



Entiat School District Staff Handbook 2024-2025



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Section 1

District Information

School Board

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Board of Directors

The Board of Directors of the district is composed of five citizens elected by district voters for 4-year terms. One of the board's duties is to approve all new permanent employees before their employment is considered official.

The current members are:

Jamie Cannon	jcannon@g.entiatschools.org
Rhianna Montgomery	rmontgomery@g.entiatschools.org
Nicole Poyner	npoyner@g.entiatschools.org
Monica Quezada	mquezada@g.entiatschools.org
Viky Quezada	vquezada@g.entiatschools.org

Regular school board meetings are held on the fourth Wednesday of each month with April's meeting being held in the morning. Board meetings are held at the school library at 7pm. They are sometimes preceded by a work session at 6 or 6:30 pm. Members of the staff and public are always welcome to attend.

Philosophy

The Mission, Vision, and Goals are being re-evaluated during the 24-25 school year to reflect our growing community and student needs. Stay tuned for an updated version.

Mission

Our mission at Entiat School District is to provide all students with the necessary knowledge, skills, and attitudes to be productive and responsible citizens.

Vision

- Every teacher, parent, and student is clear on the knowledge, skills, and dispositions students are expected to acquire in each course, grade level, and unit of instruction.
- The learning of each student is monitored on a timely basis. When students experience difficulty, the school has structures in place to ensure



they receive additional time and support for learning. Extended learning opportunities are provided for students who have mastered the required content.

- There is a climate of high expectations for student success. Staff members communicate and model their high expectations to students, parents and one another.
- A collaborative culture ensures staff members work together interdependently, using effective practices to best meet the needs of their students and to analyze and improve their professional practice.
- Frequent reporting of student progress toward explicit learning outcomes helps staff members and parents take collective responsibility for student learning.
- Structures are created to promote widely dispersed leadership throughout the school.
- Staff members enjoy considerable professional autonomy within specific and clearly understood guidelines.
- All staff members continually grow in their professional expertise because structures to support their ongoing job-embedded learning and continuous improvement are built into the school day and school year.
- The efforts, improvements, and achievements of students and adults are recognized and celebrated.
- There is a safe and orderly environment.

Goals

- All students will successfully complete every course and grade level and will demonstrate proficiency on local, state, and national assessments.
- Eliminate the gaps in student achievement that are connected to race, socioeconomic status, and gender.
- Provide all students with the social experiences that support them in becoming responsible, productive citizens.



Staff

Cameron Anthis Custodian/Grounds
 Michelle Arnold.....PK-5 SPED/PK-12 DIR
 Floy Kay Arras Kindergarten
 Stewart Bangassar Custodian/Grounds
 Kelsey Browning.....Nurse
 Kirsten Burke..... Paraeducator
 Dave Cole.....Bus Driver
 Wendi Crutcher MS Math/FASCE
 Zed Deenik 3rd Grade
 Veronica Delgado Kitchen
 Kellen Drake MS/HS PE/Health/ A.D.
 Vicki Edwards 5th Grade
 Bill Edwardson Dean of Students
 Shawnee Gibson.....HS Science & Robotics
 Dave Hardin.....Bus Drive
 Tracie Husted Principal
 Vickie Jacobs-Stanton Transp.Coord./Driver
 Noel James..... 2nd Grade
 Jessica Johnson 2nd Grade
 Kevin Jones MS Science
 Kristin Kuchler.....Paraeducator
 Heather Long Main Office Secretary
 Berenice Medina.....K-5 Multilingual Teacher
 Edwin Medina MS/HS Intervention/Art
 Stacy Mitchell 3rd Grade
 Susan Morris Counselor
 Lanae Nelson-Gardenton Paraeducator
 Tammi O'Brian. Elem.Spec./HS Bus. Ed
 Nely Pina.....Paraprofessional

Marilyn Kamphaus Main Office Secretary
 Robin Kirkpatrick 1st Grade
 Laura Potts Elementary/MS PE
 Britney Quezada District Office Secretary
 Laura Ramirez.....5th Grade
 Greg Renggli HS Spanish & ML Teacher
 Rachel Rice Kindergarten
 Robin Richter.....Business Manager
 Summer Rider 1st Grade
 Sheena Robinson Kitchen
 David Rowley Music
 Dave Sanford Custodian/Grounds
 Mandy Sanford HS Social Studies/Civics
 Janine Schmoll.....4th/5th Grade
 Lee Southard.....MS ELA/Social Studies
 Madelinn Southard Counseling Assistant
 Evan Spitler HS English
 Tari Stonsipher K-5 Reading Intervention
 Laauren Tewell MS Science/STEM
 Lisa Thompson Assistant Cook
Paraeducator
 Diana Verduzco.....Paraeducator
 Irma Verduzco Main Office Secretary
 Jamie Vinson.....Paraeducator
 Greg Whitmore Superintendent
 Kari Williams Head Cook
 T.J. Wolsborn.....HS Math



Contracted Services

Shana Anders Physical Therapist
Shelby Borhman Psychologist
Nadya Bush.....Multilingual Director
Emily Bushouse Behavior Specialist
Josiah Crouch Desktop Technician

Linda Dezellem.....Career & Tech Ed Director
Alyssa Gonzalez Speech Therapist
Cathy Mullin Speech Therapist Assistant
Carrie Reece.....Teacher of the Deaf
Brian Wilgus.....Occupational Therapist

School Resource Officers

Alex Bushy.....Chelan Co.
Jacob Lewis.....K9 Unit
Nigel Hunter.....Chelan Co.

Major Administrative Responsibilities

Superintendent—Greg Whitmore

1. Lead and manage school district.
2. Administration of all school board policies
3. Serve as School Board Secretary
4. Review School Improvement Plan annually.
5. Assures board meetings meet the requirements of law.
6. Directly accountable to School board.
7. Recommends comprehensive planning process for student achievement.
8. Supervision of instructional programs.
9. Management of district personnel, food service, transportation and custodial.
10. Develops rules and procedures necessary to implement the Board's policies.
11. Legal phone calls and meetings.
12. Attend regional superintendent meetings.
13. Communicate weekly with School Board.



14. Attend weekly Health Department meetings.
15. Coordinate meeting with administrative team.
16. Attend negotiation meetings with Business Manager as needed.

Principal—Tracie Husted

1. Fully responsible for the administration of the school.
2. Builds master schedule.
3. Observes and evaluates teachers and report staff performance to School Board (January).
4. Interprets school board policy to staff, students, and parents.
5. Organizes and supervises faculty committees.
6. Directs curricular programs and staff scheduling.
7. Discipline Oversight of Pre-Kindergarten-12th grade students.
8. Formulates and submits building and ASB budgets to superintendent.
9. Gives final approval on student schedule conflicts.
10. Gives final approval for all ASB and District requisitions.
11. Approves all communications to parents and patrons.
12. Approves all time off requests in Red Rover for teachers, paraeducators, and school secretaries.
13. Oversee Federal Program Directors and Directs Title I/LAP Programs.
14. Oversee implementation of district PBIS program.
15. Assists Leadership Team with review and implementation of the School Improvement Plan.
16. Reports Restraint and Isolation incidents to the School Board (June).
17. Supervises all equipment, supplies, and book inventories.



18. Supervises all graduation activities w/Senior Advisors and ASB Coordinators.
19. Coordinates classroom equipment and furniture needs.
20. Coordinates all student recognition, departmental awards, and PBIS rewards.
21. Coordinates all custodian and maintenance needs.

Athletic Director—Kellen Drake

1. Administers the program of extra-curricular sports activities for the school, including interscholastic programs, grades 7-12.
2. Assumes responsibility for the athletic portion of the ASB budget.
3. Supervises and manages extracurricular events.
4. Represents the Entiat School District on or at various North Central B League, District 6 and WIAA committees/meetings.
5. Maintains inventories of all activities.
6. Organizes, supervises, and evaluates all interscholastic programs and staff.
7. Assists with the publicity of extracurricular activities.
8. Directs the selection of extracurricular staff.
9. Assists with the supervision of student activities.

Dean of Students— Bill Edwardson

1. Monitor students' academic progress, attendance, and behavior issues in coordination with principal, counselor, and other district staff.
2. Consult/meet with parents and staff regarding academic, attendance or behavior issues/concerns as needed.
3. Monitor Community Service hour requirements for graduation.



4. Coordinate and monitor scholarship programs and communicate with students.
5. Coordinate (Senior) College Parent Night (FAFSA), 11th/12th grade classroom presentations (both in the fall), and Running Start Parent/Student annual presentation (spring).
6. Organize Senior Awards Ceremony (spring).
7. Serve as contact for college and military recruiters.
8. Assist students with academic and career planning, including college planning, Running Start Program, Wenatchee Valley Technical Skills Center, Skill Source, and others.
9. Assist with the development of class schedules.
10. Assist principal with student behavior management and administration of discipline.
11. Assist with ongoing implementation of High School and Beyond Plan.
12. Assist with WARNS assessment for unexcused absences.
13. Facilitate implementation of the district positive behavior interventions supports (PBIS) program and serve as PBIS Building Coach.
14. Facilitate student intervention team process and coordinate execution of assistance plans.
15. Supervise after school detention and Saturday school during the school year.
16. Assume responsibility for school administration/operations in the absence of other administrators.
17. Work closely with school secretaries before and after the school year to ensure that schedules, forms, new students are ready for start of school and all reports and filing are complete at the end of the school year.
18. Serve as the District Title IX officer.
19. Attend/participate in all required staff meetings and other activities deemed necessary by the District, i.e., Community Engagement



Committee and Truancy Hearings, in order to accomplish the objectives of the position and for professional development.

20. Maintain punctuality and consistent attendance.

21. Other duties as assigned.

District Assessment Coordinator— Bill Edwardson

1. Administers ASVAB, and state assessments.
2. Coordinates testing and interpretation with parents and students.
3. Oversees district assessment program and collaborates with elementary and middle/high school testing coordinators to administer district assessments.
4. Develops and publishes district testing schedule for all assessments: Smarter Balanced, End-of Course Tests, ASVAB, NWEA, DIBELS, iReady, WA-Kids, Dyslexia Screening, and Cog-AT.
5. Coordinates with secretaries to ensure students are rostered into testing systems.
6. Coordinates locations and other logistics for testing administration, per schedule.
7. Provides training and guidance for proctors on testing protocols, security, and accommodations.
8. Maintains inventory of tests and is responsible for mailing out written test materials.
9. Responsible for accuracy of all data during the pre-identification process through the data reconciliation process. Coordinates with District CEDARS Manager to troubleshoot and resolve student data issues.
10. Coordinate distribution of test results to families.
11. Perform assessment data analysis.
12. Apprises principal and counselor of impact of test results on students meeting/not meeting graduation requirements.



13. Utilizes various OSPI applications (EDS, WAMS, TIDE) to accomplish test administration.

14. Other duties related to student learning assessments.

Counselor— Susan Morris

1. Organize and deliver a comprehensive counseling program, focusing on the social and emotional development of students in all grades.
2. Provide developmentally appropriate direct instruction in a variety of settings for students in all grades, covering topics which may include suicide awareness, bullying prevention, social skills development, etc.
3. Collaborate with other staff members in arranging support services for students.
4. Consult with and provide training to teachers, parents, and staff regarding needs of students.
5. Refer children with specific concerns to special programs, specialist, and outside agencies (in consultation with parents); consult and coordinate with district and community specialists, such as the school nurse, administrators, psychologists, service agencies and physicians.
6. Provide short-term individual and group counseling/support.
7. Organize special programs for students in need (Christmas donations).
8. Administer WARNS assessments for unexcused absences.
9. Participate in the Care Team process and serve as a member of the Leadership Team.
10. Participate in student intervention team process and coordinate execution of assistance plans.



11. Lead in District's Community Engagement Committee and attend Truancy Hearings on behalf of the district.
12. Liaison with Child Protective Services and other social service agencies.
13. Serve as PBIS Building Coach.
14. Serve as the McKinny-Vento Homeless Liaison.
15. Serve as Section 504 Coordinator, managing the development and monitoring of student 504 plans.
16. Coordinate implementation and services of Telehealth on behalf of students,
17. Attend/participate in all required staff meetings and other activities deemed necessary by the district, in order to accomplish the objectives of the position and for professional development.
18. Other duties related to students' needs.



Schedules

Regular Schedule	Early Release
8:15 am - 3:00 pm	8:15 am – 12:45 pm
<u>Pre-K</u> AM: 8:15-10:45 PM: 12:45-3:00	<u>Pre-K</u> No School
<u>Primary (K-1)</u> Lunch: 10:30-10:50 Recess: 10:50-11:05	<u>Primary (K-1)</u> Lunch: 10:45-11:05 Recess: 11:05-11:20
<u>Primary #2 (2-3)</u> Lunch: 11:10-11:30 Recess: 11:30-11:45	<u>Primary #2 (2-3)</u> Lunch: 11:25-11:45 Recess: 11:45-12:00
<u>Intermediate (3-5)</u> Lunch: 10:50-11:10 Recess: 11:10-11:25	<u>Intermediate (3-5)</u> Lunch: 11:05-11:25 Recess: 11:25-11:40
<u>MS/HS</u> 1 st period: 8:15-9:07 2 nd period: 9:11-10:03 3 rd period: 10:07-10:59 4 th period: 11:04-11:56 5 th period: 12:00-12:35 (Advisory) Lunch: 12:35-1:10 6 th period: 1:14-2:06 7 th period: 2:10-3:00	<u>MS/HS</u> 1 st period: 8:15-8:50 2 nd period: 8:54-9:29 3 rd period: 9:33-10:08 4 th period: 10:11-10:46 6 th period: 10:50-11:25 7 th period: 11:29-12:04 Lunch: 12:04-12:39



Advisory

Middle School/High School Advisory Expectations

- One day:
 - SEL
 - Intervention Support
- Flex Days:
 - HS and Beyond Plan
 - Grade Checks and Progress Report to Students/Parents

Collaboration

Tuesday Collaboration takes place each week starting at 3:15 pm to 4:00 pm. Everyone is expected to participate unless approval has been given beforehand by the principal or superintendent. Collaborations will be utilized to meet as grade-levels teams or whole staff, as well as data review and participate in professional development. Teams that meet during collaboration will be asked to consider the following questions their planning:

Questions to Ponder

- *What is it we want our students to learn? (Essential Standards)*
- What are the knowledge, skills, and dispositions we expect each student to acquire as a result of each unit we teach?
- *How will we know if our students are learning? (Assessments)*
- What evidence will we gather and consider collectively to monitor the learning of each of our students?
- *How will our team and our school respond when students don't learn? (Interventions)*
- Do we have a process in place that ensures students are provided with additional time and support for learning in a timely, directive



and systematic way that does not deprive students of access to new, direct instruction?

- *How will we enrich and extend the learning for students who have demonstrated proficiency? (Extensions)*



Section 2

Emergency Procedures

School Delay and Closure

Emergency Response Plan

District-Wide Map



School Delay and Closure

When, in the opinion of the administration, conditions exist that warrant school closure, delay or early dismissal, the district will record an alert message on the school voicemail system and use the automated phone call system, Skyward Email, and Remind to notify staff & parents.

School Closure will occur when conditions are so severe that it is not in the best interest of any students to be in school attendance. Parents will be notified by radio (560AM, 102.1FM KPQ and 93.5FM KOZI), and informational messages will be left on 784-1800 phone line. Information will also be posted at www.entiatchools.org by 6:30 am when possible.

Delayed Opening situations may occur which will delay school opening two hours (start time of 10:15) If your students' bus does not arrive within fifteen minutes of its regular time, please tune to KPQ or KOZI for information concerning the delayed opening. Morning Preschool will be cancelled, and breakfast will not be served.

Students who arrive at school because they did not hear the closure or delay information are asked to go to the high school office.

Early Dismissal situations may occur in which school would be released at an earlier time. Before releasing students, we would attempt to contact parents and notify radio stations (KPQ and KOZI). Normal bus take-home routes would be in effect. If the driver determines there to be no adult supervision at home, the student will be returned to school and kept safe under adult supervision until the guardian arrives.

Staff procedures

Closure

The bus dispatcher will survey the road conditions and notify the Principal of a potentially hazardous condition. If the Principal agrees to close or delay opening, he/she will activate the district's phone tree and school employees will be informed of work reporting requirements.

Delay

All staff should report to school as close to the normal starting time as possible; safety permitting.

Responsibilities

- Bus dispatcher will evaluate road conditions and contact Superintendent with recommendations
- Superintendent will contact Principal and decision will be made
- Superintendent will contact Principal to activate phone tree
- Superintendent contacts media



- District office staff updates district phone message; Bus dispatcher updates bus garage phone message
- Website manager will post updated information to school website
- Main Office Secretaries will send out Auto Voice messages, Skyward Email & Remind messages

Emergency Response Plan

Entiat School District has a comprehensive emergency response plan. Copies are available in the district office and principal's office. Following is a summary of the procedures in place for various emergencies.

EVACUATION

1. Alarm signals all-building evacuation.
2. Teachers shall organize students for departure.
 - Take Smart Pack (contains Red/Green Card and supplies) and grade book/class roster.
 - Students may not go to lockers.
 - Leave the building via your standard exit or the closest and safest exit
 - Line up in the evacuation assembly area.
 - Conduct a roll call and display Red/Green Card towards Evacuation Team Leader.
 - When signaled to re-enter school, account for all students when back in classroom.
 - Check room and report anything out of the ordinary to the Principal and debrief the students.
3. Staff w/ students from special classes will reunite them with their teachers, then report to the Evacuation Team Leader for assignment.
4. Staff without students report to the Evacuation Team Leader for assignment.

FIRE

1. If you discover smoke or fire, pull fire alarm as you leave the building.
2. Use standard evacuation procedure for any fire or suspected fire.
3. Leave room lights on.
4. Close classroom door as you leave. Do not lock the door!

MEDICAL EMERGENCY

If a serious medical emergency exists (serious injury of illness), the following procedures should be used:

1. Assess the situation by examining the patient. Check for medical tabs.
2. Render emergency first aid, if trained. If not trained, find someone who is. Do not move the victim unless he/she is in a life-threatening environment.
3. Call 911 and request an ambulance. Notify the building administrator.



4. Obtain necessary patient information by checking the emergency card on file in the office for the student.

LOCKDOWN

When an interior threat is discovered, a building Lockdown will be ordered. Other district buildings may secure their building perimeters if appropriate.

1. Lock all interior room doors. Do not open for anyone and ignore any fire alarms as they may be false signals.
2. Students outside of class shall immediately return to their rooms. If they are far away, they should enter the closest room and the student's teacher will be notified ASAP.
3. Students under threat or outside: leave campus, take shelter and notify the district office.
4. Close, lock and cover all interior windows and glass panels.
5. Do not obstruct exterior windows.
6. Move everyone away from interior doors and windows.
7. Turn off lights and keep quiet. Teacher cell on vibrate only, everyone else turn off their cells.
8. Don't open any doors, for any reason, for anyone.
9. Lockdown concluded when police or principal enters the room; follow their directions.
10. Upon lockdown conclusion a roll call will be performed by each instructor with students.

SHELTER IN PLACE

1. When alerted, anyone outside will return immediately to their interior classroom.
2. Teachers will close and lock all exterior door(s) and window(s).
3. Teachers take their Evacuation material and proceed, with their class, to the gym.
4. Upon arrival, teachers will take attendance using the Red/Green Card, similar to Evacuations.
5. Everyone must follow the directions of the Evacuation Team Leader.
6. Maintain a calm atmosphere.
7. Provide for the emotional needs of the students.
8. Teams will shut off air exchanges and seal exterior doors and operable windows.
9. Do not open exterior doors, for any reason, until the all clear is given.

EARTHQUAKE

1. **DROP** to the floor.
2. **COVER**. Take cover under a sturdy piece of furniture-- against a load bearing wall is best. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
3. **HOLD** on to a sturdy object and be prepared to move with it. Hold until the ground stops shaking and it is safe to move.



4. ***EVACUATE*** when the shaking stops. Leave the building via the closest safest exit and enter Evacuation Mode.



BOMB THREAT

1. May be delivered in writing, in person, over the telephone, or through a second party.
2. Notify the Principal immediately. He/She will call 911.
3. Principal activates the building Crisis Team and notifies the Superintendent.
4. Principal notifies the Superintendent.
5. Follow standard evacuation procedures unless told otherwise.
6. If you see something suspicious REPORT IT--DON'T TOUCH IT.
7. Re-occupy buildings only when clearance is given by the Evacuation Team Leader.

CAMPUS INTRUDER

1. When confronting an intruder who is greatly agitated, take another staff member with you. Ask another staff member not involved to inform the building administrator, who will call 911.
2. Make contact with the intruder, after determining who will initiate contact and who will be back up person.
3. Attempt to find out the purpose if the intruder's presence on campus, and whether the intruder is interested in a particular student or the school in general. Assess the level of danger.
4. Attempt to direct the intruder away from staff and/or students. Use casual conversation or body language to direct the situation.
5. If the intruder refuses to cooperate, do not take action that will escalate the situation. Withdraw from the situation and observe intruder from a safe distance.
6. If intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. Back away slowly and leave the area with both hand and palms facing the intruder.
7. If the intruder tells you to stop, do as instructed, but continue to assure him/her that there is no need for force.
8. Take all possible precautions to isolate the suspect from the students and/or staff. If necessary, contact the office and implement lock-down.
9. If intruder leaves campus, get description of person (height, clothing, etc.) and/or vehicle, including license number and state.



Section 3

Health and Safety

Student and Staff Safety

MSDS Binder

Policy 5201: Drug-Free
Schools, Community, and
Workplace

Homeless Awareness



IN CASE OF SERIOUS INJURY, CALL 911 FIRST!!

Student and Staff Safety

Safety Committee

It is our goal at Entiat School District to provide a safe and healthy work/learning environment. We have a safety committee that evaluates safety and health issues within our district. Members of the safety committee include the superintendent, principal, lead maintenance person, and elected staff members. Elected employees serve a one-year term. Meetings are held quarterly, and the minutes are posted on the safety bulletin boards (see below).

Staff Safety

Safety bulletin boards are in the District Office, outside the Work Room, Bus Garage, and both Staff Lounges. Forms for reporting hazards or making a safety suggestion are on these bulletin boards and the school district website.

Parking Lot Safety: Although the district attempts to keep parking lots clear of snow and ice, conditions can still be slippery at times. “Yak-Trax” are available for all employees in the district office. Employees who have any outdoors duties are especially encouraged to use the Yak-Trax during inclement weather. Since the parking lots are not considered to be part of the work location unless you actually work in the parking lot, an injury sustained in the parking lot before or after work would not be considered work-related or eligible for L&I coverage.

Student Safety

Student Accidents

If you are at the scene of an accident, either provide or assure that the student is provided with appropriate first aid care. Many of our staff members are certified first aid providers. The list includes all bus drivers, all coaches, and of course, Jim Brooks and Paula Grieb.

Notify the appropriate office staff so that they may, if necessary, assist with the situation. Office staff will also help notify parents and determine if additional care is needed.

Once the student has been cared for, parents notified, etc., the staff member who witnessed the accident or was first at the scene must complete a student accident report form. This form is available from either of the school offices. The form should be completed in as much detail as possible and given to the school secretary.



Accident report forms are reviewed by the principal and the district safety committee and filed for future reference, if needed.

MSDS Binder

In another world of work (Department of Labor and Industries) there are regulations that mandate that chemicals and compounds used in the workplace must have an accompanying document that describes each chemical or compound, its health risks, and exposure treatment. These documents are called **Material Safety Data Sheets (MSDS)**. Manufacturers must produce an MSDS sheet for every chemical or compound they sell.

This makes sense when you think about it. If a custodian spilled the concentrate of a strong cleaning compound on him or herself, it would be essential to have access to a document that describes the appropriate first aid and extended medical responses to the exposure.

Employers, including the Entiat School District, are required to compile a binder of MSDS and to keep that binder in a prominent place where it can be readily accessed. Over the past year or more the district safety committee, along with several of our district support staff members have developed our MSDS notebook.

Here is what you need to know as a staff member. The complete MSDS binder (clearly labeled on the spine) is kept in the top left hand cupboard of the shelf immediately behind the district office secretary's desk in the district office. The cupboard door is labeled "MSDS BINDER".

Additional partial binders with information specific to the chemicals in those areas are kept in the high school science lab, the custodial closets, the kitchen, and the bus garage.

Staff members will receive periodic reminders of the purpose and location of the MSDS binder so that you will always know where it is if you need to access it or if you are asked about it.

IN CASE OF SERIOUS INJURY, CALL 911 FIRST!!



Drug-Free Schools, Community, and Workplace

(Policy 5201)

The board is obligated to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high-quality performance for the students the staff serves.

“Workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. 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 district which could also include work on a federal grant.

For these purposes, the board declares that the following behaviors will not be tolerated:

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

Any staff member who is taking a drug or medication 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. The supervisor, with the district office, will determine if the staff member can remain at work and if any work restrictions will be necessary.

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



Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, 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 school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as the district deems appropriate.



Section 4

Human Resources

Rights and Responsibilities

Benefits

Annual Training

Payroll

Employee Representation

Evaluations

Note: All forms mentioned are posted on the district website at entiatschools.org

Rights and Responsibilities



Nondiscrimination (Policy 5010)

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, national origin(including language), sex, sexual orientation including gender expression or identity, marital status, creed, religion, age, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The board shall designate a staff member to serve as Affirmative Action/Title IX Compliance Officer.

Fingerprint Requirements

In June of 1992, a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, at the Entiat School District all new employees must be fingerprinted. Only if an employee has been fingerprinted for a **school district within the last 2 years** would an employee be exempt from this requirement.

The Fingerprint Process

The background check requires that a new employee schedule an appointment at the North Central Educational Service District (NCESD) to be fingerprinted there. The HR/Payroll Officer will provide new employees who need to be fingerprinted with a letter authorizing the NCESD to invoice the school district for the fingerprinting fee. The fingerprints will be processed by the Washington State Patrol Identification and Criminal History Section and the Federal Bureau of Investigation. This clearance could take up to 4-6 weeks. Results of the background check will be uploaded to a database maintained by OSPI, which the HR/Payroll Officer will check for clearance status of the new employees.

Failure to be fingerprinted will result in dismissal. Results from fingerprint background checks will be kept confidential. Action taken against the employment of an individual who has had a fingerprint background check showing reason for dismissal will be kept within the law's guidelines.

*REF: RCW 28A.400, RCW 28A410.090
RCW 43.43.830 through 43.43.838, 10.97.030, 10.97.050
RCW 28A.400.320, RCW 28A.400340
RCW 28A.645, RCW 28A.405*



Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the state board of education. Sexual misconduct definitions are found in WAC 180-87-080.

Annual Training

Identification of Homeless Students

It is not always easily apparent when students are homeless. Therefore, all staff members are strongly encouraged annually to view the training video "Homeless with Homework: An Introduction to Homeless Education" on OSPI's website:

<http://www.k12.wa.us/HomelessEd/default.aspx>.

Benefits

Workers' Compensation

Entiat School District employees are covered for work-related injuries/illnesses through the NCW Workers' Compensation Trust Cooperative, rather than directly through the Dept. of Labor and Industries. An employee who is injured on the job must notify his/her supervisor regarding the injury. The supervisor will file a Supervisor Accident Investigation Report (on website) with the District Office. If the injured employee chooses to seek medical attention as a result of the injury, he/she must contact the District Office and complete a workers' comp claim form (SIF2 report). The employee must also obtain a Provider's Initial Report form for the medical provider to complete in order for medical bills to be paid. If an employee misses time away from work, accrued sick leave can be used. NCW Workers' Comp Trust will compensate a percentage of employees' time-loss starting after 3 days of absence. Each employee pays a small portion of the premium for workers' compensation insurance.

All in-district accident reports are confidentially reviewed by the district Safety Committee in order to avoid any possible future employee accidents.



Insurance Benefits: Medical, Dental, Vision, Life, Disability

Certificated Staff:

All employees who work half-time or more will be offered medical, dental, vision, life and disability insurance for themselves and their families through the School Employees Benefit Board (SEBB) administered by the state Health Care Authority (HCA). **Any changes to benefits can be made upon employment, during open enrollment November 1-30 of each year, or in any month within 60 days of a qualifying event, if an employee's status or family changes.** The health insurance plan runs on a calendar year basis.

All employees (half-time or more) will have dental coverage for themselves and their family and a \$35,000 group term life insurance policy at no cost. Additionally, they have the option of selecting medical coverage from the plans offered by the district, disability, cancer and other types of coverage. The employee will pay their portion of the premium through payroll deduction.

Washington State Department of Retirement Systems (DRS)

For employees in eligible positions, participation in the retirement program is required. To be eligible, you must work a minimum of 70 hours per month in at least 5 months of the year. The employee, as well as the district, makes contributions to DRS each pay period. Contributions are calculated on employee gross wages based on Plan Choice and are deducted on a pre-tax basis from the paycheck. For more information, visit www.drs.wa.gov.

403(b) Tax-Sheltered Annuities

The District offers a 403(b) Tax Sheltered Annuity Account Plan, which is a retirement savings plan to which you may make pre-tax contributions via payroll deduction (separate from your DRS state retirement). For information about the Plan, please visit tsacg.com on the web, following these instructions:

- Select “Plan Sponsor Pages” at the top right
- Select our state
- Select Entiat School District 127

This page includes a list of participating investment providers and 403(b) investment products, forms, and helpful links.

457 Deferred Compensation Plan

The Washington State Deferred Compensation Program (DCP) is a supplemental retirement savings program (an IRC Section 457 plan) that offers you the opportunity to invest money



toward securing the retirement you envision, via a pre-tax payroll deduction. For more information, please visit www.drs.wa.gov on the web, then click on 'Deferred Compensation Program' on the upper right.

Family Medical Leave Act (FMLA)

Federal law (FMLA) guarantees eligible employees of the Entiat School district up to twelve (12) weeks of unpaid (or paid), job-protected leave for specific reasons. It also allows eligible employees to maintain their health benefits during this type of leave. The District will continue to pay its portion of the health insurance premiums during the leave period. More information on FMLA is provided in each bargaining unit's agreement with the District, both of which are found on the district website, www.entiatchools.org.

Section 125 Flexible Benefit Plan

Section 125 was added to the Internal Revenue Code (IRC) in 1978. A Section 125 Plan is not a typical employee benefit plan. It does not provide benefits directly to employees – rather it is a program that allows employees to select benefits under other plans and to pay for or fund those benefits with untaxed income dollars through payroll deduction.

The District's Flexible Benefit Plan allows the district to deduct from paychecks the premiums for health insurance, contributions to a flex spending account (FSA) for medical expense reimbursement, and/or contributions to a dependent daycare expense reimbursement account (DCAP) *prior* to calculating payroll taxes on earnings, thereby lowering the taxes withheld on your paycheck. The Plan is administered by the American Fidelity Assurance Company (AFA). The Plan year for the FSA and DCAP accounts runs Feb 1-Jan 31. The Plan years for health insurance premiums coincide with the respective health plan years.

For more information on the Flexible Benefit Plan, please see the Business Manager.

VEBA Plan

The **VEBA Plan** is a health reimbursement arrangement (HRA) designed exclusively for public employees in Washington. The VEBA Plan is offered by a multiple employer non-profit trust called VEBA Trust, which was formed in 1984 and is a voluntary employees' beneficiary association (VEBA) authorized under Internal Revenue Code § 501(c)(9).

A health reimbursement arrangement (HRA) is an account you can use to reimburse your qualified out-of-pocket healthcare costs as defined by the IRS. Common qualified expenses include co-pays, deductibles, prescription drugs, retiree insurance premiums, etc. An HRA is not an insurance plan, and you do not pay a premium. **Your account is funded with**



contributions from your employer when you cash out accrued sick leave at retirement or, if you qualify, when you cash out sick leave annually.

Employer contributions, investment earnings, and withdrawals (claims) are tax-free. Contribution amounts will not be included on Form W-2 from your employer, and you will not receive a Form 1099 for earnings or withdrawals (claims).

For more information, visit www.veba.org on the web.

Payroll

Payroll Deadline

All documents relating to payroll processing are due to the payroll office by the 15th of each month to be included in that month's payroll process. Examples of payroll documents included, but are not limited to: dues authorizations, updated W-4 form, direct deposit change, and timesheets.

Absences

All employees are required to record all absences in the Red Rover absent management system, whether a substitute is needed or not.

It is your responsibility to have substitute notes available at all times. Our substitutes greatly appreciate it.

Make sure you label why you're going to be absent. In the comment section, be specific. Your choices will be:

- Sick Leave
- Personal Leave
- Professional Development*
- School Related*
- Unpaid (Requires supervisor approval)
- Bereavement Leave

** Requires additional information entered under **Administrator Notes** describing the school-related event or workshop you're attending. Please be specific regarding the name of the workshop, field trip, etc.*

If you have any questions about Red Rover Substitute needs, please see Heather Long in the Main Office.



Teacher Prep Period

If you are asked to cover another teacher's class during your preparation period, you are entitled to compensation in the amount of your per diem rate. Please complete a Teacher Prep Time Reimbursement Form (on website) for loss of prep period and return to the district office.

Sunshine Fund

In 1995, staff members decided to establish a Sunshine Fund. This fund is used to purchase flowers and cards, etc. for those who are ill or who experience a death in the family. It is also used for costs incurred for the end of the year picnic or retirement party. The annual enrollment form is handed out every October. This is a voluntary monthly contribution, and those who chose to contribute will have the amount deducted from their paychecks.

Pay

All employees will be paid the last weekday of each month. If you opt to receive a paper check, it will be mailed to you unless you notify the payroll office by the 20th of the month that you would like to pick it up.

Contracted regular time is paid over 12 months for all District employees.

Any EXTRA time worked by a classified employee in a given month, beyond the contracted amount, will be paid in the paycheck the following month. Example: you work 3 hours extra to help cover an absence in May. Those three hours would be paid on your June paycheck.

Direct Deposit

Collective bargaining agreements stipulate that all employees shall take advantage of direct deposit to your bank account. You will need to complete a Direct Deposit Authorization form and turn into the payroll department by the 5th of the month. There is a one month waiting period during which you will still receive a paper check.

Employee Access

Employee access gives you the ability to view your personnel and payroll information online such as: W-2 info, address, pay history and time off. Please contact the district office if you would like this ability.



Name, Telephone and Address

Please keep the district office informed of any name, address, personal email or telephone number changes.

Employee Representation

The majority of employees of the Entiat School District fall within one of two collective bargaining groups:

Entiat Education Association, (EEA, part of Washington Education Association)

This association represents all non-supervisory certificated employees such as teachers and the dean of students. The EEA Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new non-supervisory certificated employees will be contacted for membership. There will be a monthly payroll deduction for union dues. A copy of the EEA collective bargaining agreement can be found on the district website www.entiatchools.org.

Entiat Education Association President: TJ Wolsborn

Public School Employees of Entiat School District,

(PSE, part of Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: Transportation, Custodial, Maintenance, Secretarial-Clerical, Para-Educators, School Nurse, Brailist/Sign Language Interpreter and Food Service. The PSE Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership. There will be a monthly payroll deduction for union dues. A copy of the PSE collective bargaining agreement can be found on the district website www.entiatchools.org.

Entiat Chapter PSE President: Marilyn Kamphaus

PSE Field Representative:

Non-union (exempt) employees of the Entiat School District are not represented by a union.

Positions in this category include Business Manager, District Secretary, HR/Payroll Officer, Maintenance/Custodial/Grounds Supervisor, and Transportation Supervisor. (Superintendent, Principal, Gear Up)



Evaluations

Information on the evaluation process can be found in Section 7 of this handbook.



Section 5

Extracurricular

Clubs and Organizations

Interscholastic Athletics

- Academic Requirements
- Activities Code

Sporting Events



Clubs and Organizations

Classes:

Seniors	Kellen Drake & Mandy Sanford
Juniors	Tammi O'Brian
Sophomores	Shawnee Gibson & T.J. Wolsborn
Freshmen	Dave Rowley & Evan Spitler
8 th Grade	Wendi Crutcher
7 th Grade	Kevin Jones & Laauren Tewell
6 th Grade	Laura Potts & Lee Southard

Clubs and Organizations:

ASB	Bill Edwardson, Tracie Husted
Band	Dave Rowley

Interscholastic Athletics:

HS Basketball– Boys	Kellen Drake, Edwin Medina
MS Basketball– Boys	Lee Southard, Laura Potts
HS Basketball– Girls	Heather Long, Sheena Robinson
MS Basketball– Girls	Laura Potts, Ray Jones
HS Football	Brian Bailey, Edwin Medina
MS Football	Lee Southard, Kevin Arnold
Tennis	Lee Southard, Mandy Sanford
HS Track & Field	Erika Ward, Tony Powers
MS Track & Field	TBD,
HS Volleyball	TJ Wolsborn & Wendi Crutcher
MS Volleyball	Laura Potts, Cheyenne Holaday
Soccer	



Interscholastic Athletics (Kellen & Heather)

Academic Requirements:

Students who participate in activities/athletics are encouraged and expected to develop their academic potential. Other than the minimum requirement outlined below, the coaching staff and administration are committed to creating an environment that fosters academic success for students regardless of their ability level.

1. Minimum academic requirement: Student-athletes must be passing ALL classes in order to participate in extracurricular contests.

2. Grade Checks:

- The athletic director/athletic secretary will run a grade check through Skyward every Monday morning.
- A list of students with 1 or more “F’s” will be forwarded to teachers and coaches.
- The athletic director will add the student to FinalForms which will automatically send a notice to the student, parents and coaches.
- Staff and coaches will inform the students of insufficient grades and implement interventions/assistance for students to improve his/her grades.
- Students that are still failing the class(es) will be considered ineligible on Friday morning.
 - Ineligible students may and should still practice.
 - Ineligible students are not allowed to participate in contests.
 - Ineligible students will not travel to away contests.

Students become eligible as soon as they have brought their failing grade up to passing.

Activities Code:

As a student of the Entiat School District you have the opportunity to represent your school, your community, your team, your parents, and yourself by your participation in an extracurricular activity sponsored by the Entiat School District. Involvement in these activities is considered a privilege and not a right. It is necessary that high standards be maintained in academics, citizenship, sportsmanship, loyalty, and student conduct both in and outside the school setting. Students and parents must sign this form before your participation in this activity begins.

One major purpose for offering activities/athletics program is to assist students in developing value systems that encourage self-discipline and personal responsibility. This document describes expectations, guidelines and procedures governing students who participate in



activities/athletics provided by the Entiat School District ***A Student is governed by the athletic code beginning when he/she first participates in interscholastic athletics in the Entiat School District. Athletes in grades 6-12 are expected to abide by the provisions of the athletic code for the entire calendar year.***

ALCOHOL, TOBACCO, VAPING AND DRUG POLICY

The possession, distribution or use of any tobacco products, alcohol or controlled substance of any kind by a student athlete, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth below. This policy includes drug paraphernalia and all nicotine and any other substances used with electronic cigarettes or any other vaping substances and devices. Additionally, being in the same vehicle, house, location or party where alcohol/drugs are known to be in illegal possession by minors or willingly remaining in a location where alcohol/drugs are being illegally consumed will result in the same penalties set forth below.

It is the responsibility of the student-athlete to remove him/herself from the presence of these illegal activities as soon as reasonably possible after he/she becomes aware these activities are taking place. The student athlete must then inform the Athletic Director the next school day of the situation or they will be subject to the penalties set forth below. If a student athlete violates the Alcohol, Tobacco, Vaping and Drug policy and self admits the first school day after the violation and prior to any investigation by Administration, the consequence for a 1st time offender will be reduced by an amount determined by the Principal. There is no reduction for self-admitting a second or third offense.



Violations for Alcohol, Tobacco, and Drug Policy are cumulative during a student's four years in high school.

Violations					
<p>Severe Misconduct: Dishonorable conduct that disgraces the name of the school will be reviewed by school administrators to determine the severity of the consequences. School policies and procedures will be referred to in determining consequences. Severe misconduct concerning behavior includes but is not limited to the following violations: theft, vandalism, malicious mischief, graffiti, immoral or indecent behavior, harassment, intimidation, bullying, bomb threats, or weapons. The general guidelines for forfeiture of athletic contests will follow those for violations of severe misconduct concerning alcohol/illegal drugs.</p>					
Severe Misconduct Concerning Alcohol/Tobacco/Illegal Drugs					
Category	Violation	1st Offense	2nd Offense	3rd Offense	
1	Tobacco/Vaping/E-Cigarettes Referral to Substance Abuse Counseling	10% of contests	25% of contests	**One calendar year suspension from all activities	
2	Possession or Consumption of Alcohol/Illegal Drugs Referral to Substance Abuse Counseling (This will include any MIP or MIC issued by law enforcement)	50% of contests; 25% with intervention	*The equivalent of one-sport season	**One calendar year suspension from all activities	
Category 2 Reductions	Self-Admit (student admits when questioned) Referral to Substance Abuse Counseling Self-Referral (self-report) Referral to Substance Abuse Counseling	30 % of contests 20 % of contests	*The equivalent of one-sport season	**One calendar year suspension from all activities	
3	Attendance at a Function where Alcohol/Drugs are being illegally used: Referral to Substance Abuse Counseling (There is not a violation under this category if a	10% of contests	*The equivalent of one-sport season	**One calendar year suspension from all activities	



	participant proves they left the illegal function immediately.				
4	Legend Drugs/ Steroids/ Controlled Substances*** (WIAA Rule 18.26.2) Referral to Substance Abuse Counseling	*The equivalent of one-sport season	**One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by Entiat School District	

Sporting Events

Staff members are encouraged to attend sporting events in support of our student athletes. Unless fulfilling a specific duty, staff members will be required to pay admission if admission is being charged.

Remember that students must be signed out by a parent before leaving an away sporting event. Students cannot leave with anyone other than a parent unless they have prior written approval from the principal.



Section 6

Forms & Procedures

Forms

Purchasing & Fundraising

Field Trips

Year-End

Facility Use

General

Phones/Office

PBIS/Discipline

Substitutes



Forms

It is important that you use the most current forms. Most forms are available on the school website. Those that aren't should be obtained from the appropriate secretary. Do not reuse an old form. The following forms are available on the district's website:

Staff Forms

- Accommodation Form
- ASB Purchase Order Request
- Children's Home Society Referral – *English and Spanish*
- Classroom Discipline Record Sheet
- Credit Approval Form
- Credit Reimbursement Form
- Direct Deposit Authorization
- Discipline Referral Form
- Expense Reimbursement Form
- Field Trip Request Form
- Hall Pass Template
- Intervention Log 1
- Intervention Log 1
- Letterhead– Entiat MS/HS
- Letterhead– Entiat School District
- Letterhead– Paul Rumburg Elem.
- Materials Requisition Form
- Observation Form, K-5
- Observation Form, 6-12
- Online Course Request
- Optional Days Form
- Optional Hours Form
- Personal Leave Cash Out- Certificated
- PBIS Request for Assistance Form
- Professional Development Workshop Request
- RTI Team Form
- SPED Referral Form
- Staff Key Usage Agreement
- Teacher Prep Time Reimbursement
- Teacher Workload Relief Request

Staff Safety Forms:

- Record of Hazard Observed Form
- Safety Suggestion/Concern Form
- Supervisor Accident/Investigation Report

Athletic Participation Forms:

- Available on Final Forms

Food Service Forms

- Free & Reduced Lunch Letter to Households—*Spanish & English*
- Free & Reduced Lunch Application —*Spanish & English*



Student/Parent Forms:

- Administration of Medication At School—*English and Spanish*
- Asthma Medication Authorization Form
- Certificated Application
- Classified Application
- Coaching Application
- Intent to Home School Form
- Non-Resident Choice (Online)
- Planned Absence Form
- Request Help from PTO
- School Supply List
- Student Computer Use Agreement—Pre-K through 4th Grade (Final Forms)
- Student Computer Use Agreement—5th through 12th Grade (Final Forms)
- Medical Information & Release for Field Trips (Final Forms)
- Volunteer WATCH Form

Purchasing

Purchases can be made from one of two funds:

ASB Fund

The ASB Fund purchasing and accounts payable are coordinated by the High School Secretary. An ASB Purchase Order Request must be filled out and signed *before* any purchase is made. The HS Secretary will submit the request to the ASB President and Principal for signature only if it has been signed by the advisor. Some examples of purchases that would be made from the ASB fund are:

- Yearbook expenses
- Pep Band expenses
- Class or Club Fundraising supplies
- Dance supplies
- Graduation supplies
- Extracurricular athletics supplies

General Fund

The General fund is used for expenses such as:

- Classroom supplies
- District supplies
- Workshop registration fees (*please see separate process for requesting attendance at a workshop*)
- Textbooks
- Software
- Hardware
- Furniture



The main workroom is stocked each year with paper clips, tape, butcher paper, pens, overhead markers, rubber bands, envelopes, notepads, whiteout, etc. Teachers are also allocated an amount annually to spend on classroom supplies (curriculum/textbooks are not included in this amount) that may not be stocked in the workroom. Some examples would be: crayons, construction paper, graph paper, scissors, glue, grade books, etc. Any other supplies, workshop registrations, curriculum, textbooks, or hardware must go through the requisition process.

Purchasing Process for Supplies and Services

There are three standard methods available for the acquisition of goods and services. Regardless of how the purchase is made, the first step is to complete a materials requisition form.

In order to submit a requisition form, you must determine if your purchase will be made out of one of two funds: ASB (Associated Student Body) Fund or the General Fund (see above for examples that help determine which fund).

The requisition is basically your request for approval to purchase something. Each fund has its own requisition form. The completed form should include:

- Vendor Name & Address, if known—if you have no preference, the Purchasing Dept. will search for the best vendor from which to purchase;
- Quantity and Description of Items, including what items are for (grade level, program, etc.);
- Price, Including Tax and Shipping if possible;
- ASB – the ASB account (club, class, sport) to which the expenditure should be charged;

All requisitions require the principal's signature (ASB requisitions require additional signatures). **No purchases will be made until all required signatures have been gathered. Please plan ahead.**

After the requisition is approved and signed, it is forwarded to the Fiscal Assistant in the District Office. The Fiscal Assistant will generate a Purchase Order, securing the necessary administrative approvals in the process. The purchase will then be accomplished in one of the following ways:

- 1) Purchase Order is provided to the requestor, who will place the order with vendor, or will purchase the item at a local store. Any confirmation information from placement of the order, or any receipt or invoice from a physical purchase, should be forwarded to the Fiscal Assistant.
- 2) Purchase will be made by the Fiscal Assistant.



- 3) If the purchase will be made at a vendor that does not accept purchase orders, the Fiscal Assistant may check out the District credit card to the requesting employee to make the purchase with the credit card for the items and pricing that was approved on the Purchase Order. Receipts from purchases must be returned with the credit card to the Fiscal Assistant.

All District purchases require a purchase order as evidence of the District's acceptance of the responsibility to pay. The District cannot be obligated for materials or services without a purchase order. Individuals who obligate the District without proper prior authorization may be held personally responsible for payment of such obligations.

Reimbursement for Supplies and Materials

Occasionally it is necessary for a staff member to make a purchase with his/her own money and then request reimbursement from the district. A requisition form must still be completed and approved before making such a purchase. In this case, no Purchase Order will be generated by the requisition form. Instead, after the requisition has been approved, employee should make the purchase and then submit an Expense Reimbursement Form, with receipts attached, to the principal. Without advance approval of the requisition, the District may not permit reimbursement to the staff member.

Requests to Attend Workshops/Conferences

A staff member who wishes to attend a workshop or conference should complete the "Professional Development/Workshop Request Form" and submit it to the principal. If the request is approved, the Fiscal Assistant will coordinate registration and travel arrangements with the staff member. As is indicated on the form, the District may approve some or all of the reimbursement requests associated with attendance at the workshop or conference.

Travel and Reimbursement

If you use your vehicle for school purposes, you may be reimbursed for your mileage (check website for current reimbursement rate).

In order to receive reimbursement for any other travel expenses like parking, ferry, and meals which will be reimbursed on overnight stays only, you must submit **itemized** receipts with your reimbursement form. A credit card receipt indicating only the total charge will not be accepted. We reimburse actual cost for meals, but we use the state per diem rates as a guideline for meal rates, based on location within the state.



An Expense Reimbursement Form with receipts attached must be completed and approved by the principal.

Travel and supply reimbursement checks are only processed on school board meeting days, which are the third Thursday in each month.

Staff members also have the option of checking out the district credit card to use for travel costs, thereby eliminating the need for reimbursement. (Lodging costs typically billed directly to the district).

Fundraising

To request permission for any fundraiser, please see the HS Secretary for the appropriate form at least five days before the fundraiser is to begin. If the form is not submitted in time, the request for the fundraiser will be denied. Fundraisers must be approved by the principal to ensure they comply with the law and do not compete with other fundraisers. **DO NOT ADVERTISE FUNDRAISERS WHICH HAVE NOT BEEN APPROVED.** New federal legislation limits the types of food that can be sold during school hours. A list of approved foods is available at <http://www.health.ri.gov/healthyweight/about/approvedschoolfoods/>.

Field Trips

Field trip request forms can be picked up in the district office or found on the website. You must complete your paperwork at least two weeks prior to the field trip and return it to the district office secretary. She will determine if the trip can be accommodated by the transportation department, and if so, she will forward the request to the principal for approval. Once the principal has approved the request, the secretary will provide you with a copy of the approval, and a parent permission slip for you to distribute and collect. Only parents who have been cleared through WATCH may chaperone field trips (see below for clearing volunteers). An updated copy of cleared parents is kept in the district office in the shared drive under “Volunteers,” and Volunteer WATCH forms are available on the school website. A few days before the field trip, teachers should send a list of students to the nurse, their school secretary, and the district office secretary. The nurse will arrange for any student medications that need to be taken. The school secretary will provide copies of all students’ medical information/release forms. Teachers should keep these forms with them for the duration of the field trip. **After the field trip, please turn in all the permission slips and parent notes to the district office secretary.**

Reference School Board Policy No. 2320 for complete details.

Volunteers (including parents)



Volunteers are vital contributors to our students' education. All volunteers/parents (including adults volunteering to chaperone on a field trip) must complete a Disclosure Form and receive clearance through the Washington Access to Criminal History (WATCH). This clearance is necessary to protect the safety of our students and staff and is done in accordance with school board policy 5630. Completed forms should be submitted to the district office secretary, who will run the background check. You will be alerted if a volunteer does not receive clearance through this process.

Driving Abstracts

Anyone who will drive a school vehicle (bus, van, truck, etc.) or transport students in any vehicle must have a current driving abstract on file at the district office. Please see the district secretary if there is any possibility you will transport students or drive a school vehicle. You will need to provide a copy of your license and the last 4 digits of your SSN.

Year-End

At the end of the school year, you will receive an End-of Year Checkout form. This must be completed and turned in by the end of school. Please have the named individuals initial the form as you complete each item. Teachers submit their completed forms to the principal, along with their gradebooks. Do NOT just drop it in his box. Paraprofessionals submit their completed forms to the district office.

Inventory

Every staff member with an assigned space (office, classroom, library, etc.) must complete an inventory each year. Inventory files are kept in the shared folder of the faculty drive under "Inventory." Use your inventory from the previous year and update as necessary, being sure to explain any changes (e.g. surplused equipment, lost books, etc.). If you do not have an inventory file to update, you can use the blank file in the current year's folder. Please refer to the sample inventory to make sure you have completed your inventory correctly.

Surplus

Occasionally you may have items in your classroom you either don't need any more or that don't work properly anymore (including electronics). These items must go through a surplus process before being disposed of. Orange Surplus signs are available in the workroom. Please list the items to be surplused, quantity, and description on the back of the sign (works, broken, outdated, etc.), then attach the sign to the Surplus. Technology (computers, printers, document cameras, etc.) that is no longer needed or not working should be processed through the technology department. Please remember to update your inventory list at this time as



well. Items must be marked for surplus by the Friday after the last day of school. The district will sort and itemize the surplus, then offer it for redistribution in the fall.

Keys

Keys do not need to be turned in unless you do not plan to return the following school year.



Facility Use

The district office secretary coordinates and schedules most facility use outside of normal school day usage. If you wish to use an area of the school district (within the building, or on the grounds) for a non-school event, please complete a facility use form (available on the website) and submit it to the district office. There is a shared calendar available in Microsoft Outlook which shows availability of the gyms, library, and cafeteria. A copy is posted outside the gyms. Please check the calendar for availability before making your request. If you need to reserve the gym(s) during the school day, please clear this with the PE teachers. Also, it is important to inform the district office secretary if your plans change and you no longer need a space. When requesting facilities use for a special event, please schedule all the time that the room will be unavailable for others to use (set-up, rehearsals, etc.). HS Computer lab and portable mini-lab use is scheduled through the librarian. There is a shared calendar for the elementary computer lab. *Reference Policy No. 4260*

Keys

To obtain keys for the doors to which you need access, please see the district office secretary and sign the key usage agreement. Once the keys are signed out to you, they become your responsibility. Do not give your keys to any students for any reason. If you are in the school after hours, it's your responsibility to lock up after yourself. Please report lost or stolen keys immediately. *Staff members may be held responsible for the cost of a response to a lost key.*

General

School Lunch

Adult school lunch costs \$5.00 (subject to change). The price for an adult breakfast is \$3.25. The school secretary will issue you a food service number to use in the cafeteria to record your purchases in the food service system. **Funds must be deposited into your school meal account before any meals are purchased.** Payment may be made to Marilyn Kamphaus.

HelpDesk (NCESD)

If you're having problems with your computer and are unable to resolve them, send an e-mail to helpdesk@entiatschools.org and explain your problem. Our Network/Desktop Technician is here two days per week and will respond to your request for assistance in a timely manner. For emergency help, contact the fiscal clerk.



Maintenance/Grounds Requests

For routine maintenance or grounds requests, please e-mail your work order to entiatmaintenance@entiatschools.org. If the situation is urgent (e.g. plumbing issues), please contact the Main Office secretaries.

Office Visits During Class Time

Students sent to the office for any reason during class time must have a note stating the purpose of their visit (e.g. nurse, phone call, discipline, etc.).

Phones/Office

Copy Machines

There are two copy machines available for school use-- one in the main workroom and the other in the district office. These machines require no login or code. Please inform one of the secretaries if the machine becomes jammed or malfunctions, or if it is in need of toner.

Students who are sent to the office to make copies *need to enter through one of the offices* and notify the secretary that they need to make copies.

The copier in the main workroom is networked, so documents can be sent directly from your computer to the copier for printing. You **MUST** use a “hold print”! For instructions, see the Main Office secretaries.

Both copiers function as scanners, so that you can scan documents and save them to the server. Instructions are on the copier. Scanned docs are automatically saved to a shared folder called a “Scan Folder”. Once you have retrieved them after scanning, please delete your document from the “Scan Folder”.

Laminator

A key is required to operate the laminator. Please see Marilyn Kamphaus to receive annual training on the laminator and to borrow the key.

Telephone

Each classroom phone has a 4-digit extension number that correlates to the room number PLUS each phone has a separate individual 7-digit phone number (or DID). These DIDs are intended for parents to use for direct access to teachers. DIDs will be posted on the website. These phones have long-distance capability which should only be used for school business.



PLEASE MONITOR STUDENTS' USE OF THESE PHONES. There are phones for students' use at the Main Office.

Postage

The postage meter in the district office is for official school use. Individuals who wish to use it for private mail must pay the prevailing postage rate.

FAX Use

Limit private use of the district FAX machine to essential or emergency use. Do not assume that confidentiality is assured on any communication sent or received by FAX using the district's machine.

Receiving a FAX — If you have asked that a fax be sent to the district's machine, district office staff members will retrieve and save a private FAX, if you request that they do so. District office staff needs to be notified in advance that the FAX is being sent here. The FAX will be placed in an envelope and held for you in the district office. You will need to come to the office to pick the FAX up. It will only be given to the individual who notified the district office that the FAX would be sent here.

Sending a FAX — A private FAX may be sent using the district's machine as long as the district does not incur a cost. That means the FAX must be sent to a local (not long distance) telephone number, with the following exceptions. A long distance FAX may be sent using the district's machine if the sender uses a personal calling card number for the long distance charge or pays a minimal fee to the District Office to offset the cost.

PBIS/Discipline

What is PBIS? Positive Behavioral Interventions and Supports. Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

On the following pages are Expected Behavior Matrices for Entiat MS/HS and Paul Rumburg Elementary School and a Classroom & Office Behaviors flowchart.



If a student consistently does not respond to PBIS in the classroom, the teacher should fill out a Request for Assistance form (available on the website) and turn it in to the Dean of Students.



Entiat MS/HS Expected Behavior Matrix

All Settings	Classroom	Common Areas Halls/Gym School Grounds	Cafeteria
Perseverance Holding to a course of action despite obstacles <ul style="list-style-type: none"> Stay positive Set goals Learn from mistakes 	<ul style="list-style-type: none"> Strive for success Ask questions & seek help Learn from mistakes 	<ul style="list-style-type: none"> Move directly to destination Walk Stand to side to talk 	<ul style="list-style-type: none"> Be patient while waiting in line Wait quietly in line
Respect To show consideration, appreciation, and acceptance <ul style="list-style-type: none"> Respect yourself Respect others Demonstrate appropriate dress, language & behavior 	<ul style="list-style-type: none"> Listen actively to the designated speaker Show consideration for others and their belongings Use appropriate non-offensive language and gestures Take care of school supplies and facilities 	<ul style="list-style-type: none"> Use positive language Throw trash in cans & recycle Keep center of hallway passable Eating/drinking in Cafeteria or outside Quiet feet and voices 	<ul style="list-style-type: none"> Follow adult directions Eat your own food Scrape food off trays into garbage Put silverware into bucket Eat food inside the cafeteria
Integrity Adherence to an agreed upon code of behavior <ul style="list-style-type: none"> Be responsible Do your own work Be trustworthy & trust others 	<ul style="list-style-type: none"> Do your own work Be trustworthy and trustful of others 	<ul style="list-style-type: none"> Hands and feet to self No horse-playing Follow PDA guidelines Remove all headwear upon entering building Play fairly 	<ul style="list-style-type: none"> Say 'please' and 'thank you' Report bullying or harmful behavior to an adult
Dependability Managing ones self to achieve goals and meet expectations <ul style="list-style-type: none"> Strive for consistency Attend class daily Be on time Meet deadlines Do your homework 	<ul style="list-style-type: none"> Come to class prepared and on time Follow school & classroom rules Attend Class Daily Stay in your seat until excused Meet deadlines Challenge yourself – do your homework 	<ul style="list-style-type: none"> Conversational voice volume Follow staff directions Have a hall pass during class Exit class only after first 10 min and before last 10 min 	<ul style="list-style-type: none"> Clean your area Keep hands and feet to self
Excellence Being of finest or highest quality <ul style="list-style-type: none"> Do your personal best Exceed minimum expectations 	<ul style="list-style-type: none"> Do your personal best Inspire excellence in others Exceed minimum expectations 	<ul style="list-style-type: none"> No loitering in halls during class Use electronic devices before or after school & during lunch only. 	<ul style="list-style-type: none"> Conversational voice while eating Use appropriate language



<ul style="list-style-type: none"> • Inspire excellence in others 			
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Restrooms/ Locker Rooms	Transportation Bus/Parking Lot	Library & Computer Lab	Assemblies/ Special Events
<ul style="list-style-type: none"> • Use during break time 	<ul style="list-style-type: none"> • Keep body/objects to yourself 	<ul style="list-style-type: none"> • Maximize use of time • Stay on task • Ask for help 	<ul style="list-style-type: none"> • Engaged in activities • Learn from the experience • Keep focused
<ul style="list-style-type: none"> • Be mindful of other people's privacy • Flush • Hand washing • Leave others belongings alone • Turn in lost items 	<ul style="list-style-type: none"> • Follow the driver's rules and requests • Follow all parking lot rules 	<ul style="list-style-type: none"> • Enter/Exit quietly • Be considerate of other's learning • Respect environment and each other • Push your chairs in • Keep walkways clear 	<ul style="list-style-type: none"> • Arrive on time • Listen and be polite to speaker/ performers • Participate appropriately • Positive language and attitude • Show common courtesy & respect • Turn in lost items
<ul style="list-style-type: none"> • Use nearest facility • Go directly to/from restroom • Lock up belongings • Dress quickly • Have necessary items • Play fairly • No horse play 	<ul style="list-style-type: none"> • Use positive language and be polite to the driver and others • Follow all traffic laws in parking lot • Follow all safety rules 	<ul style="list-style-type: none"> • Maintain classroom standards • Do your own work • Timely return of materials 	<ul style="list-style-type: none"> • Move quickly & quietly to seat • No horse-playing • Stay in designated area • Wait for dismissal
<ul style="list-style-type: none"> • Use supplies appropriately • Use trash receptacles • Keep area clean 	<ul style="list-style-type: none"> • Stay seated • Conversational level voice • Food, gum, drink, glass, animal-free zone 	<ul style="list-style-type: none"> • Respect the rules • Follow adult direction • Pick up after yourself 	<ul style="list-style-type: none"> • Wait patiently to enter/exit • Follow directions • No eating/drinking • Keep body/objects to self



<ul style="list-style-type: none"> • Notify staff of problems • Use facilities as intended 	<ul style="list-style-type: none"> • Help others if they need it • Put garbage in trash cans • Students in parking lot before or after school & during lunch only 	<ul style="list-style-type: none"> • Do your personal best • Do more than is expected 	<ul style="list-style-type: none"> • Maintain positive engagement • Strive for excellence
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Paul Rumburg Elementary School Expected Behavior Matrix

	Classroom	Halls	Cafeteria
P	<ul style="list-style-type: none"> • Focus • Listen • Stay positive 	<ul style="list-style-type: none"> • Be patient while waiting 	<ul style="list-style-type: none"> • Be patient while waiting
R	<ul style="list-style-type: none"> • Respect yourself • Respect others • Respect classroom property • Respect Adults 	<ul style="list-style-type: none"> • Voice level 0-1 • Keep hands and feet to self • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Voice level 2 • Follow adult directions • Eat your own food properly • Place silverware into bucket • Scrape leftover food into garbage • Eat food inside cafeteria
I	<ul style="list-style-type: none"> • Do your own work • Complete all assignments • Be trustworthy • Be responsible • Follow classroom expectations 	<ul style="list-style-type: none"> • Walk attentively • Use railways on stairs • One step at a time • Report all bullying or harmful behavior immediately to your teacher 	<ul style="list-style-type: none"> • Say “please” and “thank you” • Use good manners • Report all bullying or harmful behavior immediately to the person on duty
D	<ul style="list-style-type: none"> • Be on time • Complete & return homework • Attend daily 	<ul style="list-style-type: none"> • Carry a hall pass • Be non-disruptive—keep eyes forward • Food gum, drink free zone 	<ul style="list-style-type: none"> • Clean your area • Keep hands and feet to self • Stay seated until excused
E	<ul style="list-style-type: none"> • Always do your best • Cooperate with others 	<ul style="list-style-type: none"> • Keep hallways clear • Close locker quietly and keep closed 	<ul style="list-style-type: none"> • Use appropriate language

	Restrooms	Bus	Library & Computer Lab
P	<ul style="list-style-type: none"> • Be patient while waiting 	<ul style="list-style-type: none"> • Learn from mistakes 	<ul style="list-style-type: none"> • Be patient while waiting for checkout or help
R	<ul style="list-style-type: none"> • Voice level 0-1 • Flush toilets and turn off water • One per stall • Return to class promptly • Clean up after yourself 	<ul style="list-style-type: none"> • Voice level 0-2 • Follow adult directions • Stay in seat • Respect school property • Take all garbage with you 	<ul style="list-style-type: none"> • Voice level 1-2 • Follow adult directions • Respect environment and expectations • Respect others



I	<ul style="list-style-type: none"> • Wash hands correctly • Report accidents or problems to your teacher 	<ul style="list-style-type: none"> • Always be on your best behavior 	<ul style="list-style-type: none"> • Take care of books • Return materials timely • Clean up after yourself
D	<ul style="list-style-type: none"> • Have permission to be in the restroom • Use appropriate restroom 	<ul style="list-style-type: none"> • Keep hands and feet to self • Food gum, drink, glass, and animal free zone 	<ul style="list-style-type: none"> • Food, gum and drink free zone
E	<ul style="list-style-type: none"> • Use appropriate language 	<ul style="list-style-type: none"> • Be a good example 	<ul style="list-style-type: none"> • Challenge yourself with book selection (level, genre)

	Assemblies	Playground	Before School
P	<ul style="list-style-type: none"> • Focus • Listen 	<ul style="list-style-type: none"> • Wait your turn for equipment • Leave personal property/toys at home 	<ul style="list-style-type: none"> • Attend daily • Come to school healthy
R	<ul style="list-style-type: none"> • Voice level 0 • Leave personal belongings in appropriate area • Clap when appropriate • Stay seared in assigned area 	<ul style="list-style-type: none"> • Follow adult direction • Follow game rules • Know expectations • Respect others • Take care of equipment 	<ul style="list-style-type: none"> • Greet all people appropriately • Dress for the weather
I	<ul style="list-style-type: none"> • Always be on your best behavior 	<ul style="list-style-type: none"> • Have fun and include others • Report all bullying or harmful behavior immediately to your teacher 	<ul style="list-style-type: none"> • Keep backpacks with you • Walk in all areas • Go to your appropriate destination immediately
D	<ul style="list-style-type: none"> • Keep hands and feet to self • Enter and leave in order 	<ul style="list-style-type: none"> • Line up as soon as you hear the bell/whistle • Stay in designated areas • Gum free zone 	<ul style="list-style-type: none"> • Be on time • Always be where there is adult supervision • Enter through correct doors
E	<ul style="list-style-type: none"> • Be a good example 	<ul style="list-style-type: none"> • Get along • Share 	<ul style="list-style-type: none"> • Come prepared to learn, including homework, pencils, equipment and supplies

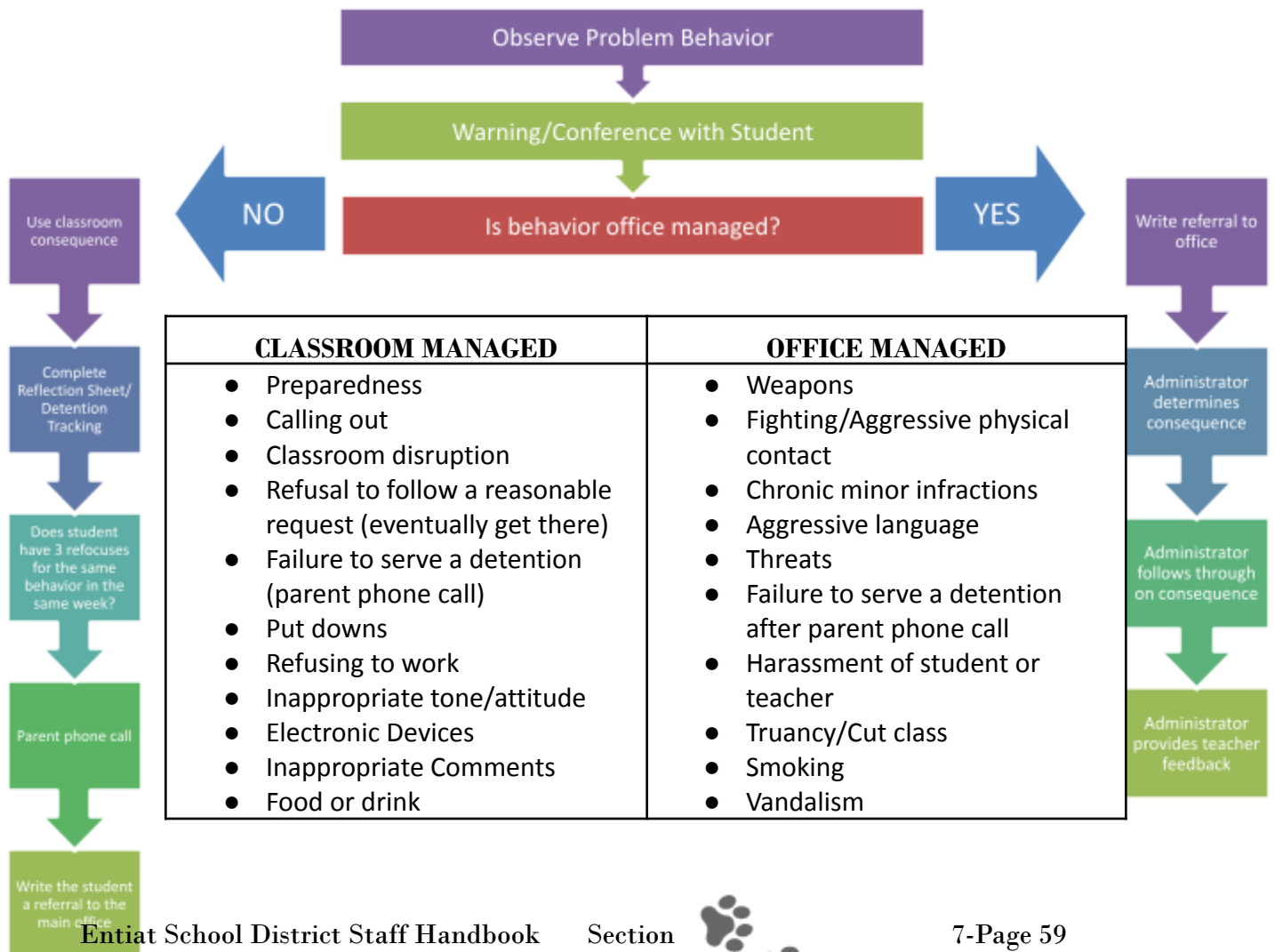
	After School	Extra Curricular
P	Take what you need with you	<ul style="list-style-type: none"> • Be positive • Show support
R	<ul style="list-style-type: none"> • Use appropriate good-byes • Follow adult direction • Know your plans before the end of the day 	<ul style="list-style-type: none"> • Follow adult direction • Respect school facilities
I	<ul style="list-style-type: none"> • Keep backpacks on backs • Walk in all areas • Go to your appropriate destination immediately 	<ul style="list-style-type: none"> • Always show TIGER PRIDE • Pay attention to the event



D	<ul style="list-style-type: none"> • Always be where there is adult supervision • Leave through appropriate doors • Meet parents past bus are or wait for parents in the office 	<ul style="list-style-type: none"> • Be with an adult • Enter and exit through appropriate doors • Stay in appropriate areas • Always be where there is adult supervision
E	<ul style="list-style-type: none"> • Be a good role model 	<ul style="list-style-type: none"> • Follow all school expectations • Be a good example

ENTIAT SCHOOLS

CLASSROOM & OFFICE BEHAVIORS FLOWCHART



<ul style="list-style-type: none"> • Dress Code (1st time during one day) 	<ul style="list-style-type: none"> • Alcohol • Drugs • Gambling • Dress Code (2nd offense) • Cheating • Not with class during emergency • Leaving school grounds • Foul language at student/staff
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Substitutes

Substitutes may be scheduled through Red Rover. If you are at school and an urgent matter forces you to have to leave, the Main Office can assist. For instructions on using Red Rover, please see Section 4 of this Handbook. All absences entered into Red Rover will not be sent out to substitutes until approved by the principal.

All teachers should keep a sub folder with emergency sub plans in their rooms. In addition to sub plans, please include a class roster, seating chart, your daily procedure, and any other information which a sub will find useful. Digital copies of the following sample documents are available in the shared folder on the M drive. Look in the folder labeled “Sub Folders.”



Welcome to my class!

If you need anything, just ask: _____

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Period:	Time:	Course:
Trustworthy Students:		
Today's Lesson Plan:		
FYI:		

Notes: _____

Seating Chart for Period _____

Back						
Front						

Seating Chart for Period _____

Back						
Front						



Section 7

Expectations

Dress Code

Harassment, Intimidation and
Bullying (HIB)

Nondiscrimination

Professional Boundaries

Technology

Group Norms

Evaluations

Note: All forms mentioned are posted on the district website at entiatschools.org



Dress Code

Casual Professional

The general staff dress expectation is “casual professional.” For women, “casual professional” is tasteful, modest dresses, slacks, blouses, sweaters or other clothing and footwear. For men it is slacks, open collar dress or polo shirts and street shoes. Staff members are encouraged to pay special attention to dress appropriate for special events where the public is present, e.g. awards assemblies, programs, and similar events. Consult with the superintendent or principal if you wish to have consideration for your unique job assignment.

Casual Fridays

More casual staff attire is permissible on Fridays. Nice jeans or other similar pants can be worn. School colors are encouraged. Inappropriate clothing choices include, but are not limited to, shorts, sweatpants, warm-up pants, and casual t-shirts other than school t-shirts. School t-shirts are available for purchase from the PTO. Contact the PTO at entiatpto@live.com.

Harassment, Intimidation, & Bullying

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school’s process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student’s education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.



How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (**Bill Edwardson**) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision



What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy 3207 and Procedure 3207*.

Nondiscrimination (Policy 3210)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 5010 and Procedure 5010 visit <https://www.entiatschools.org/Page/348>.



What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 5011 and Procedure 5011, visit <https://www.entiatschools.org/Page/348>

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: **Greg Whitmore, Superintendent**
gwhitmore@entiatschools.org



Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: **Bill Edwardson, Dean of Students,**
bedwardson@entiatschools.org

Concerns about disability discrimination:

Section 504 Coordinator: **Susan Morris, Counselor** **smorris@g.entiatschools.org**

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: **Greg Whitmore, Superintendent**
gwhitmore@entiatschools.org

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?



If you do not agree with the outcome of your complaint, you may appeal the decision to School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (**3210P**) and Sexual Harassment Procedure (**3205P**).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (**3210P**) and the HIB Procedure (**3207P**) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov



- Email: oeinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211 visit <https://www.entiatschools.org/Page/303>

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Greg Whitmore, Superintendent



Professional Boundaries

Maintaining Professional Staff/Student Boundaries (Policy No. 5253)

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

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Sexual Harassment (Policy 6590)

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:

- E. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- F. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- G. 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 is 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 is 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 district's Dean of Students, who is also the district's Affirmative Action/Title IX Compliance Officer, is designated to receive and respond to allegations of sexual harassment. He/She can be contacted by calling (509) 784-1800 or by mail at: Entiat School District 2650 Entiat Way, Entiat, WA 98822.

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

Technology

Cell Phone Use

Staff members should not use cell phones or other mobile devices for text-messaging or e-mailing, calling, or other purposes during work hours, and particularly while working with or around students. While there could be a very rare occasion when use of a cell phone while working with students is necessary, those occasions should be very rare. Consult with the superintendent or principal if you believe that you have reason to be excepted from this expectation.

Electronic Resources (Policy No. 2022)

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

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



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

The superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Electronic Resources Procedure 2022P

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;

Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support education and research;



With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

Staff use of the network for incidental personal use in accordance with all district policies and procedures;

Connection of Personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with the district technician to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students and staff includes but is not limited to:

Personal gain, commercial solicitation and compensation of any kind;

Actions that result in liability or cost incurred by the district;

Intentional downloading, installing, and illegal use of games, audio files, video files, games or other applications (including shareware or freeware); *

Support for or opposition to ballot measures, candidates and any other political activity;

Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;

Unauthorized access to other district computers, networks and information systems;

Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);

Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;

Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

* For the protection of staff members and the district, staff members will report unintentional downloads of illegal games, audio or video files or other applications or unintentional access or downloading of obscene, pornographic or sexually explicit material to the district technician via the technology help desk system.



The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium.

Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission.

No student pictures or names can be published on any public class, school or district web site unless the appropriate permission has been obtained according to district policy.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;



Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all right to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

Change passwords according to district guidelines; *

Do not use another user's account;

Do not insert passwords into e-mail or other communications;



If you write down your user account password, keep it in a secure location;

Do not store passwords in a file without encryption;

Do not use the “remember password” feature of Internet browsers; and

Lock the screen, or log off, if leaving the computer.

* It is recommended that passwords be changed every 30 – 90 days. Passwords should be a minimum of five characters long and should be a combination of numbers and upper- and lower-case letters.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

The network;

User files and disk space utilization;

User applications and bandwidth utilization;

User document files, folders and electronic communications;

E-mail;

Internet access; and

Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district’s network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.



Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's Staff Acceptable Use Agreement. Violation of any of the conditions of use explained in the Staff Acceptable Use Agreement, the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges or prosecution according to the RCW's and the applicable employee contracts (Entiat Education Association, Public School Employees of Entiat School District).

Date: December 1, 2009

Revised: October 3, 2011

Copyright Compliance (Policy 2025)

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship.

H. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.

I. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

J. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be



shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

The superintendent, copyright compliance officer or designee shall file with the federal Copyright Office, and post the same information on the district's web site, his or her designation as the district's agent, in the district's role as an Internet service provider, to receive notifications that claim that users of the district's Internet network have infringed copyright.

Group Norms (Adopted 10/15/07)

Time:

- We will schedule the majority of meetings in the morning.
- We will start and end on time and use an agenda.

Listening:

- Presenters and audience will come prepared and not work on work other than the agenda.
- Audience will be positive, attentive, and offer contributions.

Confidentiality:

- What we say in meetings will be held in confidence, and we will honor and protect the confidentiality of our colleagues, students, and their families.

Decision Making:

- We understand that there is a range of decision making processes and methods. We will clearly communicate the process and method up front and communicate changes throughout.
- We will work towards consensus when possible and understand that there are some decisions that will be input only, majority vote, or administrator driven.



<i>Range</i>				
Delegate	Consensus	Vote (Majority)	Input (Opinions)	Administrator Driven

Participation:

- We will provide meeting plans prior to the meetings, and if input is expected, the questions will be asked ahead of time.
- We will use a basic meeting plan.
- Meetings will be scheduled with engaging, relevant and necessary topics.
- We will use individual and small group participation.

Expectations:

- We expect all staff to be engaged in meetings. We will cooperate and encourage participation.
- We expect that discussions will be handled in a professional way where all opinions are valued.
- We expect that conflicts will be handled with the person directly in a friendly and positive atmosphere.

Evaluations

Evaluations are conducted at the end of the school year. Teachers will have the option of providing input for the evaluations of paraeducators with whom they work.

This year all certificated staff will use the TPEP State Evaluation System. The district has selected the Marzano Framework as the evaluation model. All the criteria will be tied to that model and then cross-walked with the State criteria using Google Drive.

Teacher / Staff Evaluation Responsibilities

- **Principal (Certificated Staff - Comprehensive Evaluations)**
- **Dean of Students (Certificated Staff - Focused Evaluations)**
- **Superintendent (Classified Staff - Transportation, Kitchen, Paraeducators, District Office Staff, and Administration - Principal)**

