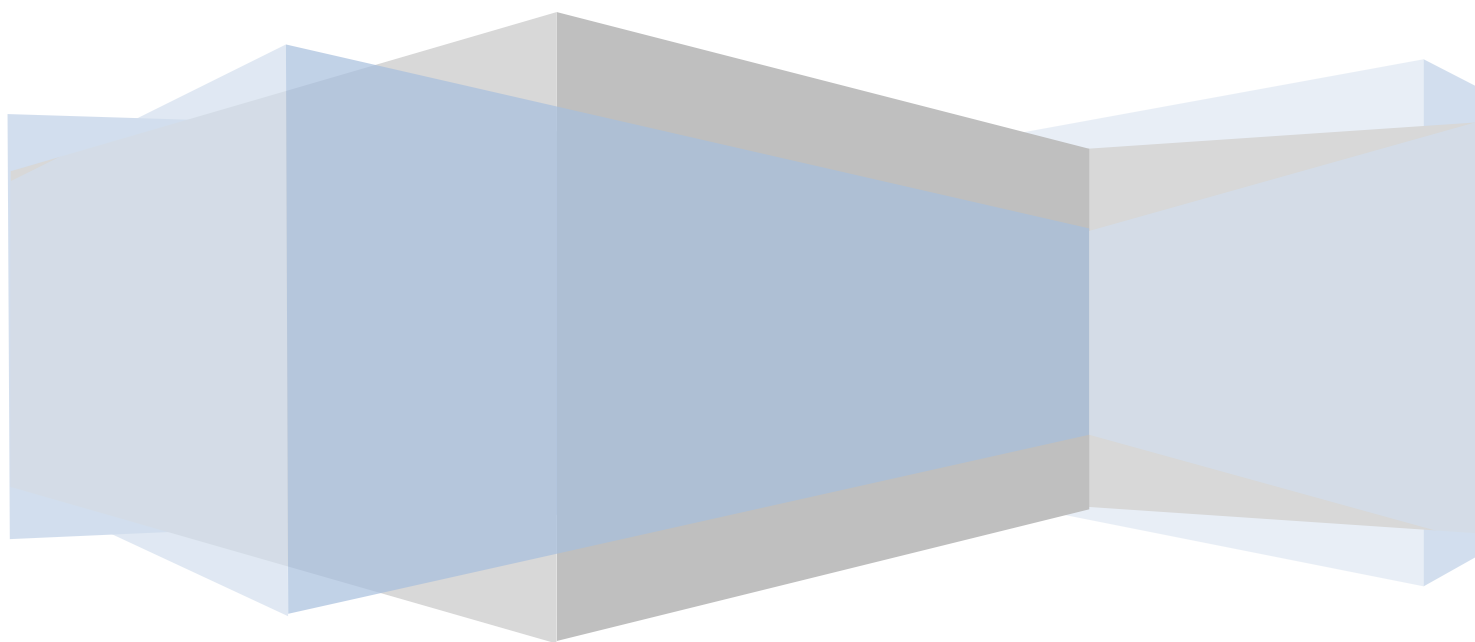


**Washington School for the Deaf**

# **Academic Staff Handbook**

**2017-2018**



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## PREFACE

The material covered within this academic staff handbook is intended as a method of communicating to staff in the academic department regarding general Washington School for the Deaf (WSD) information, rules and regulations. It is not intended to enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law. In addition to reviewing this handbook staff are required to familiarize themselves with all Board policies as articulated on the WSD website. Washington State Childhood for Deafness and Hearing Loss (CDHL) oversees the operation of Washington School for the Deaf. All staff members of WSD are employees of CDHL.

This academic staff handbook outlines procedures commonly practiced by the personnel of the academic program and are aligned to the main policies of the agency and Washington state laws. State laws specifically addressing the Washington School for the Deaf are found in the Revised Code of Washington (RCW), Chapter 72.40 RCW, "State Schools for the Blind, Deaf, Sensory Handicapped," and the Washington Administrative Code (WAC), Title 148 WAC, "Washington State School for the Deaf." Many of the related policies are found in the "WSD Policies and Procedures Book," which includes the WSD strategic plan and mission statement, organizational chart, and school calendar. The following academic program procedures are subject to review and change as needed.

Information contained in the academic staff handbook is subject to administrative revision or elimination as necessary. Staff will be notified of any changes.

Equal employment opportunity and treatment shall be practiced by the WSD regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability.

The following person has been designated to coordinate compliance with legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the WSD Human Resources (HR) office for additional information and/or compliance issues: April Rounds, HR Director

## **MISSION OF THE WASHINGTON SCHOOL FOR THE DEAF (WSD)**

WSD Students: **B**ilingual-**E**mpowered-**S**uccessful-for **T**oday and **T**omorrow. The **BEST!**

### **BELIEFS**

- All children/students can succeed.
- Immersion in Deaf culture and ASL, in addition to involvement with Deaf role models and the Deaf community, is foundational to a Deaf child's identity and sense of empowerment.
- Teamwork among community partners is essential to student success. WSD partners include but are not limited to:
  - Parents
  - Students
  - Staff
  - School Districts
  - Early Intervention Programs
  - Businesses
  - Agencies
  - Private and Nonprofit Organizations
  - Higher Education
  - Alumni
- WSD is a community of learners encouraging students to value lifelong learning.
- WSD's educational program is relevant to today's society and is designed to achieve literate, inspired, critical thinkers with a world view.
- Outreach services are responsive to school districts, parents, children and community partners, and are delivered throughout the state.

### **COMMUNICATION IN THE ACADEMIC PROGRAM**

The WSD celebrates, honors and uses both American Sign Language (ASL) and English as languages of instruction and communication. We also affirm the importance of both ASL and English for success in school and beyond for our students. To these ends the Academic program maintains clear separation between ASL and English in instructional and communication contexts. We further believe that communication in our academic environment should be accessible at all times to students and staff and therefore ASL is used at all times and in all environments when deaf students or staff are present or likely to be present. To fully engage in school activities, interpreting and accommodations for other native world languages of our parents and community members, such as Spanish, Russian, etc., are provided whenever possible. The WSD strives to be a safe place where all world languages are celebrated and honored.

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Washington Public Employees Association (WPEA) represents the bargaining unit for all certified staff.

The Washington Federation of State Employees (WFSE) represents the bargaining unit for all classified staff.

### **BOARD OF TRUSTEES**

The Legislature of the State of Washington delegates to the Board of Trustees responsibility for the conduct and governance of WSD. (Current board members and board policies are located on the WSD website.)

### **BOARD MEETINGS/COMMUNICATIONS**

The calendar of Board meetings and the minutes of previous meetings are located on the WSD website.

Staff members are invited to attend Board meetings. All formal communication or reports to the Board are to be submitted through building supervisors and administrators to the superintendent. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent's office.

### **BUILDINGS HOURS AND SECURITY (See also Visitors Take Your Child to Work)**

All doors of the Divine School building are locked and remain locked except for the main northeast doors during the hours 7:00 am to 4:00 pm. Authorized staff may access the building at other reasonable times for work-related purposes using an authorized key card. Students leaving the Divine School building must check out in the school office and may use the main entrance to exit and enter the building during the school day. WSD is a closed campus, which means students are not allowed to leave campus without permission from the principal or authorized staff member. All visitors to the Divine school building must check in at the school office and obtain a visitor's pass before going to any location in the building.

All doors in the Northrop school building are locked and remain locked except for the following schedule:

Monday through Friday the main door will be unlocked from 7:30 to 8:30 am, 11:00 am – 12:15 pm and 2:45-3:15 pm to accommodate parents dropping students off or picking students up. Visitors to the Northrop school building at all other times must first check in with the main campus receptionist in the Clarke building, obtain a visitor's pass and receive permission to



proceed to the Northrop building after the receptionist has called to alert a school administrator that a visitor is coming to the building. Staff members who observe any known or unknown person without an authorized Visitor's Pass and who is not a WSD employee should politely ask the visitor to report to the school office (or to the Clarke receptionist) to obtain a visitor's pass.

## **COMMUNITY USE OF BUILDINGS**

The Divine and Northrop school buildings are open to community groups during the week and weekends for approved use when such use does not interfere with WSD programs.

As classrooms may be scheduled outside regular building hours, staff members are encouraged to leave their rooms in order and to secure personal items. WSD is not responsible for personal items left in classroom or on campus.

## **CONFERENCE AFFILIATION & ACCREDITATION**

WSD is accredited by the Conference of Educational Administrators of Schools and Programs Serving the Deaf (CEASD) and AdvancEd.

The WSD's high school is a member of the Washington Interscholastic Activities Association (WIAA) and participates in recognized activities in the WIAA with schools comprised of comparable enrollments and activity programs.

The high school participates in the following WIAA-recognized activities: eight-man football, girl's volleyball, girls and boys basketball and cheerleading. Students are permitted to participate in team sports and cheerleading beginning with the 8<sup>th</sup> grade.

## **STAFF OPERATIONS**

### **ABSENCES**

Arriving to work on time and working a full shift are expectations of all employees. Staff absences must be for valid legal reasons. It is understood that professional behavior includes the duty to be in your assigned area and ready to work at the start of your shift or work day. Staff members unable to report to work for any reason must notify David Martin ([dr.martin009@gmail.com](mailto:dr.martin009@gmail.com) and [360-643-0480](tel:360-643-0480) txt) as soon as possible to ensure that appropriate substitute arrangements may be made. It is important to send notifications to both of the above addresses. Prior notice for planned absences is required. David may be notified until 11pm on the evening before and beginning at 5:30 am on the day of an unplanned absence. Please make every effort to notify David by 6:30 am at the latest. Substitutes are assigned on a daily basis unless a longer duration is specified. Copy the Principal on messages to David.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact David Martin by 2:30 p.m. or as soon as the continuing absence is known. Whenever possible, and as appropriate, the same substitute will be retained during the course of staff absences.

A Leave of Absence Report Form must be completed and returned to the principal for all staff absences no later than the end of the school day upon returning to work. Forms are available through the office or by through Sharepoint in the Frequently Used Form, Payroll Forms, State Forms.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements as established by Board policy and law.

### **Federal Family and Medical Leave Act (FMLA)/Washington Family Leave Act (WFLA)**

Refer to respective collective bargaining agreements of the WPEA and the WFSE.

(See Substitute Lesson Plans in a subsequent section of this handbook)

### **ABSENCES FROM YOUR CLASSROOM**

When you and your class will be out of your classroom, notify the school office and leave a note on your board or in an obvious location indicating where you can be found. It is sometimes important that office staff or the principal can locate you or a student quickly. Be sure your classroom door remains locked at all times when you are not in your classroom.

### **ACTIVITY INFORMATION FORM**

All activities that will require coordination with other departments or individuals begin with the Activity Information Form. The Activity Information Form is found in Sharepoint>Documents>Frequently Used Documents>Activity Information. The Activity Information Form is initiated by the activity planner a minimum of 4 weeks in advance of the date of the activity. Use of the Activity Information Form notifies department supervisors and other individuals who will need to assist in a successful event. There will usually be additional forms such as Vehicle Request Forms, Food Requests, Interpreter Request etc. that will also need to be submitted. The Activity Information Form is a useful organizing tool for planning an activity. Examples of activities that require use of the Activity Information Form include field trips, celebrations that involve more than one classroom, guest speakers that involve a school assembly etc.

## **ADMISSION PROCESS**

The Admissions Committee meets weekly or as necessary to admit students to WSD on an ongoing basis throughout the school year until a spring deadline set at 45 days prior to the end of the school year. Students are admitted after a careful evaluation of their school and special education records. Upon admission students are placed at WSD in a 45 day diagnostic (Dx) placement during which time school staff are assessing the suitability of the placement. At least twice (mid 45 day and near the end of the diagnostic period) staff who have close interaction in both the residential and academic program are consulted with regard to the students overall academic and social/emotional/behavioral characteristics. Normally the school counselors, in the academic program, and the Director of Residential Services in the residential program collect this information and summarize it for the Admissions Team. Near the end of the Dx placement period the Admission Committee meets to formally accept the student or make recommendations for other appropriate placements or accommodations that may be necessary in order to serve the student.

When a student is admitted for a 45 day Dx placement teachers and teacher aides who will have this student in their class will be notified and requested to review information about this student in the Admissions Folder on Sharepoint. This folder will contain the Evaluation Report and the IEP as well as other school records and documents that provide valuable background information on the student. Teachers will be notified with sufficient lead time prior to the student appearing in the classroom. Occasionally due to critical types of situations a student may be admitted with very short notification. This shouldn't be the typical situation. In any case, teachers and teaching assistants should read information about the student contained in the Admissions folder so that they may best serve the student's academic and social/emotional/behavioral needs.

Academic staff's role in providing information and data for placement decisions is critical to the process. Sometimes records received with an application will indicate specific types of data gathering that needs to occur during the Dx placement. In this case staff who interact with the student, have the student in class or support the student in other ways may be asked to track specific student behaviors or academic issues and provide this data to the Admissions Team.

Admissions Team includes:

Superintendent

Principal(s)

Residential Director

Nurse

Residential Administrative Assistant

School Psychologist

SLP(s)

Bilingual Director

ASL Specialist

Transition Coordinator

Curriculum and Assessment Coordinator

School Counselor(s)  
Admissions Administrative Assistant  
Audiologist

## **ADMISSION TO WSD EXTRACURRICULAR ACTIVITIES**

Staff members with WSD ID are admitted free of charge to all sports-related extra-curricular activities and events. Spouses, guests or the general public must pay the general admission fee. WSD staff is expected to pay for events other than athletic events (for example, plays, major guest speakers or performers) unless they are assigned by the principal to work at the event.

## **BELL & ASSEMBLY SCHEDULES**

A “bell schedule” is published annually by the principal. Teachers and students are expected to follow the published times for dismissing students from classes and requiring students to be in classrooms and seated for the start of each class period.

Students are not permitted to leave classrooms without permission of the teacher. They must have Blue Slip indicating their destination, time and purpose of their need to be out of class. Teachers are responsible for filling out Blue Slips and maintaining discipline with regard to student control in the building. Teachers should encourage students to use the bathroom and take care of other personal needs between classes and discourage students from leaving classrooms during instructional time. (See also Extra Supervision Pupils List)

**Assembly Schedule** – From time to time it is necessary to call all students and staff into assemblies. In the case of an assembly all staff is expected to report and supervise students. Staffs responsible for students during assemblies are required to sit with their students, supervise and maintain assembly expectations. Assemblies do not replace the schedule of classes. There are routine Terrier Pride Assemblies built into the secondary school schedule. See Bell Schedule for secondary department.

## **BREAKS**

Scheduled breaks are provided to all classified employees to ensure safety and efficiency, and to meet the requirements of collective bargaining agreements. All classified staff members are entitled to one 15 minute break during morning work hours and one 15 minute break during afternoon work hours.

## **CARE/USE OF WSD PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all WSD-owned property. Such items as computer and video equipment are priority items for theft and damage.

Incidents of theft or willful destruction of WSD property through vandalism or malicious mischief should be reported immediately to the principal.

### **CASH IN WSD BUILDINGS (See also Fund Raising)**

Money collected by staff as a result of fund raisers or for other school-related purposes is to be deposited in the business office by the end of the day or at the beginning of the next school day when funds are raised after school hours. At no time is money to be kept or held during holidays or for extended periods of time in classrooms.

For student-related activities, advisors need to emphasize to students the importance of promptly depositing money collected with appropriate school officials. Class sponsors and club advisors are ultimately responsible for making sure students comply with this procedure. All money must be properly accounted for; that is, tallies must be kept of items sold so that accurate accounting of money is possible and matches up with items sold.

### **CERTIFICATION REQUIREMENTS**

Teachers offered employment in the WSD must comply with all rules and regulation for holding valid teaching credentials in the state of Washington. Information regarding teacher certification may be obtained from the Office of the Superintendent of Public Instruction. Teachers are expected to maintain their teacher certification in good standing and comply with requirements for maintaining their certification in good standing.

Teachers are cautioned that failure to maintain certification and endorsements may invalidate their employment with the CDHL. No teacher may be placed in a classroom without a valid Washington state teacher certification.

### **CLASS & ORGANIZATION/CLUB SPONSORS**

Staff is encouraged to voluntarily support groups such as Associated Student Body (ASB), High School classes, Deaf Academic Bowl (DAB), Middle School Math Competition group, Gay-Straight Alliance (GSA), and other groups that may form and be approved by school administration and the ASB. Only ASB (MS and HS) and Class meetings may be held during instructional hours. All other groups meet during non-instructional hours. Staff participation in supporting student led clubs and organizations are vital to the life and culture of the school. Staff voluntary participation is appreciated and recognized. No additional compensation is provided to sponsors of student-led groups except for Junior and Senior class sponsors. This additional compensation is awarded for the extra work involved for these sponsors in planning and executing the Prom (Junior class) and Senior activities (Senior class). It is also encouraged that class sponsors remain with their classes as they proceed through high school. Therefore, sponsors of freshman and sophomore classes will become the respective sponsors of the Junior and Senior classes.

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately report to the Child Protective Services at telephone number (888) 713-6115 or local law enforcement agency at 911. The principal is also to be immediately informed.

Staff persons making a CPS report are required to complete the WSD Reporting Checklist which may be obtained from **SharePoint** and submitting this Reporting Checklist to the principal immediately.

Washington law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by WSD disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in good faith in making a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law

## **CLASS PERIODS SCHEDULE & MONITORING STUDENTS**

The schedule of class periods is published annually by the principal. Teachers are expected to follow the published times for classes. Teachers are expected to be at their classroom door to greet students and monitor student transition in hallways between classes. Teachers and teaching assistants are responsible for monitoring the hallways between classes and encouraging students to be seated in their classrooms and ready to begin work as per the bell schedule.

**In the secondary program teachers have agreed to a specific protocol regarding ensuring that students are on-time and ready to work at the beginning of each class period. Teachers will close their classroom door when the scheduled time for class to begin is reached according to the bell schedule.** Students who are not in their seats at this time are considered tardy. Students who have not made it into the classroom must then request to be let in. Teachers will note student tardies. Teachers in the secondary program should refer to the Tardy policy in the Parent/Student Handbook and adhere to that policy.

## **CLASSROOM SECURITY**

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. In rooms that have shades or blinds pull shades down and close blinds.

Staff members are asked to refrain from keeping personal items of value in or about their desks in plain sight. Students should be instructed to leave valuables at home. The WSD will not be responsible for the loss of, or damage to personal property due to such causes as fire, theft, accident or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL**

### **Procedures**

The WSD provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy for staff and student protection.

All staff shall comply with measures adopted by the WSD and with all rules set by the Washington Department of Human Services, Health Services, and the county health department.

Staff members have a responsibility to report to the WSD when infected with a communicable disease unless otherwise stated by law.

### **HBV\*/Bloodborne Pathogens Training and Immunization**

Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the WSD, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

### **Infection Control Procedures**

Appropriate hygienic and sanitation practices have been established by the WSD as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;

2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the WSD as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the WSD's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on WSD property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded;



11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HIV - Human Immunodeficiency Virus HBV - Hepatitis B Virus

\*\* Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

## **COMPLAINTS**

### **Student/Parent Complaints**

The WSD recognizes that from time to time complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

### **Staff Complaints**

Staff member complaints contending a violation, misinterpretation or inappropriate application of WSD personnel policies and/or administrative regulations should be directed to the principal or immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy, administrative regulations or collective bargaining agreements. (See also Grievances.)

### **COMPUTER USE** (Refer to Board of Trustees Policy 2164 and 2320 for complete information)

Staff members may be permitted to use the WSD's electronic communications system only to conduct business related to the management or instructional needs of the WSD or to conduct research related to education consistent with the WSD's mission and goals. Personal use of WSD computers, including Internet and e-mail access is prohibited subject to Board of Trustees Policies 2164 and 2320.

The WSD retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the WSD's information system are the WSD's property and are to be used for authorized purposes only. Use of WSD equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the WSD's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on WSD servers are not private and may be subject to monitoring. By using the WSD's system, individuals consent to have that use monitored by authorized WSD personnel. The WSD reserves the right to access and disclose, as appropriate, all information and data contained on WSD computers and WSD-owned e-mail system.

Every employee must be aware of the risks associated with data storage on computers and act in a way to protect data. WSD makes no warranty against loss of data stored on staff or student computers. Backing up critical data should be a routine practice.

### **Computer use – Teacher Assistants**

A computer station is set up in the Divine Office and in the Northrop building for the use of Teaching Assistants. Use the general log on to this computer as follows: teacher.aides with password = teacheraides. Logging in with this general profile keeps the computer operating at top efficiency. Teaching assistants may also use the computers in the library and student

computers in classrooms when these are not in use by students. Same log in will work on these computers.

## **CONFERENCES**

Planned conferences between teachers and parents are essential to WSD's efforts to further understanding and close cooperation between the home and school. Parent-teacher Individualized Educational Program (IEP) conferences are scheduled annually. Teachers of math, reading and writing, related service and counseling staff are required to provide written goals and objectives for those students requiring specially designed instruction, and are expected to participate in the IEP conference unless the schedule prohibits participation. Teachers may receive *exchange time* when IEP conferences occur after normal work hours.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Teachers or parents may arrange for conferences outside regularly scheduled IEP conference dates, to meet more immediate student needs. Teachers should be prepared to provide before school or after school time to meet with students and/or their parents as necessary.

## **CONFIDENTIAL INFORMATION**

Information directly related to a student or CDHL/WSD employee is considered to be confidential. Staff members are obligated to maintain confidentiality in all communication both in writing and verbal communication. Information regarding students or other staff members may be shared only with persons who have a right to know as per FERPA and HIPAA guidelines. Further information on FERPA and HIPAA guidelines are available from the principal. Staff members are required to be conscientious in the protection of student privacy which includes maintaining confidential files and being careful to secure and keep confidential information that may be printed, copied or noted in writing.

## **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. (Fair use guidelines are available from the WSD librarian.)

## **CURRICULUM**

Curriculum and textbooks used at the WSD are adopted in accordance with Board of Trustee's policy. Teachers are expected to adhere to the adopted curriculum and textbooks.

The curriculum established for the courses and grade levels of WSD provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval. Teachers with questions should consult with the Curriculum & Assessment coordinator and the principal.

WSD practices an ASL-English bilingual instructional approach. Though specific instructional techniques and strategies may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective ASL-English bilingual instruction.

## **DAILY STUDENT INFORMATION (DSI)**

Academic and residential staff members communicate daily regarding issues with students that may affect academic and/or social-emotional success and to keep everyone informed regarding general student wellbeing. This communication is sent by email to all academic staff from the overnight residential dean of students. Student Life Counselors share information on each student regarding homework or other study activities the student may have been involved in and the social-emotional status of students when this may affect their academic participation. Academic staff is required to read the DSI each morning and to use this information as appropriate to support students' academic and social-emotional progress and development.

Teachers are required as well to use email to contact residential staff as necessary to communicate regarding homework, special projects that students may need assistance with or to report about student emotional state of mind when it may be advisable to inform the residential department. Teachers are also required to inform the residential staff if they may need to keep a residential student after school. The principal, David Martin and Residential Dean of Students should be cc'ed on all DSI communication to residential staff. **Please make every effort to communicate by 2:00 pm if keeping a student after school.**

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law.

## **DRUG-FREE WORKPLACE**

No staff member may unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance including alcohol. Staff may not use tobacco in any form while on or

in the workplace.

“Workplace” is defined to mean the site for the performance of work done in connection with assigned duties on or off campus during regularly scheduled work time. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school 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.

No WSD employee shall knowingly sell, market or distribute steroid or performance enhancing substances to any WSD student, or knowingly endorse or suggest the use of such substances.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member’s physician, which medication may adversely affect that staff member’s ability to perform work in a safe or productive manner is required to report such use of medication to their supervisor. This includes drugs which are known or advertised as possibly affecting judgment coordination, or any of the senses, including those which may cause drowsiness or dizziness prescription or non-prescription. The supervisor in conjunction with the Human Resources manager will then determine whether the staff member can remain at work and whether any work restrictions will be necessary.

Each staff member must abide by the terms of the WSD’s drug-free workplace policy as articulated in collective bargaining agreements and board policy. Violation of WSD’s Drug Free Workplace policy will result in disciplinary action up to and including immediate discharge from employment. [Refer also to Board policy 5201 for a complete explanation of the WSD policy for Drug Free Schools, Community and Workplace.]

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, WSD may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

Information will be posted on Flash News if WSD should close due to inclement weather. “School Closure Information” is posted at the WSD website: [www.wsd.wa.gov](http://www.wsd.wa.gov) (1<sup>st</sup> column/bottom). Click on Portland (on the map), then “View Current Premium Service Info.” (upper left hand corner). If WSD should close, it will be posted in the Clark County section

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the WSD’s emergency procedures plan detailing staff responsibilities in the event of such emergencies as fire, earthquakes, tornados or shelter-in-

place.

Copies of the emergency procedures plan will be available in the school office and other strategic locations throughout the building.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) helps employees and their family members resolve personal or work-related problems. Using the EAP does not cost employees anything. Visit: <http://www.dop.wa.gov/more/EAP/Pages/default.aspx> for complete information on EAP or contact WSD Human Resources Director.

## **END OF YEAR CHECK OUT PROCEDURES**

The principal will collect all staff keys and pagers the last day of school unless the staff person's assigned duties require continued access during the summer. Staff mailboxes should be emptied before leaving campus for the last day of work at the end of a school year. Classrooms and work spaces/areas should be left clean. Specific check out procedures for teachers and classified staff will be communicated annually by the principal.

## **EVALUATION OF STAFF**

The purpose of the WSD's Performance and Development Plan (PDP) is to aid teachers and teaching assistants in making continuing professional growth and to determine the employee's performance of his/her responsibilities.

The WSD's PDP is designed to provide an opportunity for staff to set goals and objectives; to receive professional development, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to reflect on his/her own performance; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

Temporary and probationary staff will be evaluated prior to the completion of his/her trial service or probationary period and annually thereafter. Temporary assignment, probationary or permanent employees whose work performance is determined to be unsatisfactory will be notified in writing of the deficiency(ies). Unless the deficiency(ies) is (are) substantial, the employee shall be given the opportunity to correct the deficiency(ies) and demonstrate satisfactory performance.

The performance evaluation process will include, but not be limited to, a written performance evaluation on the Employee Performance Development Plan form, the employee's signature acknowledging receipt of the forms, and any comments by the employee. A copy of the performance evaluation will be provided to the employee at the time of the review. The original

PDP form, including the employee's comments, will be maintained in the employee's personnel file. Employees will be given copies of their completed evaluation within a reasonable time.

## **EVALUATION PROCESS FOR CERTIFICATED STAFF**

As per the Collective Bargaining Agreement by and between the State of Washington and the Washington Public Employees Association the purpose of the performance evaluation process is to give "supervisors an opportunity to discuss performance goals with their employees and assess and review their performance with regard to those goals." Further the CBA states, "Supervisors will support employees in their professional development, so that skills and abilities can be aligned with agency requirements. To recognize employee accomplishments, and to address performance issues in a timely manner, discussion between the supervisor and employee will occur during the evaluation period. Performance problems will be brought to the attention of the employee to give the employee the opportunity to receive any needed additional training and to correct the problem." (CBA, 2009-2011, p. 9)

Article 5, paragraph 3 (p. 10) further states, "For Bargaining Units at the Washington School for the Deaf and School for the Blind evaluations shall be conducted at least annually and normally completed no later than May 15<sup>th</sup>."

### **Performance and Development Plan (PDP) & Observations**

1. Certificated staff receive their Performance and Development Plan (PDP) no later than September 15 at the start of each school year. Staff members are invited to suggest revisions to the Performance Expectations, Training and Development Needs and Organizational Support sections of the PDP document and a meeting is scheduled with their supervisor to review the PDP by October 15.
2. The certificated staff person and the supervisor sign the completed PDP indicating that the supervisor and employee have discussed the performance expectations, training and development needs outlined at the beginning of the performance period.
3. To ensure integrity in the delivery of instruction and in the performance of all expectations, supervisors of certificated staff retain the right and responsibility to observe staff persons as they perform their work at any time, with and without notice. Observations include planned and unplanned classroom walkthroughs and extended periods of observation.
4. For certificated staff during their probationary employment period, supervisors will conduct a minimum of two formal observations per school year. For certificated staff persons who have completed their probationary period, supervisors will conduct a minimum of one formal observation per school year.
5. A formal observation will involve observation of a full class period, written summary of the observation including areas of strength and areas needing improvement and a follow up meeting for the certificated staff member and his/her supervisor to meet to discuss the observation.
6. Prior to a formal observation the supervisor will request the unit plan and lesson plan covering the planned observation period and the supervisor and certificated staff person will meet to discuss the focus of the observation and/or to review the unit and lesson plans for the period of the observation.

7. To encourage reflective practice, walk throughs and other informal observations will typically be followed up with a note or other communication posing a question or inviting dialogue with the certificated staff person regarding instructional practices.

### Performance and Development Plan Evaluation (PDPE)

1. As per the CBA, by May 15 of each school year the supervisor and certificated staff person will complete the Performance and Development Plan Evaluation (PDPE) and the certificated staff person and supervisor will sign and submit the PDPE to the Human Resources Director.
2. Completion of the PDPE follows the following steps:
  - No later than March 1, the supervisor notifies certificated staff of the PDPE process and forwards to the staff person the PDPE form with the Performance Expectations for the current evaluation period pre-loaded in Part 5 of the form.
  - The supervisor invites the certificated staff person to reflect on his/her performance and enter this reflection for each performance expectation on the PDPE. A timeline of one month is established for the certificated staff person to return the PDPE with his/her reflections on performance added.
  - The supervisor adds his/her own evaluation comments to the PDPE and returns the PDPE to the staff person and establishes a meeting to discuss the overall performance evaluation.
  - As per the CBAs, by May 15<sup>th</sup> the supervisor and certificated staff person sign the PDPE and submit the finalized evaluation of performance to the Human Resources Director.
  - If significant areas for improvement are indicated as a result of the PDPE one or more of the following may occur:
    - A Plan for Improvement may be developed for both permanent and probationary employees.
    - Probationary status employees may not be offered continuing employment.
    - Probationary status may be extended to determine if employee is able to meet expectations established in a Plan for Improvement.

### Plans for Improvement

1. If significant areas for improvement are identified for a certificated staff person, the supervisor will initiate a formal Plan for Improvement and notify the staff person in writing.
2. A Plan for Improvement will include specific descriptions of areas needing improvement related to the certificated staff person's PDP expectations as set forth at the start of the evaluation period, with established timelines for demonstrating improvement and recommendations for professional development or other resources suggested to assist the staff person in improving his/her performance.

### Certification



1. As a condition of employment, staff in certificated positions must obtain and maintain Washington state certification appropriate for their position.
2. All newly hired certificated staff are initially placed into temporary employment status during the first year of employment at WSD.
3. To move into probationary status, certificated staff must obtain full residency certification. New certificated staff are expected to achieve full residency certification by March 1 of their first year of employment. Certificated staff may be granted a second year to achieve full residency certification. If granted, full residency certification must be obtained by March 1 of the second year of employment with the agency.
4. Upon achieving full residency certification, the staff person will be moved into probationary status for one school year.
5. Certificated staff who fail to achieve full residency certification by March 1 of the second year of employment with the agency will be terminated at the end of that school year.

## **EXCHANGE TIME**

Teachers may receive exchange time with prior approval from the principal for required meetings or activities required by WSD administration outside the regular workday on Monday through Thursday. For meetings occurring on Fridays beyond 2:00 pm teachers receive extra pay.

The previous year's exchange time can be carried over to the current fiscal year but not to subsequent fiscal years.

The use of exchange time will be pre-approved by the principal who will consider date and time of uses as it relates to:

1. Student safety
2. Substitute availability
3. Teacher absenteeism in the program.

## **EXPECTATIONS FOR TEACHING ASSISTANTS**

Beginning of work day:

- Arrive before start of shift to take care of coat, personal belongings, greeting other staff etc.
- Sign in on time sheet in school office.
- Be at duty station by 7:45 am ready to interact with students. Attention is to students not co-workers.

During work day:

- Follow assigned schedule.
- Follow directives of the teacher(s) you are working with, principal or his/her designee.
- Focus on students and assist with students as directed by the teacher. Teaching assistants may and should be involved in educational tasks with students. This includes providing group and

individual instruction, practice, review and assisting students with class work as directed by the teacher.

- In classrooms monitor for on task behavior and redirect students to tasks.
- Be direct, don't argue, and use appropriate CPI techniques with escalating students.
- Monitor students in hallways during transition times. Monitor students on Extra Supervision Pupil (ESP) list.
- Assist teachers or other school personnel with projects, copying, classroom and school related decorating etc.
- At lunch sit with students and watch other tables and student behavior.
- Use appropriate behavioral interventions (Remember that Behavioral Referrals are used to document serious behavior infractions and should not be used as a threat or as a behavioral consequence. The Behavioral Referral system is intended to document behavior, not control behavior).
- No use of pagers/cellphones or other personal communication devices while on duty for personal communication. (At scheduled breaks personal calls, text messaging etc. may be completed).
- Check email during work time or at beginning and ending of work day.
- Check for work projects in the Work Request box in the office whenever there is unassigned time during work day.
- Keep open communication with teachers, school principal, and school secretaries to facilitate work, supervision of students, and assist in general operations of the school.
- Remain flexible – The nature of teaching assistants position requires flexibility with assignments. Be prepared to “fill in”, “be reassigned temporarily” or “assist in student coverage” in emergency situations.

At end of work day:

- Work cooperatively with other teaching assistants to provide safe environment for students transitioning to buses.
- Be in duty location as per schedule and remain in duty location as long as students need supervision and until they have boarded and the buses have left.
- Use time after school for projects, consultation with teacher(s), department meetings, and general clean up of classrooms, office area etc.
- Remain on duty until assigned end of work day. (Teaching assistants work from 7:40 am to 3:40 pm M – Th and from 7:40 am to 1:40 pm on Fridays)

## **EXTRA SUPERVISION PUPILS LIST**

The Extra Supervision Pupils list is published at the beginning of the school year and updated periodically as students may be added or deleted from the list. All academic staff members are required to be aware of this ESP list and monitoring students who are on the list as per the level of supervision required. This generally requires either line of sight supervision at all times or one-to-one escort of students. When students are added to the ESP list an accompanying ESP Checklist is always included which specifies the specific requirements associated with ESP for the student. All academic staff are responsible for knowing the specific requirements of ESP for each student and maintaining those requirements.

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the principal in accordance with collective bargaining agreements. Non exempt overtime-eligible staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the principal.

All time sheets must be a true reflection of all time worked.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

Overtime is defined as time worked over 40 hours in one week. The work week as defined in the Federation CBA on page 17 states “Work weeks will normally begin at 12:00 am on Sunday at end at 12:00 midnight the following Saturday.”

## **FOOD AND CATERING REQUESTS**

Staff can request food for field trips or special events by using the forms found on Sharepoint in Frequently Used Forms, Nutrition Services. All requests must be submitted a minimum of two weeks before the scheduled event. All forms must have approval of the principal before being submitted.

## **FUND RAISING** (See Also Local Fund Accounts)

Fund-raising activities for a variety of school activities are held throughout the school year. All fund-raising activities will be conducted under the direct supervision of staff or other authorized individuals and approved by the principal prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with WSD goals. Fund raising must not interfere with or disrupt school.

All money raised must be deposited with the WSD business office at the end of each business day or within the next business day for funds collected after close of business.

Staff and students should take precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas. (See Board of Trustees Policy 3530 and associated forms available under the Board of Trustees section of the WSD website.)

## **GIFTS AND SOLICITATIONS**

Staff members may not accept anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the WSD. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school without principal approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without principal approval. Any solicitation should be reported at once to the principal.

## **GRADING AND PROGRESS REPORTS**

Teachers are expected to report their students' progress to students and their parents. **Teachers are required to input weekly, quarterly and semester grades and progress reports using the school data management software system and to upload weekly and quarterly/final grades to the parent access information software system.**

Quarterly IEP Progress reports (benchmarks) are required to be entered by teachers of mathematics, reading and writing and related-service providers who are providing specially designed instruction at the end of each quarter by the due date indicated by the principal.

Teachers are encouraged to use the school data management software system gradebook to input weekly progress notes to the comments section. **At the mid-point of each quarter teachers are required to place notes in the comments section of the school data management software system gradebook for any student receiving a D or an F.** These notes should include reasons why a student's grade is D or F, how the student may improve his/her grade and the teachers contact information. Teachers are encouraged to maintain close communication with parents and to include parents and guardians as critical members of the educational team.

## **GRIEVANCES**

Classified staff are referred to Article 29: Grievance Procedures of the Collective Bargaining Agreement by and between the State of Washington and the Washington Federation of State Employees (WFSE).

Certificated staff are referred to Article 27: Grievance Procedures of the Collective Bargaining Agreement by and between the State of Washington and the Washington Public Employees

Association (WPEA).

## **GUEST PRESENTERS & CONTROVERSIAL TOPICS** (See also Schoolwide Presenters)

Guest presenters may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers will inform the principal of the date, time and nature of the presentation using the WSD Guest Presenter Form.

Prior principal approval is required for all guest speakers and/or presentations. The Activity Information Form is not required for classroom speakers/guests.

Guest presenters should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, guest presenters are to be informed of the following expectations and guidelines:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (eg. religion, sexuality education, politics etc.).

Teachers responsible for inviting a guest presenter have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

Depending on the age of students teachers should refrain from presenting personal opinions, points of view, or perspectives on controversial topics and as curriculum may address controversial subject matter, teachers should disclose when their own statements are personal opinions and not disparage or discourage critical thinking and opposing points of view.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, bullying, cyberbullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the WSD. Staff members that are found to be in violation of this policy will be subject to discipline up to and including dismissal.

Individuals may also be referred to law enforcement officials and staff may be reported to the Office of Professional Practices (OPP), a division under the auspices of the Superintendent of Public Instruction. OPP is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct.

Complaints or requests for additional information may be addressed to:

Office of Professional Practices

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

OLD CAPITOL BUILDING, PO BOX 47200  
OLYMPIA WA 98504-7200

## **INJURY/ILLNESS REPORTS**

All injuries/illnesses occurring on WSD property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal immediately using the Accident Report Form.

Reports of property damage should be made immediately to the principal or school secretary.

A completed Accident Report Form must be submitted to the principal within 24 hours or the next scheduled WSD workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the Human Resources Director will inform the Washington Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate.

Automated External Defibrillators (AED). The WSD has made these devices available for use during medical emergencies by properly trained WSD staff.

## **INTERPRETING REQUESTS**

American Sign Language/English interpreting services are provided by the WSD staff interpreters. If WSD interpreters are not available, then outside services will be requisitioned. Requests for ASL/English interpreting service must be approved by the principal. Fill out the Interpreting Request Form on **SharePoint** to request ASL/English Interpreting services. Turn the form in to the secretary in the school office, who will forward forms to the Coordinator of Interpreting services.

Spanish, Russian or other language interpreting requests must be approved by the principal. Use the Interpreting Request Form available from the school office. These requests are processed by

the school secretary.

## **KEYS**

Keys are issued to staff after approval by the principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the WSD. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect WSD property.
5. All keys are to be checked in at the end of the school year. Staff members with summer duties necessitating building access may make arrangements with the principal to keep their keys, as appropriate.

## **KEY CARD IDENTIFICATION BADGES**

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of WSD property, all WSD employees shall be issued and wear key card identification badges when on WSD property.

1. Key card identification badges are the property of the WSD for use by WSD employees. Any employee who duplicates or lends his/her key card identification badge will be subject to disciplinary action;
2. All key card identification badges are to be worn in plain sight when the employee is engaged in the performance of WSD duties while on WSD property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. A key card identification badge lost, stolen or damaged due to circumstances beyond the employee’s control will be replaced by the WSD at no cost to the employee. Other replacement costs will be charged to the employee;

5. The WSD will not disclose the key card identification badge of an employee without the written consent of the employee if:

## **LEAVING WSD CAMPUS DURING WORK HOURS**

Teachers may leave the building and WSD grounds during lunch. Departures from the campus during preparation periods must be approved by the principal.

Classified staff does not have a duty free lunch and therefore may not leave the campus for lunch or at any other time during work hours without permission of the principal.

All staff members are required to check out with the office if leaving the campus during work hours. This will enable office staff to respond appropriately in the event of a message or if an emergency situation should arise.

## **LESSON PLANS, UNIT PLANS, LONG TERM INSTRUCTIONAL PLANS AND COURSE SYLLABI**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with WSD curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare written unit plans and daily lesson plans and teach following their prepared lesson plans. Lesson plans should be modified daily to accommodate the current learning and instructional needs of students. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of unit plans and lesson plans to the office when requested and unit plans and lesson plans must be available for review at any time by the curriculum coordinator, principal, or superintendent.

A Long Term Instructional Plan (LTIP) which covers the length of the course of study will also be prepared and readily available for principal and/or student and parent review.

For every course/class period/subject area secondary teachers are required to prepare a course syllabus that includes the official course description (MS & HS level only) and homework, grading and classroom behavior expectations. The LTIP may be appended to the course syllabus. Elementary teachers should prepare written explanation of their grading practices and classroom behavior expectations that are made available to students and parents. (See also Substitute Lesson Plans – Teachers)

## **LOCAL FUND ACCOUNTS**

Local funds may be established with permission of the principal to maintain funds collected in association with student activities and fundraising. Use the Local Funds Account Form available



from the Business Office to request establishment of a local fund. Refer to Board of Trustees policy 3530, Fundraising, and associated forms for guidance in fundraising.

## **LOCKER SPACE**

Lockers are available in the Divine Office and in Northrop for teaching assistants and on-call teacher and teaching assistant substitutes to place personal belongings.

## **MAIL AND DELIVERY SERVICES**

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among departments and staff. Staff is not allowed to use mail service for the delivery of personal or non-WSD related mail.

All staff members are to check their mailboxes and remove mail daily. Students should not pick up mail from staff mailboxes.

WSD mailing and postage may be used for school WSD business only.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the WSD.

### **Distribution of Union Related Material**

A staff member will have access to his or her work site for the purpose of distributing information to other bargaining unit members provided:

- A. The staff is off-duty;
- B. The distribution does not disrupt the Employer's operation; and
- C. The distribution will normally occur via desk drops or mailboxes, as determined by the Employer. In those cases where circumstances do not permit distribution by those methods, alternative areas such as newsstands, lunchrooms, break rooms and/or other areas mutually agreed upon will be utilized.
- D. The staff must notify the Employer in advance of his or her intent to distribute information.
- E. Distribution will not occur more than once per month, unless agreed to in advance by the Employer.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff members are expected to attend staff meetings unless prior arrangements have been made with the principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

## **MOTHER FRIENDLY WORKPLACE**

An adequate location for the expression of milk (or breast feeding) will be provided to an employee, including a 30 minute, unpaid rest period to express milk or breast feed during each four hour work period.

## **PARKING**

Parking for WSD staff and students (with permission to have automobiles on campus) is provided in the main parking lot with access from Evergreen street. The small parking lot adjacent to Clarke Hall is primarily for personnel working in Clarke Hall and visitors. Vehicles may not be left overnight in any WSD parking lot without permission of the employee's supervisor. Employees who are off campus on WSD/CDHL business overnight or for limited periods of time may leave their personal car parked on campus with permission from their supervisor.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of WSD duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with WSD curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the WSD's official viewpoint.

No staff member may use WSD facilities, equipment or supplies in connection with campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PERSONNEL RECORDS**

Refer to respective collective bargaining agreements for information about personnel records.

CBA Articles titled “Personnel Files”

WPEA: Article 29, page 46-47

WFSE: Article 31, page 72-73

## **PURCHASE REQUISITIONS (See also Signature Authority)**

No obligation may be incurred by any staff member unless that expenditure has been authorized by the principal or as may otherwise be permitted by Board action and/or Board policy.

No purchase including purchases from local funds will be authorized unless covered by an approved Purchase Requisition Form or Club Activities Requisition Form. Forms are available in the school office or on **SharePoint**.

## **PREPARATION PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

Teachers shall not be routinely required and scheduled to provide more than an average of 315 minutes of formal instructional contact time per day, per week. One period of the schedule will be set aside for preparation and planning. There is no assumption that all planning and preparation for instruction can be accomplished during the designated preparation period. Teaching requires significant planning, preparation and use of time for correction of student work, maintaining contact with parents and other teaching related activities. Other mutually determined daily work scheduling shall be developed annually. A minimum of thirty minutes unpaid duty-free lunch will be scheduled for certificated staff.

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member’s or volunteer’s address, electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the WSD are exempt from public disclosure. Such information may be released by the WSD only if the staff member or volunteer who is the subject of a request provides written consent, or disclosure without consent is otherwise authorized by law.

The WSD will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member’s civil rights.

## **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use WSD resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models and other devices prepared by staff members for WSD use with WSD time, money and facilities as part of the employee's job responsibilities remain the property of the WSD.

In the event that a staff member produces items described above partly on his/her own time and partly on WSD time, the WSD reserves the right to claim full ownership. The employee may petition the WSD for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the WSD.

## **RETIREMENT AND RESIGNATION**

To assist the WSD in its planning efforts, staff members considering retirement or resignation are encouraged to notify the WSD as early as possible, preferably at the beginning the final semester they intend to work.

## **SAFETY COMMITTEE**

A building safety committee has been established to help implement the WSD's safety program and as a part of any ongoing effort to help ensure the safety and health of student, staff and others while on WSD property.

The building safety committee meets monthly. The building maintenance crew routinely inspects the buildings to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the school office.

## **SCHOOLWIDE PRESENTERS** (See also Guest Presenters & Controversial Topics)

All requests for guest presenters that go beyond an individual classroom; that is, presentations that require an assembly of students or multiple grade levels or classes meeting together, must be

submitted to the principal at least four weeks in advance of the planned presentation using the Activity Information Form and the Guest Presenter Form. Schoolwide presentations will be reviewed for approval by the Academic Leadership Team.

## **SEXUAL HARASSMENT**

Refer to Board of Trustees policy 5210: Sexual Harassment.

## **SIGNATURE AUTHORITY (See also Purchase Requisitions)**

Any school-related purchases must be authorized in advance by your department supervisor utilizing a Purchase Request form. Signature authority for approval of leave requests, exchange time authorization, and contracts with vendors, or individuals rests with the department supervisor or administrative personnel above your department supervisor.

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from nonschool sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for school courses and are timely may be considered for approval.

## **STAFF CONDUCT**

All staff are expected to conduct themselves in a manner that conforms with applicable job descriptions, Board policy and administrative regulations.

Additionally, all certificated staff are expected to adhere to the Code of Professional Conduct as codified in Chapter 181-87 WAC and all subsections of this code. Refer to the Office of the Superintendent of Public Instruction (OSPI) for the complete Code of Professional Conduct and all information pertaining to this code.

## **STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for WSD payment of college course work tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with WSD goals and job assignment. Requests require prior principal approval.

Continuing professional development plan requirements as set forth by the OSPI are the sole responsibility of the staff member. The WSD will work cooperatively within the limits of resources and with student needs of primary consideration to facilitate the professional development of WSD staff.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of WSD funds.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **STAFF ETHICS**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the WSD.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be WSD property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. WSD facilities, equipment or materials may not be used in performing outside work. All staff is expected to adhere to the Code of Professional Conduct as codified in Chapter

181-87 WAC and all subsections of this code.

## **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the school office and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the WSD and the following safety rules of the WSD:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the WSD;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements;
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hangups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding

or guiding are provided to prevent injury;

7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;

8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;

10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;

13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES**

The WSD encourages all staff to participate in community activities which have the improvement of the general welfare of the community, state and nation as their objectives.

## **STAFF INVOLVEMENT IN DECISION MAKING**

Staff members are encouraged to participate in the decision making process whenever practicable. Staff is expected to participate in WSD professional activities such as accreditation self studies, the establishment of WSD goals and objectives, curriculum revision and adoption, selection of instructional materials, instructional planning, technology and other issues of importance to the academic program and to WSD as a whole.

The Academic Department maintains an Academic Leadership Team (ALT) comprised of the Superintendent, Principal, and coordinators of major programmatic initiatives. The ALT meets bi-weekly to discuss and consider coordination of the many and various aspects of the Academic program. The agenda and minutes of the ALT are posted to the S-Drive as a means of communication with all academic staff and critical issues that need to be carried forward from ALT are discussed within the Program meetings where all staff may provide input.

## **STAFF PAGERS**

All staff are required to wear either a school provided pager or their personal cellphone/pager for emergency communications. Staff must wear the pager (turned on) while on campus. Staff



members are responsible for keeping the pager charged and if using their personal cellphone/pager staff members are responsible for loading all other staff whom they may have cause to contact/communicate with into their contact list and to make available to other staff their own contact information. The use of a personal cellphone/pager for this purpose is strictly voluntary. WSD is not responsible for loss or damage, nor will WSD reimburse the staff person for any costs associated with the use of a personal device.

## **STAFF/PARENT RELATIONS**

The WSD encourages parents to be involved in their student's school experience. Teachers are required as part of their general expectations to maintain regular contact with the parents and guardians of students they teach. This contact may be in the form of newsletters, email, or telephone communication.

Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the WSD any court order that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education unless specifically prohibited by an order of a court.

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children. Students may not be released to the noncustodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the WSD, in writing, any special requests or clarifications in areas concerning the student and the WSD's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate.

In all cases involving students who may be the subject of a dependency or guardianship order; custody, visitation and communication with the parents, stepparents, and siblings will be governed by terms of the current court orders.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the office.

## **STAFF ROOM**

A staff room is provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff is expected to "pitch in" as needed, to help keep this gathering area clean

and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

## **STAFF/STUDENT RELATIONS**

Staff are required to maintain appropriate professional staff-student relationships including (but not limited to) the following:

- a. Not demonstrating or expressing inappropriate interest in students' personal lives;
- b. Not accepting, giving, or exchanging personal gifts;
- c. Not engaging in personal communication, unrelated to professional matters, with students via any form of electronic or non-electronic communication devices or technology;
- d. Reporting to one's supervisor if there is any reason to believe a student is, or may be, violating professional student-staff boundaries.
- e. **Staff should not "friend" current students and are strongly encouraged to be very careful about "friending" former students on personal Facebook or other social media type websites.**

## **STATE VEHICLES & TRAVEL**

Staff members who travel on official business of the agency are required to use state vehicles whenever possible. **Vehicle Reservation forms are found on SharePoint.** Only state employees and students may travel in state vehicles. Employees may request special permission to travel in their personal vehicle and be reimbursed for mileage.

## **STUDENT FILES**

Red files (Special Education files) are the legal files kept in the Special Education Secretary's office in Northrop. Red files contain official documents such as IEPs, evaluations, invitations to meetings, and behavior intervention plans if they are a formal part of the IEP.

Blue files (Cumulative files) are the student files kept in the Divine (secondary) or Northrop (elementary) School office. Blue files contain academic information such as transcripts, report cards, test scores and BRFs.

## **SUBSTITUTE LESSON PLANS – TEACHERS**

Substitute lesson plans must be updated on a regular basis and be of sufficient length, substance

and clarity to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the WSD approved course of study. Substitute lesson plans are kept in the teacher's classroom in a location conspicuous for easy access by a substitute teacher.

Teachers are required also to have "emergency lesson plans" on file in the school office and these should be kept up to date as needed. These "emergency lesson plans" are used only in a circumstance where the teacher may have an unforeseen absence or emergency when there has not been an opportunity to prepare regular substitute lesson plans.

An up-to-date seating chart, class schedules, ESP list and information identifying any classroom student aids or other special student needs should be included in all lesson plan books and substitute lesson planning folders. For details see Sub Folders in P-Drive>Principal>Substitute Teaching>Sub Folders.

### **SUBSTITUTE FOLDERS – TEACHING ASSISTANTS**

Teaching assistants produce a substitute folder which includes their detailed schedule with notes regarding special requirements in particular circumstances or classrooms throughout the school day schedule. The folder should contain up to date ESP list, notes regarding special requirements of particular students they may work with and any other information that the teaching assistant considers important for a substitute teaching assistant to know in order to perform his/her duties. Substitute teaching assistant folders are due to the principal by the end of the second week of each semester and should be updated whenever there is a change in duty assignment or additional information is needed to maintain currency of information. The school secretary maintains the substitute teaching assistant folders.

### **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. Supervision of students and maintaining a safe school environment is the responsibility of all staff members at all times during the school day.

All teachers are expected to be in their classrooms prior to the arrival of students and prepared to engage students immediately in well-planned instruction. During transition times between classes teachers and teaching assistants are responsible for maintaining order in the hallways and encouraging students to be in their classrooms, seated and ready to focus on instruction before the beginning of the next class period.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to request another teacher, teaching assistant or office personnel to cover their class while they are not present.

No other staff member may leave his/her assigned group unsupervised to take care of an emergency except as appropriate supervision arrangements have been made.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

Certificated staff may eat free of charge in the cafeteria during scheduled meal times provided they are seated with students and engaged with students in conversation. When eating with students staff are responsible for supervision.

### **SUPERVISORY MEAL CRITERIA**

We encourage staff with a duty-free lunch period to eat with students in the cafeteria to provide adult interaction and to assist with supervision of students during lunch.

To qualify for a “department-paid lunch,” staff must be actively engaged with and supervising students throughout the lunch period. The staff member’s department budget (with supervisor approval) will pay for the lunch for those members who qualify. No federal funds will be used.

When a staff member does not qualify, he/she will pay the published adult lunch fee.

Staff members should contact their immediate supervisor if they have questions regarding this policy. (Reference: Policy 6720: Meal Sales)

### **TAKING ATTENDANCE**

Elementary program teachers must take attendance at the start of each day using the school data management software program and report throughout the day to the building administrator or academic secretary if a student leaves school with authorized persons or is absent without notice.

Teachers in the 7<sup>th</sup> – 12<sup>th</sup> grade program must take attendance at the start of each class period using the school data management software program and report immediately if a student is absent without permission from a class period. Teachers are expected to note students who are present, tardy or absent at the start of each class period.

### **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of

various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, teacher may not advocate, openly, covertly or subtly for particular religions, religious beliefs or non-beliefs.

## **TELEPHONES, VIDEOPHONES AND PAGER COMMUNICATIONS**

Telephones and videophones are available in the building for staff convenience. Long distance calls for WSD business purposes may be placed using the staff members personally assigned scan number only. Local personal telephone calls made during working hours from WSD telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Staff members should refrain from using personal cell phones or pagers except while on a break, lunch or during a prep period. Personal long distance calls may not be made on WSD telephones, even if staff offers to reimburse the WSD for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's cell phone or pager.

## **TOBACCO-FREE ENVIRONMENT**

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all WSD property and in WSD-owned buildings and vehicles and at WSD sponsored events. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, smokeless tobacco, also known as spit tobacco, dip, chew, and snuff in any form.

## **TUTORING**

No private tutoring for which a staff member receives a fee is permitted in the WSD schools on school time. WSD facilities, materials or equipment may not be used to provide private tutoring. Teachers are encouraged to offer assistance to students after school in the form of additional instruction and assistance with homework. Teachers may not be remunerated for this additional assistance to students.

## **USE OF PRIVATE VEHICLES FOR WSD BUSINESS**

The use of private vehicles for WSD business, including the transportation of students, is discouraged. Staff members should use state-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member may use a private vehicle for WSD business without permission from the principal. Staff may request use of state owned vehicles by filling out the

Transportation Request Form, submitting it for approval of the principal and submitting it to the Transportation Secretary no later than 24 hours in advance.

## **VACANCIES/TRANSFERS**

Announced vacancies for certificated and classified positions are posted on the Union Bulletin Boards in each department location for seven calendar days. During summer break, such notices are mailed to the association presidents.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on WSD personnel needs and in accordance with WSD procedures and collective bargaining agreements.

## **VISITORS AND TAKE YOUR CHILD TO WORK**

WSD is a closed campus. Invited guests, classroom speakers, and other guests must be pre-approved by the principal or assistant principal and must report to the school office for a visitor's pass when arriving on campus. Staff members are required to report any unauthorized person on school property to the principal, school office personnel, or Director's office. Because of the high level of supervision required by our staff members for our students CDHL/WSD does not participate in the "take your child to work program."

## **VOLUNTEERS**

The WSD encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the Volunteer coordinator. Teachers and teaching assistants wishing to utilize the services of a volunteer must obtain permission from the principal before contacting the Volunteer coordinator.

## **WEAPONS**

In accordance with Washington law, any employee who has reasonable cause to believe a student or other person is in possession of a firearm or destructive device as define in WAC 148-120-300(3), shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and take all necessary steps to ensure the safety of students and staff. A lockdown in place may be initiated by any administrator if this is deemed the safest course of action. Students found to be in possession of a “dangerous weapon” may be ordered immediately to an interim alternative educational setting for the same amount of time that a student without disabilities would be subject to discipline, but for not more than 45 days.

## **WORK SCHEDULES**

The regular work day for teachers is 7:30 am to 4:00 pm Monday through Thursday and 7:30 am to 2:00 pm on Fridays. *With permission of the principal teachers may adjust their daily start and end times 15 minutes earlier or later.* Teacher work schedules will be documented in the school office. All teachers are expected to be ready to receive students at 7:50 am. High school teachers greet students in the school foyer. Middle school teachers greet students in the south hallway of Divine. Elementary school teachers greet students in the hallway next to their classrooms in Northrop. All students proceed to classrooms at 7:55am.

Teacher assistants work from 7:40 am to 3:40 pm Monday through Thursday and 7:40 am to 1:40 pm on Fridays. Any hours worked beyond these must have prior approval of the principal.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS**

All medicines are administered at the student health center by nursing staff. Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary and under the supervision of the school nurse. When students are attending school sponsored activities authorized staff will receive training in administration of required medications. All medications both prescription and non-prescription must remain under the secure supervision of authorized staff at all times. At no time are students permitted to carry or possess any form of medication or self administer medications.

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off WSD property.

### **ASSESSMENT OF STUDENTS**

Appropriate assessment of students is critical and integral to the teaching and learning process. Teachers are expected to demonstrate student learning through ongoing data collection in all areas of teaching responsibility. It is expected that formative and summative data will be used to

establish goals based on current levels of performance and expected outcomes in learning. Data from regularly administered assessment tools and practices tracking student learning and progress will be available for review by administrative staff at all times. Teachers are expected to incorporate ongoing formative assessments and classroom based assessments (CBAs) into instruction and comply with all school-wide assessment schedules and requirements as published annually in the WSD Assessment Framework.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

The assignment of students and classes to teachers is the responsibility of the principal. Student performance data, communication, IEP goals, transition goals, teacher and parent recommendations will be considered in student assignments to classes.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the principal.

## **CHAPERONES**

Chaperones for school sponsored field trips, dances, holiday parties etc. are required and may include both staff and parent chaperones. Parent chaperones must be screened through the WATCH program coordinated by the Volunteer coordinator.

## **CLASS INTERRUPTIONS**

The WSD is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not permitted to interrupt a class in session without authorization from the school office. Teachers are expected to utilize the maximum amount of class time for instructional purposes. Students may not be released from class prior to the designated end of class time on the bell schedule.

## **COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS**

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Washington Administrative Code and rules of the county health department. A student with a school restrictable illness or disease is not allowed to come to school while the illness or disease is contagious. This restriction is removed by the written statement of the local health officer or a certificated physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the WSD will inform the appropriate staff member to protect against the risk of exposure, as necessary.

Parents of a student six years of age or older who is infected with HIV or HBV and not a special risk students as defined by the Washington Department of Human Services, Health Services, are not required by law to report their student's condition to WSD. Those students also, as provided



by law, have a right to continue school. “Special risk students” means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present a special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others, spitting or scratching, lack of control of body secretions or uncoverable, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any student with AIDS, are required to notify the superintendent of the student’s infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Washington Department of Human Services, Health Services, or local health department, excluding the student from school or the parent may voluntarily withdraw the student from school. If the WSD is informed of the student’s infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

\* HIV - Human Immunodeficiency Virus, HBV - Hepatitis B Virus, AIDS - Acquired Immune Deficiency Syndrome

## **CONTESTS FOR STUDENTS**

The WSD cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purposes and educational aims of the WSD.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant’s work.

Materials or activities initiated by private sources are to be referred to the principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

## **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited by the WSD and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgement, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to WSD property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to WSD procedures.

## **DISMISSAL OF CLASSES**

**Teachers should never dismiss a class before the established dismissal time.** Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a blue slip for the student's next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

## **DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION**

The WSD will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on WSD property, on a school bus or while participating in any school-sponsored activity, whether on WSD property or at sites off WSD property. Staff members will report suspected drug use, possession of drugs on campus, or students who appear to be under the influence of drugs or alcohol immediately to the school office.

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No WSD employee shall knowingly sell, market or distribute steroid or performance enhancing substances to any WSD student or knowingly endorse or suggest the use of such substances.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum.

## **EMERGENCY DRILLS**

Refer to the WSD Emergency Handbook for information regarding monthly emergency drills and procedures.

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal at least four weeks in advance of the proposed activity using the Activity Information Form (found on **SharePoint**). All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers. The Activity Information Form, transportation request form(s), and safety plan must be completed and submitted to the principal. The school nurse must be notified to determine any student medication needs and Nutrition Services must be notified if students will need lunches or snacks during the field trip or if alternative arrangements need to be made for residential dinner due to late return to campus. Please give at least two weeks notice. Use of the Field Trip Procedures checklist located in **Sharepoint** can be helpful in planning field trips.

Parents of WSD students, as part of registration activities, complete a general permission for their children to participate in educational field trips. Teachers are required to check with the school secretary to ensure that permission for field trips is on file. Teachers are also required to notify parents that a field trip is planned. In the case of a trip involving travel for extended periods or if a trip may involve some extraordinary risk; for example, a recreational reward trip notification to parents should include the opportunity for parents to opt their student out of the trip. In planning reward trips or class/ASB sponsored trips consideration for students with special physical challenges must be taken into consideration and accommodated in the selection of locations and activities.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Overnight travel is not permitted except as authorized by the Board of Trustees.

## **FILMS/VIDEOS**

The WSD encourages teachers to use video, films and other supplemental materials which are relevant to curriculum objectives and compatible with Washington State Learning Goals which guide our instruction. By using such materials teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments and stimulate their intellectual growth.

When a teacher desires to show a film, video or other digital material that has not been

developed or provided within the context of an adopted set of curriculum materials or derives from sources that are not developed specifically for educational purposes, for example, commercial films, videos, internet-based video clips etc., the teacher shall preview the material to determine whether in his/her professional judgment it is appropriate to the grade and maturity level of students, relevant to the goals and objectives of the curriculum being taught, and has a direct educational purpose and value that can be clearly shown.

As a general principle any commercial film rated PG-13 or R must be approved by the Principal prior to use in a classroom. Use of PG-13 or R rated films will require that parents have had the opportunity to specifically opt their child out. In this case the teacher will provide alternative materials to the student that will meet the learning objectives tied to use of the film.

Requests to show feature films or videos are to be submitted to the principal at least two weeks prior to the proposed showing.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary consent;
6. Audience rating.

Parents have the right to request to preview a feature film/video, whenever possible.

## **FLAG SALUTE**

Students will be provided an opportunity to recite *The Pledge of Allegiance*. Students may opt out of the recitation of the *Pledge of Allegiance* without consequence and staff should not make note or bring attention to the exercise of this option.

## **GRADING**

The evaluation of student progress is a primary responsibility of teachers. A primary goal and value of WSD is to promote student learning and to support this grading will reflect mastery of learning goals for each student and reflect each student's individual mastery of skills and knowledge. A close working relationship between WSD and the home is essential to the accomplishment of this goal. Regular communication with parents is essential and required of all teachers. Teachers should use a variety of communication methods as appropriate, including email, telephone, videophone and personal conferences, as well as written grade reports to keep parents informed of their child's progress. (See also Grading and Progress Reports)

At the beginning of the grading period, students and parents will be informed regarding the basis for grades and the methods to be used in determining grades. Grading rubrics and methods of calculating grades will place a primary focus on mastery of clear learning objectives. The parents

of any student who has a “D” or an “F” grade at the mid-quarter will be notified in writing with a copy to the principal.

All grading at WSD in the secondary program is based on a five point scale with each point clearly defined by a rubric for any assignment, project, test or examination that is graded. The five point scale is translated to letter grades and grade point average as follows:

| WSD Grade Marks |                                 |              |                |      |
|-----------------|---------------------------------|--------------|----------------|------|
| Scale Value     | General Rubric                  | Letter Grade | Percent Ranges | GPA  |
| 4               | Exceeds Expectation             | A            | 100- 94        | 4.00 |
| 3.6             |                                 | A-           | 93.99 - 90     |      |
| 3.4             |                                 | B+           | 89.99 - 87     |      |
| 3               | Meets Expectation               | B            | 86.99 - 84     | 3.00 |
| 2.6             |                                 | B-           | 83.99-80       |      |
| 2.4             |                                 | C+           | 79.99-77       |      |
| 2               | Approaching Expectation         | C            | 76.99-74       | 2.00 |
| 1.6             |                                 | C-           | 73.99-70       |      |
| 1.4             |                                 | D+           | 69.99-67       |      |
| 1               | Does not meet Expectation       | D            | 66.99-60       | 1.00 |
| 0               | Significantly below Expectation | F            | 59.99 - 0      | 0.00 |

Teachers use rubrics designed to clearly explain the criteria by which homework, assignments, projects and other forms of assessment will be graded. The above general WSD grading rubric is not used without specific definition of each of the four main grade points for assignments: (4) Exceeds Expectation, (3) Meets Expectation, (2) Approaching Expectation, and (1) Does not Meet Expectation.

Note: A grade of “0” may be awarded however the student will be given the opportunity to make up missed assignments within a reasonable timeframe or complete an alternative assignment or demonstrate his/her knowledge or skill in mastering the learning objective by an alternative form of assessment. Graded work will be adjusted to reflect overall mastery of learning objectives and quality of assignments taking into account student motivation to meet learning expectations.

Note: Our value and efforts are put into learning not failing. Our practice is to routinely give students additional opportunities to demonstrate mastery of clearly defined learning objectives. Students will have opportunities to improve their grade on an assignment or test by re-submitting corrected assignments and tests or demonstrating mastery of learning objectives by other means. Final grades should represent ultimate mastery not the false starts, errors, or mistakes made in the process of learning. Formative assessment is used to inform both students and teachers of progress and areas needing further attention, re-teaching and renewed efforts by the student.

An “I” may be awarded when a student has missed a significant amount of school due to illness, accident or other reason approved by the school administration. Students who are awarded an I in any course will have 6 weeks to complete work and convert their incomplete to a grade.

Grade point average is calculated by dividing the sum of the point value of all grades received for all courses attempted by the sum of the credits for all courses attempted.

**Semester grades** are calculated as an average of first quarter and second quarter grades. Final exams or final projects may be used as appropriate to the subject at the discretion of teachers as culminating assessment activities for each quarter of instruction. Final exams or projects may not exceed 20% total weight in a quarter grade calculation.

## **HOMEWORK**

When homework is assigned it must be meaningful and purposeful, be within students’ zones of proximal development and be able to be completed independently by the student. Teachers have an obligation to help students understand how homework is tied to the learning targets of lessons or units of instruction.

Homework may include assignments begun during a period of supervised study in class which are completed outside of class or assignments that require individual work in the home or in the residential cottages. Homework should focus on practice of skills, application of knowledge and skills previously taught or be part of a series of carefully guided steps leading to the development of a product or project. Teachers should ensure students are correctly practicing the knowledge and skills in class before assigning homework to avoid students internalizing incorrect methods.

When homework is assigned teachers are expected to provide feedback, correction, or class review within a timeframe that clearly connects the completed homework to learning objectives students are currently working on. If homework is essential to learning the consequence for not doing homework should be to complete the homework or demonstrate that the skills or knowledge has been acquired through formative or summative assessments. A zero grade for not doing homework does not further student learning. Student grades must be substantially measured by and be reflective of formative and summative assessments not compliance, good citizenship or completion of homework.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes. Homework should require the use of reference materials only when the student has had instruction in the use of the materials and is provided access to the reference materials during school hours. Homework assignments may involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students’ homework completion.

## **MAKE-UP WORK**

A student who has an excused absence from class is permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

A student suspended from school is permitted to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will also be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension at his/her teacher's discretion.

## **MEDIA ACCESS TO STUDENTS**

Parents may opt out by signing a "Do Not Photograph" form if they do not wish their child photographed in school activities. The WSD maintains records of students who are on the "Do Not Photograph" list. Teachers are to contact the school secretary to determine if students may or may not be photographed. Unless a "Do Not Photograph" form has been submitted by the child's parents or guardians students may be photographed and videotaped and such photographs and videotapes may be displayed by the school, on the school website, in school publications and within classroom-based websites.

All requests by outside media to photograph, video record or interview WSD students must be pre-approved by the principal.

## **MISSING STUDENTS**

If a student is missing during the school day:

1. Staff must notify the principal or other administrator as soon as possible if a student is deemed missing from an assigned class. (If the principal is not immediately available, the staff person will directly notify the Superintendent's office.)
2. The principal will notify the Superintendent's office.
3. If immediate campus search is negative, all available staff will be contacted via pager and asked to meet in a specified location in order to complete a campus and neighborhood search. The Superintendent's office will notify the Vancouver Police Department. Searchers must check in at least every 15 minutes for a status report from their supervisor.
4. If the student has not been found within one hour, the parents will be notified by the Superintendent, principal, or Residential Program Supervisor.
  - a. Further direction shall come from the Vancouver Police.
  - b. Communication coordination shall be with a designated administrator.
5. It is the responsibility of all campus staff to notify appropriate persons if a student is to be detained for a legitimate purpose, i.e., health center, meeting with another staff member, unscheduled appointments, etc.

## **MOVING CLASS/HOLDING CLASSES OUTDOORS**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior principal approval is required for all such activities.

## **PROGRAM EXEMPTIONS, MODIFICATIONS, AND ASSIGNMENTS FOR HOMEBOUND STUDENTS**

Students may be excused from a state-required programs or learning activities for reasons of religion, disability or other reasons deemed appropriate by the WSD, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other WSD staff in the development of such alternative learning activities, as needed.

Occasionally students may be “homebound” due to illness, family emergency or other reason approved by the principal. Teachers are expected to cooperate in providing assignments necessary for the student to continue with his/her program of study.

## **SENIOR TRIPS**

The WSD recognizes senior trips as an extension of the school experience. WSD-sponsored senior trips may be approved by the principal and authorized by the Superintendent. As per CDHL/WSD Board policy senior trips may not include overnight stays.

## **STUDENT CONDUCT**

The WSD follows a positive behavior support and intervention (PBIS) system. As stated by Colvin, 2007:

The School-wide discipline plan is established to provide a positive school climate, and to create a supportive environment for personal, social and academic growth for



students and staff. In other words, the school-wide plan is essentially an instrument to enable the goals of the school to be achieved, especially the goals of student achievement... A strong emphasis (of a school-wide plan) is placed on staff taking concrete steps to systematically (and proactively) teach expected behaviors and use strategies to encourage and maintain positive student behaviors once learned. (Geoff Colvin, 2007, 7 Steps for Developing a Proactive School-wide Discipline Plan).

All students are to comply with WSD policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct and school rules specifying student conduct expectations have been established and are articulated in the Parent-Student Handbook. These rules apply to actions which occur on WSD property; at any WSD-sponsored activity regardless of location; or when traveling to or from school for WSD-sponsored activities on transportation provided or approved by the WSD. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Parent-Student Handbook with their students during the first week of the school year. The principal will direct teachers to emphasize particular areas of the Parent-Student Handbook as appropriate.

Student conduct rules unique to individual classrooms should also be developed by teachers. Students should be engaged in discussing the purposes of school rules including classroom rules. All rules must be consistent with WSD policy, administrative regulations and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents. In courses for which a syllabus is required classroom rules should be included as well as explanations and expectations regarding plagiarism, cheating and academic dishonesty.

Classroom rules and consequences are to be submitted to the principal for review and approval.

## **STUDENT DETENTION**

Students in grades 7 - 12 may earn detentions as a consequence for infractions of classroom rules (including infractions of rules associated with transition between classes, lunch room etc.). The teacher or teaching assistant issuing a detention must complete the Detention slip and turn it in to the school secretary at least thirty minutes prior to the student's lunch period. Residential students that earn detention will serve it after school. Students that cannot stay after school due to transportation limitations will serve it during lunch in the main office of Divine.

Students in grades 7 - 12 may earn an Office detention by the principal for serious or chronic infractions of school or classroom rules. Office detentions of up to 1 hour will be served after school. Exceptions to this time will be at the discretion of the principal.

## **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, WSD grounds or at WSD-sponsored activities regardless of location, is the responsibility of all staff. All academic staff is required to read and become familiar with the WSD Behavior Referral process as outlined in the Parent-Student Handbook.

Behavior Referrals (BRs) are used to document student behavior. Behavior referrals are generated using the behavior referral system in Skyward. BRs that occur during the school day or on school-related activities are sent electronically to the principal or the assistant principal. All BRs are reviewed by the principal or assistant principal and may be returned to the staff person for revisions, re-categorization of behavior or any other reason to maintain consistency in reporting student behavior.

The behavior referral system in Skyward is also used to document any information about students that is concerning but may not be an infraction of school rules. When using a referral to report pupil information that is not an infraction of school rules, the staff person clearly indicates in the narrative that that the referral is for Pupil Information (PI) only. A PI referral should always be used to document the victim of a physical or verbally aggressive behavior on the part of another student. In other words the aggressive student would be reported as a Behavior Referral and the victim of the aggression would be reported as a Pupil Information referral. Pupil Information forms are found on SharePoint. Behavior Referrals are completed in Skyward under the tab, "Discipline". **There is a "How-To" document for filling out BR's in SharePoint. Refer to this for complete instructions.**

When writing BRs and PIs student names are not used within the body of the referral. The only place on the report containing a student name is in the identifying information section of the report. Elsewhere on a BR or a PI, language such as "the student named above" should be used.

## **STUDENT DISMISSAL PRECAUTIONS**

No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

Students who have reached the age of majority may sign themselves out of school. They are fully responsible for all work missed. As for any student, students who have reached the age of majority are encouraged to attend school, complete school work and be absent only when sick or need to engage in personal matters that cannot be attended to outside of school hours.

## **PARENT-STUDENT HANDBOOK**

The parent-student handbook is published on a two-year cycle. The most current parent-student handbook is located on the WSD website. The current handbook is issued to new students and to all students when a new edition is published.

All staff is expected to familiarize themselves with the information, administrative regulations and procedures pertaining to students as set forth in the parent-student handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the principal.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the WSD is provided by the WSD's transportation system in accordance with WSD policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior principal approval. The parent, employee or other adult driving the vehicle must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Washington and as set by the WSD. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for any child required to sit in a child safety seat or booster seat. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law.

No student is to be permitted to perform WSD business with his/her own vehicle, a staff member's vehicle or a WSD-owned vehicle. Students who go to an event on WSD transportation will not be allowed to leave the event with anyone except a parent unless specific written permission has been provided to WSD prior to the trip departure.

## **VISITORS** (See also Buildings and Security)

The WSD is a closed campus. Students and staff are not permitted to bring visitors to school without prior approval of the principal.

Staff members are required to report any unauthorized person on school property to the principal or school office personnel. All visitors must sign in at the office in Clarke Hall or in the Divine school office and wear a visitor ID tag for the duration of their visit.