School District provides a monthly allocation relative to the employee's FTE status to assist in the payment of benefit premiums. **For the 2018-2019 school year, the district will provide a maximum monthly allocation of \$843.97.00. The amount you receive is based on prorated based on your FTE %.** To determine your *pro rata* allocation, simply multiply the maximum amount by your benefit FTE percentage. Employees below .5 FTE may not be eligible for benefits. Please refer to your PSE or SJEA contract for determination.

**Effective Date:** New employees starting work by the 10th of the month are eligible to receive benefits on the 1st of the following month. Employees starting work after the 10th of the month are eligible to receive benefits on the 1<sup>st</sup> of the second full month of employment.

**Dental Insurance:** Dental insurance is provided by Washington Dental Service (WEA). As noted above, this is required coverage for eligible employees under a composite plan, meaning it is the same rate for the insured alone or an entire family. For a summary of the plan and the costs, please refer to the Summary of Health & Welfare Benefits which is posted on the district website under the [Human Resources](#) page.

**Vision Insurance:** Vision insurance is provided by WEA Select. This is also required coverage for eligible employees and like the dental coverage is a composite plan. For a summary of the plan and the costs, please refer to the Summary of Health & Welfare Benefits which is posted on the district website under the [Human Resources](#) page.

**Medical Insurance:** Medical Coverage is provided by **Kaiser (HMO)** and **Premera Blue Cross (PPO)**. Kaiser offers one plan and Premera offers multiple plans. For a summary of each plan and the costs, please refer to the Summary of Health & Welfare Benefits which is posted on the district website under the [Human Resources](#) page. Premium rates for the medical insurance will vary based on the insurance option chosen and family members to be covered. The District also offers AFLAC and American Fidelity plans for supplemental coverage. Please note that HSA 1500 for classified staff includes a \$125 contribution towards your HSA.

**Retirement:** All eligible employees are required to participate in the State of Washington's retirement system. Classified employees participate in SERS (School Employees' Retirement System) and certificated staff are enrolled

in TRS (Teachers' Retirement System). Information regarding these retirement programs is available at the District Office.

**VEBA and Section 125:** The school district offers participation in "Tax Free Reimbursement Accounts" to which you contribute part of your pay before Social Security, Medicare and Federal Income (withholding) Tax, to pay for qualifying out of pocket medical, dental and qualifying child and dependent care expenses. Please note that Plan HSA 1500 for classified staff includes a \$125 contribution towards your Health Savings Account (HSA).

**CIGNA Insurance Long Term Disability:** Employees working 17.5 hrs. per week are automatically provided with CIGNA Long Term Disability coverage.

**COBRA:** The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) law gives employees covered by healthcare benefits and their covered dependents the right to continue employer-sponsored group health coverage on a self-paid basis for up to 18 months (and in some cases up to 36 months) after you would otherwise lose eligibility. More information on COBRA is available at the District Office.

**Enrollment:** Open Enrollment is held during the start of each school year and enrollments or changes are due by mid-October. New policies take effect **November 1** of each year. Changes in healthcare insurance can only be made during open enrollment or upon a qualifying event (i.e. marriage, divorce, birth/adoption, death, etc).

## PROFESSIONAL DEVELOPMENT

SJISD believes that the most important component of any organization is its people. With this in mind, we recognize the importance of providing and supporting appropriate opportunities for Professional Development. The District offers professional development opportunities as well as supports SJEA in developing and offering self-directed professional development.

In addition, the district posts all new position openings internally for five days prior to posting externally to the general public to provide all certificated and classified staff the opportunities, first.

The district believes that evaluations are a key component to professional development. To that end, your supervisor will evaluate you in accordance with procedures and criteria in your collective bargaining agreement. The purpose of this evaluation is to provide feedback regarding job performance and to make suggestions for professional growth.

## PROFESSIONALISM

**The San Juan Island School District Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students and staff.** Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

The interactions and relationships between staff members and students should be based on mutual respect and trust, an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting, and consistency with the educational mission of the schools.

**Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose.** An educational purpose is one that relates to the staff member's duties in the District. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

**Social Media:** The San Juan Island School District Board of Directors supports the use of technology to communicate for educational purposes. However, District employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, District policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the District's policies, acceptable use agreement and collective bargaining agreements, as applicable.

Please review related Board Policy [5253 - Maintaining Professional Staff Student Boundaries](#) and Board Procedure [5253P - Maintaining Professional Staff Student Boundaries Procedure](#) for detailed information.

## DUTY TO REPORT PHYSICAL ABUSE AND SEXUAL MISCONDUCT

[RCW 28A.26.030](#) requires both certificated AND classified employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. A school district must, at the first opportunity, but in all cases within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct. It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect. Reference: [Board Policy 3421/Procedure 3421P](#).

## MANDATORY TRAINING

The Office of the Superintendent of Public Instruction (OSPI) requires the district to deliver mandatory training to all employees and substitutes covering topics such as Blood-borne Pathogens, confidentiality, child abuse reporting, sexual misconduct, workplace discrimination awareness, and other important topics. These trainings are available via *SafeSchools* link located on the district website via [Departments | Staff](#) page. You will receive instructions and a password to access these online tutorials at the beginning of the school year.

## ATTENDANCE, LEAVES, SUBSTITUTES

**Attendance:** You are expected to be at work on time, every day that you are contracted to work. If you must be late or absent, notify your supervisor as soon as possible. In the event of an emergency, you may have someone else call so that necessary arrangements can be made.

**Leave of Absence:** Requests for leave of absence must be submitted in advance; however, emergency leaves may be an exception because the situations necessitating these leaves are typically of an urgent nature. Submit the request for leave to your administrator for acknowledgment and forward to Human Resources for processing. The type of leave requested depends on the reason for the leave. Refer to district policies noted below as well as your [collective bargaining agreement](#) for specific available leaves and their terms.

- Bereavement Leave: [See CBA](#)
- Emergency and Discretionary Leaves: Policy 5403
- Family Maternity and Military Caregiver Leave: [Policy 5404](#)
- Holidays: [Policy 5410](#)
- Jury/Subpoena: [Policy 5408](#)
- Leave Sharing: [Policy 5406](#)
- Military: [Policy 5407](#)
- Personnel Leaves (Overview): [Policy 5400](#)

- Sick Leave: [Policy 5401](#)
- Unpaid Holidays for Reason of Faith or Conscience: [Policy 5409](#)
- Vacation: Policy 5411

**Family Medical Leave Act (FMLA):** The District adheres to the provisions of the Family Medical Leave Act (FMLA) and agrees to extend these provisions to employees who meet the eligibility requirements set forth in the Federal Family and Medical Leave Act.

***Substitutes for Teachers, Specialists and Para educators:***

All above staff should check with their supervisor to determine if your role requires a substitute in the event of your absence. If a substitute is needed, employees in the categories below will use 'Aesop' Absence Management System online via the District website via Departments | Staff to submit all absences. Employees must also contact their immediate supervisor to report their absence.

If you are unable to use Aesop or if it is after 6:30 AM and you need a substitute, please contact the emergency contacts below:

- ✓ Elementary School: Jill Peacock – Mobile (360) 298-0376, Office (360) 378-5209.
- ✓ Middle & High School: Tammy Anderson – Home (360) 317-6061, Office (360) 378-5215.

***Substitutes for Kitchen and Custodial Staff:***

All kitchen and custodial staff are expected to follow the procedure provided by your supervisor and update your timesheet accordingly.

**Snow/Weather:** Occasionally it is necessary to alter the District's operating schedule due to snow and/or inclement weather. The local radio stations and District website are your source for information when this occurs. If you miss part or all of the day because of the weather and schools remain in session, the following guidelines may be applied:

- **Late Start Days:** When a late start day is declared, all students are instructed to arrive 2 hours after normal start time. However, all staff -- Certificated, Classified, Administrative and Substitutes -- are expected to start at usual start times or as soon as it is safe to do so.
- **Recording missed time:** Depending on the circumstances, staff may be able to use accumulated **sick time** as Emergency Leave. We have prepared an '[Emergency Leave Request Form](#)' in accordance with Section 14.1 B of the [SJEA CBA](#) and Section 7.1.2 of the [PSE CBA](#) for this purpose. If you missed time due to inclement weather, please submit an '[Emergency Leave Request Form](#)' to the Superintendent for review.

## EMPLOYEE TRAVEL

**Procedures for Travel Request (Reference Board Policy [6213 Reimbursement for Travel Expenses](#), Procedure [6213P - Reimbursement For Travel Expenses](#), Form .)**

All personnel will use the [Travel Request Form](#) to request permission to travel out of the District. Travel Request Forms approved by the supervisor is forwarded to the Superintendent's office for final approval, which is dependent on the availability of funds in the appropriate budget and the appropriateness of the request. The [Travel Request Form](#) is available on the district website under the Families menu.

**Please note the following rules and guidelines for travel reimbursement:**

- A. The *Travel Request Form* is to be completed by the individual requesting travel and submitted to his/her supervisor for approval **at least two weeks prior to the anticipated travel.**
- B. All travel requests must be first approved by your immediate supervisor. The supervisor will identify the specific budget to charge the travel expenditure.
- C. All claims for expenses, within the limits allowed, must be submitted within thirty (30) days of activity on the

expense reimbursement form.

- D. Reimbursement is issued only when proper receipts and an internet-generated map, such as MapQuest or Google maps, showing mileage totals are attached to the expense claim. No receipts are required for meals. However, receipts are required for ferry, lodging, parking and other incidental expenses in accordance with the travel policy.
- E. **No meal allowance is provided for day travel.** For overnight travel, no breakfast allowance is provided on the departure date, and no dinner allowance is provided on the return date unless the departure from Anacortes is after 7:00 p.m. Meals may not be claimed when provided by, and included in, the conference registration fee. No receipts are required for meals. The per diem allowance is inclusive of applicable taxes and gratuities (gratuities limited to 15% of meal cost). 2018-19 per diem rates are: breakfast \$10.00, lunch \$13.00, dinner \$22.00). Travel reimbursement for Bus Drivers shall be as negotiated in the PSE collective bargaining agreement; Meal reimbursement shall not exceed \$25.00/day (\$5.00 breakfast, \$7.00 lunch, \$12.50 dinner) and is subject to negotiated guidelines. See [6213P - Reimbursement For Travel Expenses](#).
- F. When more than one person is attending the same meeting/conference it is expected that staff will carpool. District vans are to be used, if available, before reimbursement for multiple private vehicles will be authorized. Private vehicle mileage will be reimbursed at the IRS rate as established on the [Expense Claim Form 6213F](#).
- G. Employees are responsible for reading and following policy [6213](#) and procedure [6312P](#) when traveling on school district business.
- H. If you are involved in a **traffic accident**, notify the police. Do not make any statements which may be held against you. Call your supervisor or one of the administrators.

**Ferry Travel:** Ferry Travel can be reimbursed through the District Office by submitting a Ferry Ticket receipt with a signed [Expense Claim Form 6213F](#). Car, driver and passenger tickets will be reimbursed in accordance with Board Policy [6213 Reimbursement for Travel Expenses](#). The District would like to encourage utilizing commuter rates (Wave-to-go cards) and “van load” tickets whenever possible. Please see the District Transportation Supervisor for more information on “van load” tickets and other details or transportation arrangements.

## FIELD TRIPS

Until further notice, staff interested in taking students on a field trip must obtain their administrator’s approval first. **On and off-island field trips need to be scheduled a minimum of two weeks in advance.**

## PURCHASING & SUPPLIES

Prior to purchasing supplies, a [supply requisition form](#) must be completed and approved by your building Principal. Once your requisition is approved, it is input electronically by the building’s Office Manager. Requisitions are electronically approved and processed at the District Office weekly. Electronic notification of PO’s are automatically generated when the requisition is approved. Once processed, the purchase orders are faxed to the vendor, and building sites can access them electronically. To begin this process you will need all of the following information:

- |  |  |
|--|--|
| <input type="checkbox"/> vendor name and address       | <input type="checkbox"/> item # (stock number)         |
| <input type="checkbox"/> vendor phone number           | <input type="checkbox"/> special shipping instructions |
| <input type="checkbox"/> vendor fax number             | <input type="checkbox"/> appropriate Budget Code       |
| <input type="checkbox"/> quantity of item              | <input type="checkbox"/> requested delivery date       |
| <input type="checkbox"/> color of item (if applicable) | <input type="checkbox"/> <b>approval of Principal</b>  |

Use a purchase order (PO) for all purchases. If vendors do not accept PO’s, the District Office has alternative options. Please contact the District Office for specific instructions.

**ASB Purchase Orders:** ASB Purchase Orders require an ASB supply requisition to be completed. ASB purchases must be voted on and approved by the elected student council for Middle and High School purchases. This action must be reflected in the meetings' minutes. In addition to the items listed above in "Purchase Orders," ASB purchase orders also require the signatures of the following individuals before they can be processed.

- Principal's signature
- ASB Advisor's signature
- ASB Treasurer's signature
- Copy of minutes

Building office managers input ASB Purchase Orders and then send them to the District Office to fax to the vendor. **Please plan all ASB purchases well in advance.**

**Out-of-pocket Purchases:** Out-of-pocket purchases are not encouraged, but if necessary to ensure your out-of-pocket purchases are reimbursed, obtain approval first. Original receipts must be submitted with an expense claim form within 30 days to your building office manager.

## WORKPLACE INJURIES

Employees of SJISD are insured through the Washington State Department of Labor & Industries. Employees are responsible for reporting all accidents or injuries at once to the Building Office Manager.

- ✓ The SJISD Accident / Incident form must be faxed to the District Office within 24 hours.
- ✓ Any accident or incident that results in hospitalization must be reported to L&I within 8 hours.
- ✓ Also, please note, to establish L & I eligibility, the L & I accident report form must be filled out at the Medical Providers office.

**Application of Pesticides on School Properties:** As per State law, all school districts in the State of Washington must post notice prior to the application of any pesticides at least 48 hours prior to the application. We will post in a prominent place in the building, as well as a notify staff and parents. The notification will be at least 8.5x11 in. and will include the heading "Notice: Pesticide Application", and will list the product name, date, time, and specific location of the application.

## IMPORTANT POLICIES

Complete text of all district policies is available online on our website on the via [About > Our School Board > Policies](#) page; the full URL is <https://www.sjisd.wednet.edu/Page/1491>. All staff new and continuing are expected to be familiar with and abide district policies. The following are excerpts, summaries or in some cases complete printings of some important district policies.

(While all policies are important, new teachers should pay particular attention to Policy Series' 2000 and 3000.)

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### **[Student Learning Goals \(Board Policy 2000\)](#)**

The Board has adopted this local policy in support of the four basic learning goals as established in the Education Reform Act. These goals are:

1. Read with comprehension, write with skill and communicate effectively and responsibly in a variety of ways and settings.
2. Know and apply the core concept and principals of mathematics; social, physical and life sciences; civics and history; geography; arts; and health and fitness.
3. Think analytically, logically and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.
4. Understand the importance of work, and how performance, effort and decisions directly affect future career and educational opportunities.

### **Electronic Resources and Internet Safety (see Board Policy 2022)**

The San Juan Island Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

#### **Electronic Resources**

The district, within financial capacity, will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) Create electronic resources and develop related educational systems that support innovative teaching and learning; Provide appropriate staff development opportunities regarding this policy; and 3) Develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

#### **Internet Safety**

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computers networks and Wi-Fi in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

### **Grading and Progress Reports (see Board Policy 2420)**

At the beginning of each term, each teacher will specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected for failure to attend or participate, provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

### **Child Custody (see Board Policy 3126)**

The board of directors presumes that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of student. Parents or legal guardians have rights to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent.

The board, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order that curtails these right(s). If these rights are questioned by the nonresidential parent, the issue will be referred to law enforcement authorities for resolution.

Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that parent, or other person.

### **Prohibition of Harassment, Intimidation & Bullying (see Board Policy 3207)**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student’s property;
- B. Has the effect of substantially interfering with a student’s education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

#### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the

level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

### **[Child Abuse and Neglect Reporting \(See Board Policy 3421\)](#)**

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of such abuse, neglect or exploitation.

For purposes of this policy, the term “child” means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district’s database.

**“Child abuse, neglect, or exploitation” will mean:**

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function;
- B. Creating a substantial risk of physical harm to a child’s bodily functioning;
- C. Attempting, committing or allowing any sexual offense against a child as defined in the criminal code. This definition also includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes intentionally contacting directly or through the clothing, the genitals, anus or breasts of a child unless the contact is necessary for the child’s hygiene, or health care purposes. This also includes a child’s intentional or coerced contact with anyone’s genitals, anus, or breasts;
- D. Committing acts that are cruel or inhumane regardless of observable injury.
- E. These –acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child’s pain or mental suffering;
- F. Assaulting or criminally mistreating a child as defined by the criminal code;
- G. Failing to provide food, shelter, clothing, supervision or health care necessary to a child’s health or safety;
- H. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child; or failing to take reasonable steps to prevent the occurrence of the preceding actions.

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student on student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it.

Subject to the definition above, staff should not focus on a person’s mental status to determine if she or he has committed child abuse, neglect, or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district will also encourage staff to participate in in-service programs that address the issues surrounding child abuse.

The superintendent will develop reporting procedures and provide them to, to all staff on an annual basis. The purpose is to identify and timely report all evidence of child abuse, neglect, or exploitation to the proper authorities. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All staff are responsible for reporting all suspected cases of child abuse, neglect, and exploitation to the proper authorities and/or the appropriate school administrator. Under state law staff are free from liability for reporting a reasonable suspicion of child abuse, neglect, or exploitation. However, ailing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

Staff need not verify a report that a child has been abused, neglected, or exploited. Any conditions or information that may be reasonably related to child abuse, neglect, or exploitation should be reported. Legal authorities have the responsibility for investigating each case and taking appropriate action under the circumstances.

### **Confidential Communications (see Board Policy 4020)**

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the record's custodian will remain confidential and will be used only for the purpose for which access was granted.
- B. While certain professionals may have a unique confidential relationship (e.g. attorney-client privileged communications and licensed psychologists), school staff members including counselors do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member will exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

### **Regulation of Dangerous Weapons on School Premises (see Board Policy 4210)**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon

if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission and principal notification, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

### **Use of Tobacco, Nicotine Products and Delivery Devices (see Board Policy 4215)**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivering devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district owned vehicles. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school. Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

### **Nondiscrimination and Affirmative Action (see Policy 5010)**

#### **Nondiscrimination**

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, 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.

The board will designate a staff member to serve as the compliance officer.

#### **Affirmative Action**

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state, law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

### **Employment of Persons with Disabilities**

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation;
- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation;
- C. The district will not make use of any employment test or criteria that screens out persons with disabilities unless:
  - 1. The test or criteria is clearly and specifically job-related; and
  - 2. Alternative tests or criteria that do not screen out persons with disabilities are available;
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions; and
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### **Nondiscrimination for Military Service**

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

## **Nondiscrimination - Grievance Procedure (See Policy 5010P for full text)**

**Grievance Procedure:** To ensure fairness and consistency, the following review procedures are to be used in the District relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity (anti-discrimination) laws and/or this affirmative action program. No staff member's status with the District shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure:

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent/guardian) relating to alleged violations of any antidiscrimination law including Title IX regulations and Washington Administrative Code (WAC 392-190, Section 504 of the Rehabilitation Act of 1973 or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint and to this end, the following steps shall be taken:

**Informal Review Procedures:** When a staff member has an employment problem concerning equal employment opportunity, he/she shall discuss the problem with the immediate supervisor, personnel administrator or Superintendent within sixty (60) days of the circumstances which gave rise to the problem. The staff member may also ask the affirmative action/Title IX officer to participate in the informal review procedure. It is intended that the informal discussion shall resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the affirmative action/Title IX officer to pursue informal procedures before beginning formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue, the staff member may proceed to the formal review procedures.

**Level One-Formal Review:** The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The affirmative action officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation. The Superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of the written complaint. The Superintendent shall state that the District either:

- 1) denies the allegations contained in the written complaint received by the District, or
- 2) shall implement reasonable measures to eliminate any such act, conditions or circumstance.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the Superintendent's mailing of a written response to the complaining party.

**Level Two-Appeal to the Board of Directors:** If a complainant remains aggrieved as a result of the action or inaction of the Superintendent, he/she may file a written notice of appeal with the Secretary of the Board by the tenth (10th) calendar day following:

- 1) the date upon which the complainant received the Superintendent's response, or
- 2) the expiration of the thirty (30) calendar day response period stated in Level One, whichever occurs first.

The Board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the Board

deems relevant and material. The Board shall render a written decision by the tenth (10th) calendar day following the termination of the hearing and shall provide a copy to all parties involved.

**Level Three-Appeal to the Superintendent of Public Instruction:** In the event a complainant charging discrimination remains aggrieved with the decision of the Board in connection with any matter which, if established, would constitute a violation, the complainant may appeal the Board's decision to the Superintendent of Public Instruction.

- 1) A notice of appeal must be received by the Superintendent of Public Instruction on or before the tenth (10th) day following the date upon which the complainant received written notice of the Board's decision.
- 2) A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:

A) a concise statement of the original complaint and the portions of the Board's decision which is appealed.

B) the suggested recommendations for resolutions or remediation of the alleged complaint set forth in the original statement of complaint.

**Preservation of Records:** The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the office of the District compliance officer for a period of five (5) years.

### **Sexual Harassment (See Board Policy 5011)**

This District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- 1) submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- 2) submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; and/or,
- 3) unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male or female to female.

The District will take prompt, effective, remedial and equitable action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The Superintendent will develop procedures to provide age-appropriate information and education to District staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to staff, students, parents, volunteers and visitors, and shall be reproduced in each student, staff, volunteer and parent handbook.

The Superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

### **Sexual Harassment Procedure (Board Procedure 5011P)**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff will also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include:

- A. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- B. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
- C. A general public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the District believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the District hold their identity confidential shall be informed that the District may face due process requirements that will make available all of the information that the District has to the accused. The District will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any District-initiated investigatory activities. The Superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints will be in writing; will be signed by the complainant; and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The

compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

- C. When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- D. The superintendent will respond in writing to the complainant and the accused within thirty days stating:
  - 1. That the district does not have adequate evidence to conclude that harassment occurred;
  - 2. Corrective actions that the district intends to take; and/or
  - 3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

## **Appeal Procedure**

### **A. Level One**

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- 1. The date upon which the complainant received the superintendent's response, or
- 2. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first; and
- 3. The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to the complainant.

### **B. Level Two**

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the Superintendent of Public Instruction by filing a written notice of appeal with the Superintendent of Public Instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The Superintendent of Public Instruction will schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the Superintendent of Public Instruction will be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant will present his or her case and the school district will defend the decision rendered by the board.

## **Training and Orientation**

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents will be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

### **[Drug Free Schools Community and Workplace \(See Board Policy 5201\)](#)**

The board has an obligation to staff, students and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serves.

For the purposes of this policy, the “workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any district building or any district property any district-owned vehicle or any other district approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

### **Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in any amount or in any manner and at any time in the workplace.
- B. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids will be subject to disciplinary action, including termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

**Exception:** Employees returning from off island school business, after working hours, with no students to supervise, and not driving a school district vehicle are not prohibited from the consumption of alcohol while on the State Ferry.

## Prohibition Against Harassment and Intimidation: Maintaining a Positive Environment (See Board Policy 5207)

The District is committed to a supportive work environment. Every employee, volunteer, and visitor is expected to maintain a work and or educational environment free from intimidation and harassment. District Policy prohibits sexual, racial, and other harassment in the workplace. The purpose of the policy is to emphasize that the District also does not tolerate any of the types of conduct described in this policy. Allegations of harassment of students will be processed via Policy 3207 and Procedure 3207P; parental complaints against District employees will be processed via Policy 4220 and Procedure 4220P.

Harassment, as defined for this Policy, consists of verbal conduct, physical conduct, or electronic or other communications or data that coerces, belittles, or shows hostility or aversion toward an individual for any reason and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance or the educational environment; or
- Substantially adversely affects an individual's employment opportunities.

Intimidation and harassment may be intentional or unintentional. However, it must be noted that where an allegation is made under this policy, the intention of the alleged harasser is irrelevant. As in sexual harassment, it is the effect of the behavior upon the target which is important.

Conduct that "unreasonably interferes with an individual's work or educational environment performance" or that "substantially adversely affects an individual's employment opportunities" will be determined by considering an alleged targeted individual's attendance, demeanor, and interaction with peers, productivity, efficiency, and other indicators.

Conduct that may rise to the level of intimidation and/or harassment may take many forms, including, but not limited to:

- Verbal: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as a butt of joke(s); abusive and offensive remarks; slurs, rumors, jokes, innuendoes, demeaning comments.
- Written: drawings, cartoons, statements and or images in emails, and or on property.
- Physical: pushing, shoving, kicking, poking, tripping, assaulting or threatening assault, damaging or tampering with a person's work area or personal property, or threatening such damage.
- Gestures: non-verbal threatening gestures, glances and or stares which can convey threatening messages.

Harassment prohibited by this policy shall not be construed to alter, impair, or abridge existing or customary management rights. Prohibited harassment does not include (i) reasonable management decisions, directives and/or expectations made, issued or stated by District administrators or supervisors, or (ii) disregard of a person in work-related activities.

If you feel you are being harassed in violation of this policy, telling the person harassing you that his or her behavior is unwelcome and must stop will often stop the problem. However, you are not required to confront someone who is harassing you if you are uncomfortable doing so. Either way, you must inform the District by bringing the problem to the attention of one of the following:

- Your supervisor; or
- Human Resources Manager; or
- Your union representative.

Individuals are expected to report any incidents of harassment promptly so that complaints can be quickly and fairly investigated if appropriate and resolved if substantiated. Complaints will be investigated as confidentially as circumstances warrant. The reporting individual will be informed of the results of the investigation. If an investigation

confirms that harassment in violation of this policy has occurred, the District will take appropriate corrective action. This may include discipline up to and including, termination of the employment of anyone who has violated this policy and or possible preclusion from future volunteering and or issuance no trespassing directives.

The District and its employees are prohibited from retaliating against any individual who makes a good faith report of a potential violation of this policy. Retaliating against such individuals is a violation of this policy, even if after an investigation no harassing conduct was substantiated. It is also a violation of this policy knowingly to report false allegations of harassment. Persons who are found to have retaliated, knowingly reported such false allegations, or corroborated false allegations will be subject to disciplinary action and or action as provided above.

Everyone in the District is responsible for assuring that our workplace and educational environment are free from prohibited harassment. It is your duty to report harassment if you see or hear about it.

If you have any questions regarding this policy, please ask your supervisor or the Human Resources Manager for clarification.

### **Procedure for Prohibition Against Harassment and Intimidation (See Procedure 5207P)**

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered pursuant to Policy 5207. No staff member's status with the District shall be adversely affected because the staff utilized these procedures, unless a false complaint is filed.

**Informal Complaint Process:** Any staff member may use informal procedures to report and resolve complaints of harassment and intimidation by other staff. Informal reports may be made to the building principal, program manager, or designee, although the building principal, program manager or designee shall always inform complainants of their right to and the process for filing a formal complaint. Informal remedies may include:

- A. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is perceived as harassing, intimidating, and/or bullying either in writing or face-to-face;
- B. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
- C. A general public statement from an administrator in a building or department reviewing the District Harassment Intimidation policy without identifying the complainant

Informal complaints may become formal complaints at the request of the complainant, or because the District believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Although we strongly encourage all parties involved to reach resolution at the Informal Complaint Process level, any staff member may initiate a formal complaint of harassment and intimidation.

- A. The building principal, program manager, or designee will investigate all written complaints of harassment or intimidation.
- B. The allegations of harassment or intimidation are expected to:
  1. be in writing;
  2. be signed by the complaining party;
  3. set forth specific acts, conditions, or circumstances alleged to be in violation of the District's policy in regard to harassment and intimidation; and
  4. be filed with the building principal, program manager, or designee as soon as possible, but no later than thirty (30) calendar days following the alleged harassment.
- C. As soon as appropriate, at a time that does not hinder the investigation, the alleged harasser will be informed of the investigation by the building principal, program manager, or designee who is doing the investigation.

- D. Upon completion of the investigation, the building principal, program manager, or designee will provide their supervisor with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
- E. The supervisor will respond in writing to the complaining party and the alleged harasser within fourteen (14) calendar days following receipt of the written complaint.
- F. Any corrective measure deemed necessary will be instituted as expeditiously as possible but in no event later than thirty (30) calendar days following the supervisor's mailing of a written response to the complaining party.
- G. In the event a complaint remains aggrieved as a result of the action or inaction of the supervisor, said complainant may appeal to the superintendent or designee by filing a written notice of appeal with the superintendent on or before the tenth (10th) calendar day following:
  - 1. The date upon which the complainant received the supervisor's response, or;
  - 2. The expiration of the fourteen (14) calendar day response period in Section D above, whichever occurs first.
  - 3. The superintendent or designee will review the investigation, and may follow-up with inquiries as necessary, and will render a written decision on or before the tenth (10th) calendar day following receipt of the written appeal and will provide a copy to all parties involved.

### **Maintaining Professional Staff/Student Boundaries (Policy 5253)**

#### **Purpose**

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers.

#### **General Standards**

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

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

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to

students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

### **Use of Technology**

The board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

### **Maintaining Professional Staff/Student Boundaries Procedure (Procedure 5253P)**

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

### **Unacceptable Conduct**

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- 1) Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- 2) Showing pornography to a student;
- 3) Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- 4) Socializing where students are consuming alcohol, drugs or tobacco,
- 5) For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships and/or engaging a student in an unwanted discussion of this nature. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- 6) Sending students on personal errands unrelated to any educational purpose;
- 7) Banter, allusions, jokes or innuendos of a sexual nature with students;
- 8) Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- 9) Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;

10) Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.

11) Exchanging personal gifts, cards or letters with an individual student;

12) Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;

13) Giving a student a ride alone in a vehicle in a non-emergency situation; and/or

14) Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

1) Being alone with an individual student out of the view of others;

2) Inviting or allowing individual students to visit the staff member's home;

3) Visiting a student's home; and/or

4) Social networking with students for non-educational purposes.

### **Reporting Violations**

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal (or other administrator) or the Superintendent if they become aware of a situation that may constitute a violation of this policy.

### **Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

### **Training**

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years. Dissemination of Policy and Reporting Protocols This policy and procedure shall be included on the District Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the District's reporting protocol.

### **Civility (Board Policy 5282)**

Purpose. The San Juan Island School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development

of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a District's ability to support and educate its students.

The District encourages all staff to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school District. The District is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

1. To promote a work and learning environment that is safe, productive and beneficial for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with appropriate models for respectful problem-solving; and
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation-especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

Definitions. For purposes of this policy, "uncivil conduct" includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; to slight or malign another person in the presence of students, whether the maligned person is present or not; raising one's voice at another individual; repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Expectations. In support of this policy, the Superintendent shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this policy. Specific procedures appropriate to the needs of staff, students, volunteers, and parents/community members will be available to all persons who have legitimate business within the District.

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly, ideally no later than a few days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, or District policies such as against harassment and sexual harassment, or specific conduct codes. Violation of such building rules of District regulations may result in *further action, such as*

removal from District property or District event, competition, or activity, issuance of a *No Trespass* order, or criminal charges as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

The Superintendent and appropriate staff shall review this policy annually.

Severability Clause. If any part of this policy or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.

### **Procedure for Civility (Procedure 5282P)**

Policy 5282 and the procedures that follow are intended to support all partners in the educational process; maintain a safe, nurturing work and learning environment; provide models of respectful problem-solving, and reduce the potential for serious or widespread disruptions within the District. These procedures are not intended to manage threatening or intimidating behavior which is serious enough to constitute harassment or to cause one to fear for his or her safety. Rather, these procedures are meant to underscore the expectation of civil conduct in all interactions within the school district, provide all individuals the tools and knowledge to eliminate uncivil conduct they experience within the District, and replace uncivil conduct with acceptable, productive interactions.

**A. Parents.** If parents or other community members believe they have been treated in an uncivil manner by a San Juan Island School District employee, they should follow the steps outlined in Policy 4220 and Procedure 4220P: *Complaints Concerning Staff or Programs*

**B. Employees.** If employees believe they have been treated in an uncivil manner by an adult member of the community, another employee, or a student of the San Juan Island School District, they should follow the steps outlined below:

**Step 1:** As soon as possible after the incident, speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis. (If the individual is a student, the employee may also speak with the student's parent.)

**Step 2:** At any time after Step 1 has been attempted, if civil discussion cannot be resumed, the employee should ask a co-worker or supervisor to facilitate a conversation with the individual perceived to have been uncivil. Such a facilitated conversation should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

**Step 3:** At any time after Step 2 has been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/among the individuals affected, the employee's supervisor should help the employee to establish requirements for further communications (i.e., the presence of a specified third person, restrictions on physical access to the employee's work space) in order to protect the employee's rights.

\* The supervisor may also suggest such additional resources as mentoring, specific training, and/or written materials that address the employee's needs.

**Step 4:** At any time after Step 3 has been implemented, if uncivil conduct continues, the employee and his/her supervisor will discuss and select remedies beyond Policy 5282 available to all employees of the San Juan Island School District.

*\*Note: At all times, the Human Resources Manager shall be a resource to any employee whose working relationship to the individual perceived to have been uncivil creates an unusual obstacle to problem-solving.*

**C. Students.** If students believe they have been treated in an uncivil manner by an employee, adult volunteer, or another student within the San Juan Island School District, they should follow the steps outlined below:

**Step 1:** As soon as possible after the incident, seek advice from a counselor, teacher, or other trusted employee of the school, as well as from a parent. If advisable, speak directly and respectfully with the individual, in an appropriate time, place and manner, seeking to resume communications on a civil basis.

**Step 2:** If direct, personal contact with the individual is not advised or does not produce a satisfactory result, the student should ask a counselor, teacher or administrator to facilitate a conversation between the student and the individual perceived to have been uncivil. Such a facilitated conversation should occur with the knowledge of the student's parent and should focus on the expectation of civility and requirements for achieving civil exchanges in the future.

**Step 3:** At any time after Steps 1 and 2 have been attempted, if it is determined that civil communications and appropriate problem-solving cannot be restored between/ among the individuals affected, the principal may modify the conditions under which the individuals interact with one another and may suggest or require the use of additional resources to help address needs.

**Step 4:** At any time after Steps 1, 2, and 3 have been attempted, if uncivil conduct toward a student continues, the student and administrator will discuss and select remedies beyond Policy 5282 available to all students of the San Juan Island School District.

Retaliation toward any person making proper use of District policies and procedures is unacceptable and will not be tolerated.

### **School-owned Vehicles (See Board Policy 6640)**

**Motor Pool:** The following procedures shall be in effect for the operation of school-owned vehicles.

- A. Vehicles shall be used for official District business only. Personal use of District vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate District-owned vehicles. All users shall be employees, officers, or volunteers of the District.
- B. All operators shall have a copy of their valid Washington State driver's license and a copy of a current driving record each year on file with the District office.
- C. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.
- D. If involved in any accident the operator shall notify his/her supervisor, and the proper law enforcement agency immediately, and file an accident report within twenty-four (24) hours. Those accidents which involve personal injuries must be reported by telephone and followed up with a written report, both to the District and the District's insurance company.
- E. Where the employee-driver is presumed not at fault, the District shall file a claim for damages with the insurance company of the other operator.
- F. In the event of vehicle operation failure, the staff member should contact the transportation department for repair procedures.
- G. Forms for reporting accidents, trip mileage, mechanical malfunctions, and insurance information shall be kept in the vehicle.
- H. The driver and passengers shall wear seat belts at all times. No more than the specified capacity shall be transported.
- I. Any items transported in school vehicles shall be secured to prevent hazard in case of an accident.

Motor pool vehicles will be assigned on a first come, first serve basis unless the Superintendent determines a need to do otherwise.

## FORMS

All commonly used forms are posted on the district website under the [Departments](#) menu. If you do not see a form you need please ask your Building Secretary.

# 2018-2019 ACADEMIC CALENDAR



## San Juan Island School District - School Board Adoption 4/25/2018 2018-2019 Academic Year Calendar

August							September							October							November						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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						2	30						19							23							19

December							January							February							March							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1							1							1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
30	31					15						17							15	31						21		

April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6														
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						17						22	30						10	

- Sep 14 early release for professional collaboration (District)
- Sep 28 early release for professional collaboration (District)
- Oct 12 early release for conference prep
- Oct 17, 18, 19 early releases for conferences
- Oct 31 early release for professional collaboration (Teacher)
- Nov 21 early release for Thanksgiving holiday
- Dec 7 early release for professional collaboration (District)
- Jan 23, 24 early release for final exams and report cards

Professional collaboration days : Four are "District directed" and three are "Teacher directed".

- Feb 8 early release for professional collaboration (District)
- March 15 early release for conference prep
- March 20, 21, 22 early releases for conferences
- April 26 early release for professional collaboration (Teacher)
- May 10 early release for professional collaboration (Teacher)
- May 24 early release for Memorial Day holiday
- June 13 early release for final exams and report cards
- June 14 early release for last day of school

Holidays and Breaks	
Sep 3	Labor Day
Nov 12 (Observed)	Veteran's Day Holiday
Nov 22 - 23	Thanksgiving Break
Dec 24 - Jan 4	Winter Break
Jan 21	Marlin Luther King Day
Jan 25	snow make-up day
Feb 18	President's Day
Feb 19-22	Mid-winter Break
April 8-12 (Last day PSE paid holiday)	Spring Break
May 27	Memorial Day

First/Last Days of School	
Aug 30	First Day of School
June 8	FHHS Graduation
TBD	Griffin Bay Graduation
June 14	Last Day of School

Early Dismissal Days	
(red is student only half day, green is staff half day holiday)	
Sep 14, 28, Oct 12, 31	
Nov 21 before Thanksgiving	
Dec 7, Jan 23, Jan 24, Feb 8	
March 15, April 26, May 10	
May 24 Memorial Day Weekend	
June 13	
June 14 Last day of school	
...and Conference days (see below)	

Conference Days	
EARLY DISMISSALS	Oct 17, 18, 19
	March 20, 21, 22

State Assessments Windows	
	TBD

Professional Days:	
	Aug 27, 28, 29

## DOCUMENT HISTORY

Date	Name	Description
Aug. 15, 2018	C. McVeigh	Created 2018-19 version, adapted from 17-18 version.
Sep. 6, 2018	C. McVeigh	<ul style="list-style-type: none"> <li>• Added section, “Duty to Report Physical Abuse and Sexual Misconduct”</li> <li>• Added ‘Document History’ table.</li> </ul>
Dec. 21, 2018	C. McVeigh	<ul style="list-style-type: none"> <li>• Added Policy 4210: Regulation of Dangerous Weapons on School Premises</li> </ul>
Jan. 7, 2019	C. McVeigh	<ul style="list-style-type: none"> <li>• Added Policy 5010: Nondiscrimination and Affirmative Action and Procedure 5010P: Nondiscrimination - Grievance Procedure</li> </ul>
Jan. 9, 2019	C. McVeigh	<ul style="list-style-type: none"> <li>• Added Homeless Liasons section and contact information</li> <li>• Updated names, titles on Contact list, where needed</li> </ul>
Jan. 17, 2019	C. McVeigh	<ul style="list-style-type: none"> <li>• Added new policies 5207: Prohibition Against Harassment &amp; Intimidation &amp; 5282: Civility.</li> <li>• Added new Procedures 5207P: Prohibition Against Harassment &amp; Intimidation Procedure &amp; 5282P: Civility Procedure.</li> </ul>
April 16, 2019	C. McVeigh	<ul style="list-style-type: none"> <li>• Added Policy 5253 and Procedure 5253P: Maintaining Professional Staff/Student Boundaries.</li> </ul>
April 29, 2019	C. McVeigh	<ul style="list-style-type: none"> <li>• Updated Affirmative Action Statement per EEOC guidelines.</li> </ul>



# Employee Handbook Acknowledgment

I \_\_\_\_\_ have received the 2018-19 San Juan Island School District Employee Handbook, and I acknowledge that it is my responsibility to read, understand and adhere to its content.

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Signature of Recipient

Date

Please return one signed copy to **Human Resources within 7 days of receipt**. Thank you.