



Revised 8/17

Employee Handbook 2017-2018

La Conner School District

MISSION AND VISION

Our Common Work and Aspirations

La Conner School District prepares students with the knowledge and attitudes to be life-long learners and active members of the local and global community.

To realize this goal, as one community, we create conditions that provide:

- access to excellence in education,
- a respectful, safe and inclusive learning environment for everyone,
- an open door for every learner, family and community partner,
- personalized learning opportunities,
- opportunities to engage in and develop civic responsibility, and take ownership for their own learning, and
- knowledge, skills, and technologies for further learning and success in an ever-changing world.

FOUNDATIONAL VALUES

At La Conner Schools, we believe that all employees have an effect on achievement and must be provided with the skills and knowledge of best practice to promote academic and social learning for all. These values describe how we want all to feel when interacting with our district. We commit to using these values in all that we do, including decisions that will significantly affect the learning and well-being of our students, families, staff, and school communities. Our prioritized values include all stakeholders feeling:

1. Respected
2. Supported
3. Safe and Secure
4. Welcomed
5. Treated with Integrity and Equality
6. Informed

This list represents the aggregate input of nearly 200 people in the school district community, as of November 2014. It includes the input of students, teachers, staff, administrators, parents, and community members.

PROFESSIONAL DEVELOPMENT PLAN

The district supports the following strategies to assist with employee growth and development toward our mission:

Approved Professional Development

All curricular professional development will focus in the following areas:

- The CEL 5 Dimensions of Teaching and Learning
- The WA state adopted Common Core Standards for English/Language Arts and Mathematics
- The Next Generation Science standards
- Assignment-specific professional development approved by the building principal
- The Teacher-Principal Evaluation system
- Areas of study recommended by the LCSD leadership team

Evaluation and Professional Growth Plans

All staff participates in the evaluation process as defined by association contracts and as required by WAC and RCW. The intent of this process is to help staff members identify areas of growth and strategies for improvement. These growth areas should help staff improve in areas that help our organization meet its mission.

Professional Learning Communities

In cases where building principals are able to create professional learning communities around a specific goal or subject area, the district will engage in support of this process through allocation of time and resources available. The district identifies Professional Learning Communities as a very effective method for individual and organizational improvement.

POLICIES AND PROCEDURES

About Policies and Procedures

The following information outlines some of the procedures used in the day-to-day operation of our buildings. Please read through this section carefully. There are a number of tasks that need to be completed by the end of the first full week of school. All the information included in this section is intended to formalize procedures that are already in place or have been added this year to enable us to function more effectively. Any questions about the policies or procedures listed can be directed to your principal. If you have procedures you feel have been overlooked please notify them immediately. **All staff shall annually review the Staff Handbook and indicate so by signing the appropriate form in the building office. Please see attached form Appendix C.** The full policy manual is available for review in the office of the superintendent and principal.

For tasks to be completed within the first two weeks of school, please see the checklist in Appendix A.

Faculty Data Form

All staff members are asked to complete a Faculty Data Form to be filed with the secretary no later than the end of the first full week of school each year. The information contained on the form is useful in planning and in case of emergency and is for the purpose of the building and principal's use. This information is separate from the staff directory and will not be made public or shared with staff. **Please see attached form Appendix B.**

Staff Directory

The district office maintains a staff directory of personal addresses and phone number that is shared via Google docs with all staff. This directory should not be shared with outside individuals or organizations without direct approval from the business office. Staff have the option to 'opt out' of listing their personal information by submitting an 'Opt Out' Form available in the business office.

Emergency Management

All staff members are expected to review and understand all policies and procedures related to school safety. Information contained in each buildings emergency management plan must be learned and strictly adhered to. The district will make every effort to provide training and drills related to these plans. If you are being asked to perform a duty detailed in the plan that you are uncomfortable with or unable to perform, it is your responsibility to alert you building principal immediately. **All staff shall indicate review of the Emergency Plan by signing the appropriate form within the building office. Please see attached form Appendix C.**

Incidents/Injuries

All incidents involving damage to school property, or personal property while on school grounds, and/or injury to student, staff, or individual must be reported to the building principal using the district's Incident/Injury form from WSRMP. All head injuries must be reported immediately. All Incident/Injury forms should be sent immediately to the district office for review.

Staff injuries must also be reported for the purpose of Labor and Industry regulations in addition to the Incident/Injury form. Injuries requiring medical attention should be reported to the health care staff as a work related injury. The health care staff will provide the appropriate L&I forms to be completed to initiate an L&I claim.

Teacher Planning and Preparation

All teachers should plan at least one week in advance. Each lesson plan should contain student-learning objectives that relate to the building, district and state standards, using adopted program materials. Instructional plans should outline content and content delivery strategies. Teachers are encouraged to apply a variety of strategies in content delivery. The principal should be able to find lesson plans if something unexpected prevents a teacher from being at school. Lesson plans should also be made available to the administration during drop in observations.

Substitutes

- **Certificated Staff**-Submit sick/personal leave on sub online as well as one work release day. All other absences please refer to the appropriate building secretary for more information.
- **Classified Staff**-Please call the building secretary for all absences. It is the staff member's responsibility to notify the school when they will be absent from their regular position and a substitute will be needed. The staff member shall notify the school secretary and/or principal a minimum of one day prior to absence. When possible, please allow for as much lead time as possible. **Classified Staff: In the event of sickness or emergency, please call the building secretary no later than 2 hours prior to the time the staff member would normally commence his/her duties. Certificated Staff: Please put your absence for sickness or emergency, on Substitute Online as soon as possible.**
- In the event of an emergency where a staff member is required to leave work after the day has

- started, the office should be notified immediately and a substitute will be arranged.
- Employees must work to schedule non-emergency absences so that regularly scheduled meetings may be attended. Please work closely with your administrator in this regard.
 - An employee wishing to take personal leave, if possible, will give at least 5 days advance notice of the leave. The Personal Leave Request forms, available through the secretary, must be completed by the employee and signed by the principal. The principal and superintendent as per association contracts will grant personal leave. The same is true for Work Release Days (Certificated Staff only).
 - It is the staff member's responsibility to provide lesson plans for the substitute or is prepared to come to school to plan that day's lessons. If plans are not available, you will be called at home to make arrangements.
 - Each teacher will develop a substitute folder or binder at the beginning of the school year. During the first two weeks of school, teachers should work to complete their substitute folders. These folders will be turned in to the main office and will be given to the substitutes by the secretary or arrangements will be made to have them readily available in the classroom. The substitute folder/binder shall include information regarding classroom procedures, classroom discipline, seating charts, and safety/emergency procedures. Teachers will be required to update their folders on a regular basis.

Classroom Discipline Plans

Classroom discipline should reflect the school's belief statements and mission. Involving students in the development of classrooms expectations and policies will encourage ownership by the students and increase the likelihood they will comply with the expectations. The discipline policy should reflect the teacher's attitude of openness, honesty, sincerity, and caring. The plan should be fair and appropriate for maintaining a positive classroom climate. A successful learning environment is built upon earned mutual respect.

Teachers are to submit a classroom discipline plan to the principal by the end of the first full week of school. The plan should include a set of no more than five to eight clearly stated classroom expectations, consequences for inappropriate behavior and a plan for recognizing appropriate behavior, all developed with student input and consistent with the building Behavior Management System. These expectations should be posted in the classroom and sent home with students by the end of the first week of school, to be returned with parent signature.

Grading Policies & Record Keeping

- **Each teacher will develop a grading policy that will be submitted to the principal by the end of the first week of school.** The policy should describe such things as how grades will be assigned throughout the year, i.e. percentages, points, etc.; the weighting of daily work, tests, quizzes, projects, etc.; how semester grades are arrived at; and any other information that might assist students in understanding how their performance will be assessed.
- The grading policy will be sent home with each student by the end of the first full week of each quarter, semester, or year as is appropriate for the length of the class.
- It is the teacher's responsibility to keep accurate grade records. **Grades must be loaded into the electronic grade book on a weekly basis.** Grades shall be posted within a week of assignment or test collection. Research suggests more immediate feedback to students improves performance. Written copies of these records must be submitted to the office as a part of the checkout process at the end of each school year.

Make-up Work and Late Assignments

Each teacher will provide students with a written statement explaining their classroom policy regarding late assignments and make up work. **A copy of the policy will be submitted to the principal with the grading policy.** Keep in mind that students should be given a minimum of one day of make-up time for each day absent. You may grant more time if you so choose. Students who have been removed from class or are on short-term suspension shall be treated as an excused absence. Students whose absence is unexcused are not entitled to make up any work they may have missed but may be permitted to do so at your discretion.

(**** Middle School and High School Staff-Please add to your grading policy) Make up work should not be graded down for excused absences and meet the above criteria. Students who are in attendance but do not turn in their assignments should be allowed to turn in late work for no more than a 20% markdown of the original grade they would have received for their performance. Teachers may set the timeline for accepting late work and it should be clearly articulated in the statement given to students and sent to parents. Not accepting late work is contrary to research and the need for making sure essential skills are mastered. New grading practices recommend that zero's should not be tabulated as a score and that if the assignment/test was attempted with fidelity a score of no less than 50% be given. Please consider this when finalizing your grading system. Talk to your principal prior to handing out your grading practice to students.

Attendance Records

Accurate attendance records are both a challenge and an extremely important responsibility. **The teacher records, not the office records, are the state's legal record for student attendance.** Attendance must be taken each period of the day.

- Students who arrive to class after the bell but before five minutes of class have elapsed should be marked tardy. If these students have an office excuse or note from another teacher they are marked excused.
- Students who arrive more than 5 minutes after the bell must have an admit slip from the office. If these students do not have an Admit Slip from the office, they should be sent to office to get one. In such cases, the student will be considered truant, and the principal will apply appropriate consequences.
- Any student whose attendance is a concern should be referred to the principal and/or counselor using the Skyward discipline tool.

Planners

Each student in grades 4-12 will be required to use a school selected/approved planner. The school will provide initial planners and additional planners must be purchased by the student in the office. If, due to financial hardship, a student is unable to purchase a planner, contact the principal.

It is each teacher's responsibility to keep the planner current for their class(es). Simply telling students to write their assignment down in their book will not get it done. The books need to be monitored. Look at them as if you were a parent at home. Could you help the student complete their assignment based on the information they have entered in their Planner? Periodic Planner checks shall be conducted throughout the school year.

Planners are intended to be a two-way communication tool between home and school. Your PR will be greatly enhanced or diminished based on the effort you put forth.

Parent-Teacher Conferences

All teachers will have parent-teacher conferences on the days scheduled during regular fall and spring conferences. Other parent-teacher conferences are encouraged on an as needed basis throughout the year. Good communication between school and home will build support for classroom activities and student learning.

Confidentiality

The Family Educational Rights and Privacy Act of 1974 ensures that no student's behavior, academic standing or home life will be discussed by professional educators with support personnel, patrons, or other educators unless professional advice is being sought or the information is necessary for the successful operation of school.

All staff are required to complete a confidentiality agreement, see appendix D.

Staff Leaving Campus

Staff should make every effort to be on campus during the regular workday. If you must leave campus when students are not in your charge, please communicate directly with your building administrator.

Maintaining Professional Staff/Student Boundaries Board Policy 5253

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

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

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

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

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

Supervising Classes

Teachers are expected to supervise their classes at all times while class is in session and hallways during passing time between classes and before and after school.

Leaving Students Unattended

Teachers should not leave students unattended. If a discipline problem occurs, teachers should notify the office or send the offending student(s) to the office explaining the offense. If an emergency arises requiring the teacher to leave the classroom during regular instructional or supervision time, the teacher should arrange with another teacher in an adjacent room to supervise students in both rooms. If an emergency should arise and the teacher must leave the building, the teacher is to notify the office of his/her departure.

Students Leaving the Classroom

Teachers should allow students to leave the classroom only when it is absolutely necessary. **Any student leaving the classroom during class time must use the Hall Pass provided in the school-selected planner or one provided by the teacher.** Students should be encouraged to use the restroom during break times and not during class time. **Students should not be in the hall using technology at anytime. Please keep students in your classroom.**

Releasing Students During Class Time

Teachers should not release any student(s) directly from the school campus without proper notification from the office. All students who are checking in or out of school should report to the main office. If someone comes for a student, teachers will refer the individual to the office first.

Class Location

Classes are expected to be in the location indicated on the daily class schedule. If a change from this normal routine is planned, prior approval by the principal is required. If the teacher should leave the building with his or her entire class, the office should be notified beforehand in case someone may try to contact the teacher or a student in the class.

Directions for Passing Time

Students are expected to move from class to class with minimal disruptions. Staff members are expected to monitor student passage and welcome students into their classroom at door. Please advise students attending classes in the alternate buildings to use extreme caution, and the crosswalk, when crossing the road.

Guest Speakers

Guest Speakers are a valuable resource. However, teachers are to have all guest speakers or lecturers approved by the principal prior to scheduling. The approval form is available in the office.

Staff Meetings

Staff/department meetings are scheduled for 30 minutes once a week in each building with day and

time determined by the principal/supervisor. If a meeting is not needed, cancellation will be announced. Staff will be notified of cancellation in advance of meetings via the bulletin and or email. If other meetings are scheduled, prior notification will be given so all can plan to attend as per contracts.

Teachers are expected to attend all staff meetings unless excused by the principal in advance of the meeting. Staff meetings are not effective unless all staff attend. Minutes will be made available to all staff as soon as possible after the meeting. If you wish to have an item placed on the Staff Meeting agenda, contact the principal by the two days prior.

Realizing the importance of each staff member's position and the amount of time spent planning and preparing, the administration will make every effort to ensure that staff and committee meetings are purposeful and productive.

Announcements

The Pledge of Allegiance, will be read over the intercom each morning at the start of school. A Daily Bulletin will be made available to students and staff in a manner determined by each building's staff with written copy of the Bulletin posted to the district website.

Items you would like included in the Daily Bulletin should be submitted to the administrative assistant before 8:00 a.m. the day of the announcement. They may be submitted in writing or e-mailed. Keep the items brief.

Only emergency announcements will be made on the intercom at other times, in an attempt to minimize interruptions.

Staff Bulletins

The principal will publish staff bulletins on an as needed basis. They will be published on your e-mail. Hard copy is available on request.

Teacher Use of the Telephone

Teacher calls will not be transferred to the classroom unless it is an emergency. Incoming calls will be referred to your voice mailbox.

You are expected to respond to voice mail, e-mail, and written messages from parents and/or patrons within 24 hours. Failure to do so reflects badly on all of us as professional staff and as a school.

Student Use of the Telephone

If you send a student to the office to make a telephone call, please send along a message explaining the nature of the call and requesting permission. Long distance calls of a school related nature could be made with permission from the principal. Personal long-distance calls are not being permitted. All student calls will be made from the secondary front desk phone. If privacy is needed, calls may be made with permission from the counselor or principal office.

Monthly Calendar

A monthly calendar, which reflects the activities for the month, will be prepared and distributed by the office. Teachers should submit school-related items or activities to the principal no later than the

last Monday of the last full week of the month for the following month's calendar.

Purchasing Policy

All purchases should be preapproved and made using a purchase order when ever possible. Purchase orders for approved vendors may be obtained by submitting a Requisition for Purchase Order form to your building principal or supervisor. Approved requisitions will be forwarded to the business office to be processed. Processing should take one to three business days. Once an order is received, the packing slip should be signed, dated and forwarded to the business office.

All effort should be made to make purchases with a vendor who will accept a purchase order. In the rare occasion this is not possible and a reimbursement is required, a requisition for a purchase order should be made out to the employee in advance of the purchase. Other arrangements for purchases can be made with the business office when necessary.

Budgets

Staff who are assigned a budget are responsible for maintaining their budget. All effort should be made to stay within the allocated budget. Regular or occasional budget status review meetings may be required with the principal, supervisor or business manager.

Supplies

Each teacher is responsible for ordering general supplies for each year. Generally, these supplies will then be delivered to your classroom during the summer. In the event that you spend your complete budgeted amount early, please monitor the use of your supplies to last the year.

Field Trip Requests

Field trips are intended to be an extension of the learning that takes place in the classroom and should be planned well in advance. The first step of your field trip planning must be to locate a copy of the Field Trip Checklist in the office.

Requests for field trips, along with the completed checklist, should be submitted to the principal on a Field Trip Request Form available in the office. Only after the form is approved, should Student Permission Slips, available in the office, be sent home and appropriate transportation arranged.

Food and Drink

Consumption of food and/or drink is allowed only in designated areas, unless it is a special occasion. Use of food and drink in the classroom as celebration or for curricular purposes shall follow the districts wellness policy and be cleared with the building principal prior to doing so. To avoid a double standard, teachers should adhere to the same policy and restrict food and/or drink to the same areas plus their lunchroom.

If students are being held in the classroom during their lunchtime, they may eat their lunch there under adult supervision.

Appropriate Dress

The policy for student dress (Board Policy 3224) states: Preserving a beneficial learning environment and assuring the safety and well being of all students are primary concerns of the La

Conner Board of Directors.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Any student that, in the opinion of a staff member, does not meet the requirements of the dress code should be reported to the principal.

To avoid a double standard, teachers should adhere to the same policy and model appropriate dress. Please refrain from wearing:

- Gang related attire: bandanas, wallet chains, identified brand-names
- Clothing that advertises or mentions drugs/alcohol/tobacco
- Clothing that exhibits vulgar or lewd language or pictures
- Clothing that is intentionally offensive to a person's race, religion, sexual orientation
- Revealing attire: sagging pants, exposed navels, displayed underwear, skirts or shorts above mid thigh, tops with spaghetti straps, low cut tops, and pajamas.
- No trench coats may be worn during school hours inside the building.
- Shoes must be worn at all times
- Hats and hoods should not be worn unless it is a designated "hat day."

End of the Day

At the end of the day, teachers should allow time to:

- Dismiss students in an orderly fashion.
- Pick up and clean up around the room. All paper should be off the floor.
- Turn off lights.
- Close windows and blinds.
- Close and lock doors.

Conditions of the Building / Repairs Needed

Requests for repairs should be completed by submitting a Maintenance Request Form to the building office, requests will be reviewed by the building principal and if approved forwarded to

maintenance staff.

Conditions in the school building or on the grounds that appear to threaten the health and/or safety of the students and teachers should be reported immediately, verbally or in writing, to the school office. Work will be attended to as quickly as possible.

Custodians

During the school day, the school employs one part time custodian in addition to a director of maintenance and operations. Night custodians, one per building, are scheduled to begin their day between 2:00pm – 3:00pm. They have a large area to cover and a tight schedule to follow and are often not immediately available during the day. Please assist the custodians by maintaining a neat work area and cleaning up after yourself when reasonable.

For supplies or other routine custodial needs; please submit a Custodial Request Form to your building office. All effort will be made to fulfill requests as soon as possible.

Emergency assistance requests, if necessary, may be made by calling the district office administrative assistant. All effort should be made in providing detailed information such as exact location and detail of the request.

Summer Work Request

Requests for work to be done over the summer should be submitted no later than July 1st to ensure the work can be scheduled and completed by the start of school. Requests received after July 1st may be delayed and may not be completed prior to the beginning of school.

The person making the request must be available to take phone calls and/or meet with maintenance/custodial staff onsite if necessary to complete the project.

Facility Use

All special use of a school facility by staff or outside user groups is only allowed when approved through the facility use process. Outside user groups, even if represented by a staff person or staff using facilities for personal use must be pre-authorized and have required insurance on file.

Use of any building facility including; gymnasium, auditorium, library, common area, playfield, etc. that isn't during a regularly scheduled and assigned basic instruction assignment (for example a PE class in the gym doesn't need prior approval) must be requested using the facility use process in order to avoid more than one party assuming use at the same time and to allow for maintenance and repairs to be scheduled appropriately.

Facility Use forms are available in all buildings and should be submitted to the district office.

Use of Building After Hours

Teachers have access to the building outside of normal operating hours. During the school year normal operating hours are 7:00 a.m. through 10:00 p.m., Monday through Friday. During the summer, normal operating hours are 7:00 a.m. through 2:30 p.m., Monday through Friday. If you plan to use the building outside these hours, you are responsible for closing doors, turning out lights and securing exterior exits while leaving the building.

Animals in Building

As general rule, animals are not allowed in school district buildings. If you need to bring an animal in for curricular purposes, prior permission is required from administration.

Display Cases for Commons Area

A calendar will be held in the office regarding use of the display cases. Please direct your requests for use of the case to the building office. Items may stay on display in the event that no additional staff member has elected to use the case. The teachers in the vicinity of the case will schedule classroom-area cases for use.

When Administrator is absent from the Building

Please call the office. The secretary will make every effort to assure that you get assistance as quickly as possible. The administrative assistant will direct you according to the "chain of command" for your building as identified in the emergency/safety plan.

Transportation

Check out and use of school vans for La Conner Schools business purposes only:

- Use school bus trip slip form and leave in transportation mailbox.
- Keys will be attached to trip slip and returned to your mailbox.
- Return keys to transportation mailbox.
- Transportation of students is allowed by only authorized by LCSD personnel.
- Pick up and return vans to bus garage.
- Fill out mileage/destination/user sheet in van at departure and return.

Requesting a Bus

- Use proper trip slip and get principal's signature.
- Trip slip requests need to be at least 2 weeks before trip.
- All destinations for trips should be listed.
- Departure time and anticipated return time should be listed.

Bus rules for athletic and field trips

- The teacher/coach is responsible for student conduct on the bus: however the bus driver has the "final say" as to the rules.
- The teacher/coach is responsible for the return of students on the trip to the school OR the collection of "Student Release Forms" signed by the parent and the principal, teacher, or coach.
- Students must remain seated and out of the aisle while the bus is in motion.
- While the bus will be locked when the driver is not present, the student of the teacher/coach is responsible for valuables (i.e., the driver is not to be asked to "watch" things left on the bus).
- Loud music is not allowed on the bus.
- No student shall at any time extend his or her head, hands, or arms out of the windows, whether the school bus is in motion or standing still. Windows may be lowered to half way mark.
- Misconduct on the bus or toward the driver will be sufficient reason to discontinue providing bus transportation to the student(s) involved.
- Coach/teacher/students/teams are responsible for the clean up of the bus upon return to

school (adult is responsible for final inspection).

Release of student from school bus

- All students on an athletic trip or field trip must travel to the destination and return to the school on the school bus unless a “Student Release Form” is completed and signed by the parent (a note may be stapled to the form) and signed by the principal prior to the trip or by the coach or teacher on the trip.
- Students 18 and over may sign their own form.
- Students may be released to their parents or to another adult approved by the parent. . . students may not be released to another student.
- Under no circumstances may a student be released without a parent signature even if there is a principal’s signature.

Disciplinary Action and Discharge Board Policy 5281

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or otherwise act in such a way that the law determines to be sufficient cause will be subject to discipline. Behavior, conduct, or action which may institute disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, sexual misconduct, conviction of a felony, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, and use of district supplies and equipment for personal betterment or financial gain.

Discipline will be reasonably appropriate to the circumstances but may include suspension or discharge.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Discharge or other adverse action affecting the contract status of certificated staff will be instituted by the superintendent in the manner prescribed by law.

When allegations are made against an employee of sexual abuse, verbal abuse or physical abuse the district will make a determination whether the abuse or misconduct occurred.

If the district determines that sufficient information exists to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee’s leaving his or her position at the district, the district must forward known information about the employee sexual misconduct to prospective school district employers.

The district will not enter into any contract to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee. Neither will the district expunge such information from the employee’s file.

In cases where the allegations involve violations of the state professional code of conduct for certificated staff, the superintendent will file a report with the Office of Professional Practice in the State Superintendent’s office. When the district or superintendent discharges, fails to renew the contract or permits a certificated staff member to resign, the superintendent will notify the office of professional practice of such termination of employment.

The superintendent is authorized to suspend a provisional status staff member immediately. Provisional status as used herein is granted to a staff member WAC, RCW and/or CBA. Thereafter, if performance has been acceptable, the staff member will be granted regular status.

The superintendent is authorized to suspend a regular status staff member immediately. The staff member will be advised of the right to request an informal pre-termination meeting within five (5) working days following notice. At such time the staff member may receive notice of the charges against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

Upon the request of the suspended staff member, the board will meet with the suspended staff member to determine if discharge action will be taken. If a request is not received, the board acts upon the recommendation of the superintendent.

Sexual Harassment Board Policy 6509 Staff are to review annually the Board policy on Sexual Harassment:

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

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment can occur adult to student, student to adult, student-to-student, adult to adult, male to female, female to male, male to male and female to female.

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

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

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures.

APPENDIX A

Staff To-Do Checklist

La Conner School District

Please use the following checklist to identify tasks to be performed prior to the end of the first week of school.

All Staff:

- _____ Faculty Data Form (see Handbook Appendix B)
- _____ Review and sign off on Staff Handbook/Emergency Plan form (Appendix C)
- _____ Review and sign Confidentiality Agreement (Appendix D) submit to Business Office
- _____ Review and sign Drug Free Workplace Policy submit to Business Office

Teachers:

- _____ 1st Day Attendance Count (to Secretary)
- _____ Copy of Parent Letter/syllabus to principal that includes:
 - _____ Classroom Discipline Plan (see Handbook Policies and Procedures)
 - _____ Grading Policy (see Handbook Policies and Procedures)
 - _____ Make-up/Late work Policy (see Handbook Policies and Procedures)
 - _____ Substitute Teacher Folder/Binder (within first two weeks)

Employee Name (Printed) _____
Employee Signature _____
Date

APPENDIX B

Faculty Data Form La Conner School District

Please complete and return to your building principal within the first week of school. This information is for the use of the building administrative assistant and principal and will not be shared. A shared staff directory will be provided separately.

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

I can be reached at this number.

Please only call this number in urgent or emergency situations.

Emergency Contact (in the event of an emergency while at work):

Name: _____

Home Telephone: _____

Work Telephone: _____

Cell Phone: _____

Alternate Contact (optional):

Name: _____

Home Telephone: _____

Work Telephone: _____

Cell Phone: _____

APPENDIX C

Staff Sign-Off Sheet Employee Handbook & Safety/Emergency Response Plan

Directions: All district employees must annually sign that they have received and read the Employee Handbook and Emergency Response plan.

Academic Year: _____ Building: _____

Lead Administrator: _____

I have read the and intend to abide by the La Conner School District Staff Handbook:

Printed Staff Name

Staff Signature

Date

APPENDIX D

La Conner School District # 311

P. O. Box 2103

La Conner, WA. 98257

Phone: 360-466-3171 Fax: 360-466-3523

LA CONNER SCHOOL DISTRICT CONFIDENTIALITY AGREEMENT:

Any individual working for La Conner School District is held to a high standard of confidentiality regarding student or staff information. Confidentiality is the legal right of all individuals. All individuals working for the La Conner School District must abide by the rule of holding secret all information relating to a student or staff member, unless the student's parent, adult student or the specific staff member gives permission to disclose said information. Anything you learn about a student, staff member or any individual associated with the district is not to be repeated or shared. Talking about a person without using their name may seem confidential, but is, in fact, a breach of confidentiality. We rely on all individuals associated with La Conner School District to be exemplary role models and to remain confidential in all situations.

I, (please print and sign name)

have read and understand La Conner School District's Policy and will remain confidential in all situations.

Date: _____

SUBMIT TO BUSINESS OFFICE.

Drug-Free Schools and Workplace

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

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

Prohibited Behavior

To help maintain a drug-free school, community, and workplace, and to comply with federal law, the following behaviors by any district staff member, or other person performing work related to any district activity, will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal chemical and/or controlled substances, including marijuana (cannabis) and anabolic steroids opiates.
- B. Using, possessing, or transmitting alcohol, illegal chemical and/or controlled substances in the workplace, including marijuana (cannabis) and anabolic steroids opiates, in any amount, in any manner, and at any time; provided, however, that anabolic steroids may be permitted if permission is previously granted by the appointed member of district administration (i.e., the superintendent, unless otherwise approved by the board), so long as such substances are properly prescribed, for legitimate purposes, taken as directed, and do not negatively impact staff performance in any manner or when involved in a school district activity on or off school district property in the workplace.
- C. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal chemical and/or controlled substances, including marijuana (cannabis) and anabolic steroids opiates, will be subject to disciplinary action, including termination.
- D. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical and/or controlled substances, including marijuana (cannabis) and anabolic steroids opiates.
- E. Using, possessing or transmitting illegal chemical and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

Notification Requirements for Notification by Staff Member

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which 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 his or her 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. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students, or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district office, then will then determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor upon of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within 10 days of such conviction, regardless of the source of the information.

Requirements for Notification by District/Disciplinary Action

Each employee will be notified of the district's policy and procedures regarding drug-free schools employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include

termination. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances will be subject to disciplinary action, including termination.

Treatment/Reinstatement

As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Law Enforcement

The district may notify law enforcement agencies regarding any staff member's violation of this policy, at the district's discretion, or take such other actions as it the district deems appropriate.

Cross References: 5280 – Separation from Employment
 4215 - Use of Tobacco, Nicotine Products and Delivery Devices

Legal References: RCW 69.50.435 Violations committed in or on certain public places or facilities —
 Additional penalty — Defenses — Construction — Definitions
 41 U.S.C. 8103 Drug Free Workplace Requirements for Federal Grant Recipients
 21 U.S.C. 812 Controlled Substance Act
 20 U.S.C 7101-71187 Safe and Drug-Free Schools and Communities Act [as
 amended by Title IV – 21st Century Schools]

Management Resources: 2015 – December Issue
 2013 – February Issue
 2011 - December Issue
 Policy News, February 1999 Bus drivers still tested

Adoption Date: 04.26.99
La Conner School District
Classification: Essential
Revised Dates: 06.25.07; 12.12.2016
Reviewed: 12.13.10; 07.29.12

I certify that I have read and accept the guidelines of the La Conner School District Drug-Free Workplace Policy.

Employee Signature

Date _____

SUBMIT TO BUSINESS OFFICE