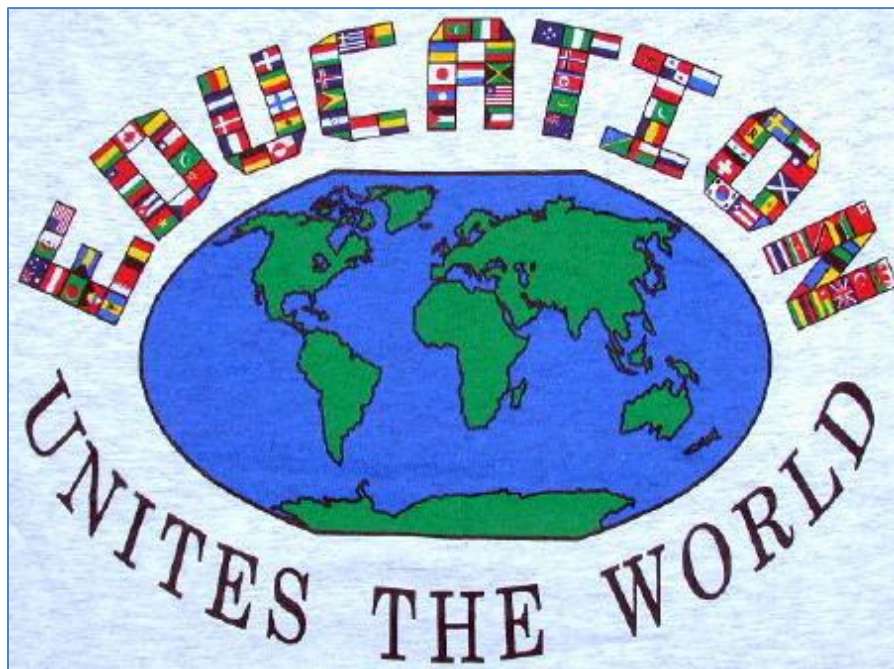




**Snoqualmie Valley School District
2015/2016**

SUBSTITUTE HANDBOOK



Substitute Coordinator (425) 831-8000

(6:00 AM – 3:30 PM)

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Snoqualmie Valley

Public Schools

8001 Silva Avenue S.E., PO Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

INTRODUCTION

Welcome to the Snoqualmie Valley School District (“District”)! We are excited you have decided to join our educational team, and we look forward to this school year.

Your role as a substitute is essential to the success of our educational program. Only through your services and those of other substitutes can learning continue when regularly assigned staff members are not present.

You are highly valued by the District, and we appreciate the services you provide and your commitment to our quality educational program.

This handbook provides you with some necessary information regarding substituting in the District. Please review it carefully, and do not hesitate to contact Personnel with any questions you may have. Personnel can be contacted at (425) 831-8000.

As a substitute for the District, you are responsible for understanding and following all the guidelines and policies set forth in this Substitute Handbook as well as District policies and procedures which are located on the District website at www.svsd410.org.

Important: Please note that as a substitute employee of the District, you are considered an at-will employee under Washington State law and that either party can end the relationship at any time. Nothing in the offer of substitute employment by the District, this Substitute Handbook, or other District employment documents, or other oral communications by District employees shall be deemed to create an employment contract or to modify the at-will relationship between the District and the substitute employee. No District employee other than the Superintendent of the District has the authority to bind the District to an employment contract or to any sort of agreement to modify that at-will employment of a substitute employee. Substitute employment does not create any continuing contractual rights with the District.

Again, let me welcome you to the District.

OUR MISSION

Educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

OUR VISION

To become the best school district in Washington State by any measure.

WE VALUE

- A focus on success for all students
- A clear and open communications environment
- Collaboration at all levels
- Dedication to continuous improvement and best practice
- Mutual respect
- Positive relationships
- High quality instruction
- Honesty and integrity
- Leadership
- Striving for innovation and excellence
- Transparent governance

BOARD OF DIRECTORS

Marci Busby
Geoff Doy
Tavish MacLean
Dan Popp
Carolyn Simpson

DISTRICT DIRECTORY

2015-2016

District Administration Center 8001 Silva Avenue SE P. O. Box 400 Snoqualmie, Washington 98065	831-8000	Twin Falls Middle School 46910 SE Middle Fork Rd North Bend, WA 98045 Jeff D'Ambrosio, Principal Megan Botulinski, Assistant Principal Connie Shroades, Head Secretary	831-4150
Joel Aune, Superintendent Kim Roeber, Supt. Secretary	8007 8007	Cascade View Elementary 34816 SE Ridge Street Snoqualmie, Washington 98065 Ray Wilson, Principal Kaaren Kim, Assistant Principal Terry Mills, Head Secretary	831-4100
Ryan Stokes, Assistant Superintendent Lori Becker, Payroll Officer	8011 8014	Fall City Elementary P. O. Box 200 Fall City, Washington 98024 Monica Phillips, Principal Kaaren Kim, Assistant Principal Jennie Uhles, Head Secretary	831-4000
Jeff Hogan, Assistant Superintendent Laurie Edwards, Admin. Secretary	8019 8019	North Bend Elementary 400 E. 3rd. St North Bend, Washington 98045 Jim Frazier, Principal Stephanie Shepherd, Assistant Principal Sue Berhold, Head Secretary	831-8400
Nancy Meeks, Exec. Director Student Services René Reynolds, Admin. Secretary	8015 8015	Snoqualmie Elementary 39801 SE Park Street Snoqualmie, WA 98065 Kerstin Kramer, Principal Stephanie Shepherd, Assistant Principal Shannon Smith, Head Secretary	831-8050
Dan Schlotfeldt, Exec. Director Elementary Education Ruth Moen, Exec. Director Secondary Education Darlene Lane, Admin. Secretary	8018 8018 8018	Opstad Elementary 1345 Stilson Avenue SE North Bend, Washington 98045 Amy Wright, Principal Ryan Hill, Assistant Principal Cheryl Bachelder, Head Secretary	831-8300
Beverly Root, Personnel Director Lynn Heikkila, Admin. Secretary	8003 8002	Two Rivers Alternative 330 Ballarat Ave N North Bend, Washington 98045 Amy Montayne-Johnson, Principal Maria Kritsonis, Head Secretary	831-4200
Bill Davis, Operations Director Michelle Navarre, Secretary	8005 8031		
Pam Chambers, Food Services Director Nancy Parsons, Secretary	8009 8030		
Carolyn Malcolm, Public Information Officer	8423		
James Garhart, Transportation Director	8021		
Mount Si High School-Main Campus 8651 Meadowbrook Way SE Snoqualmie, Washington 98065	831-8100		
John Belcher, Principal Greg Hart, Associate Principal Rhonda Schmidt, Assistant Principal Cindy Wilson, Assistant Principal Christi Wright, Head Secretary			
Mount Si HS-Freshman Campus 9200 Railroad Avenue SE Snoqualmie, Washington 98065	831-8450		
Vernie Newell, Associate Principal Melanie Barnett, Head Secretary			
Chief Kanim Middle School 32627 SE Redmond/Fall City Road P. O. Box 639 Fall City, Washington 98024	831-8225		
Kirk Dunckel, Principal Jean Christensen, Head Secretary			



Snoqualmie Valley School District No. 410 2015 - 2016 District Calendar

M	T	W	TH	F
SEPTEMBER				
	1	2*	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- September, 2015**
- 2 First Day of Classes for 1-12
 - 7 Labor Day
 - 8 First Day of Kindergarten & Preschool

- November, 2015**
- 11 Veterans Day
 - 20 K-12 Parent Conferences
 - 23 K-12 Parent Conferences
 - 24 K-12 Parent Conferences
 - 25 K-12 Parent Conferences
 - 26 Thanksgiving Day
 - 27 Thanksgiving Holiday

December, 2015
December 21, 2015 through January 1, 2016 - Winter Break

- January, 2016**
- 1 New Year's Day
 - 4 Classes Resume
 - 18 Martin Luther King, Jr. Holiday

- February, 2016**
- 15 Presidents' Day
 - 16-19 Mid-Winter Break

- March, 2016**
- 14-15 Kindergarten Parent Conferences

- April, 2016**
- 4-8 Spring Break

- May, 2016**
- 27 Non-School Day-1st Make-Up Day if needed
 - 30 Memorial Day

- June, 2016**
- 8 Graduation - Two Rivers School
 - 10 Graduation - Mount Si High School
 - 15 Last Day of Classes for Kindergarten & Preschool Students
 - 16 Last Day of Classes for Students 1-12

Make-up days if necessary: May 27, June 17, 20, 21, 22, 23, 24
Semester dates determined at District level and subject to change.

Please note May 27th prior to Memorial Day weekend may be used as a make-up day if needed.

M	T	W	TH	F
FEBRUARY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

MARCH				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	26	26	27
30	31			

JUNE				
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	

Mount Si High School
First Semester Ends: 1/22/16
Second Semester Ends: 6/16/16

Middle Schools
First Semester Ends: 1/29/16
Second Semester Ends: 6/16/16

Elementary Schools
First Trimester Ends: 11/13/2015
Second Trimester Ends: 3/4/2016
Third Trimester Ends: 6/16/2016

- Legend**
- * First/Last Days of School
 - No School/Holidays
 - Parent Conferences
 - Make-up Days if Needed

Adopted 1/9/14

REPORT/RELEASE TIMES

These are approximate times. Please confirm the exact times when you accept the assignment.

	Substitute Report Time	Student Start Time	Student End Time	Substitute Release Time
Mount Si High School				
Full Day	7:10	7:40	2:19	2:49
Early Dismissal Friday	7:10	7:40	12:19	12:49
Two Rivers School				
Full Day	8:30	9:00	3:00	3:30
Early Dismissal Friday	8:30	9:00	1:00	1:30
Chief Kanim Middle School				
Full Day	7:10	7:40	2:34	3:04
Early Dismissal Friday	7:10	7:40	12:34	1:04
Twin Falls Middle School				
Full Day	7:10	7:40	2:34	3:04
Early Dismissal Friday	7:10	7:40	12:34	1:04
Cascade View Elementary				
Full Day	8:05	8:35	2:56	3:26
Early Dismissal Friday	8:05	8:35	12:56	1:26
Fall City Elementary				
Full Day	8:35	9:05	3:26	3:56
Early Dismissal Friday	8:35	9:05	1:26	1:56
North Bend Elementary				
Full Day	8:35	9:05	3:26	3:56
Early Dismissal Friday	8:35	9:05	1:26	1:56
Opstad Elementary				
Full Day	8:35	9:05	3:26	3:56
Early Dismissal Friday	8:35	9:05	1:26	1:56
Snoqualmie Elementary				
Full Day	8:35	9:05	3:26	3:56
Early Dismissal Friday	8:35	9:05	1:26	1:56

RATE OF PAY

Certificated Substitutes

Full Day	\$127.00
Three-Quarter Day	\$ 95.25
Half Day	\$ 63.50

Classified Substitutes

Bus Driver	\$19.35
Cook's Helper	\$14.07
Custodian	\$17.95
Paraeducator	\$15.24
Secretary	\$17.65

PAYDAY

Timesheet cut-off is the first day of each month, and substitutes are paid the month following their service. Payday is the last working day of each month.

Example of receipt of payment for services:

A substitute works September 29, 30, October 1, 2.

Payment for September 29 and 30 would be received on the October 31 paycheck.

Payment for October 1 and 2 would be received on the November 30 paycheck.

INCLEMENT WEATHER

Emergencies such as snow, ice, power outages, and floods alter school and bus transportation schedules.

During inclement weather, check the District website at www.svsd410.org or call the District's emergency hotline telephone at (425) 831-8494 for school closure or delay information.

If school is delayed, substitutes are expected to report to work at the regular time, if it is safe to do so. If school is delayed one hour, you have up to one hour to safely arrive; if it is delayed two hours, you have up to two hours to safely arrive.

DISTRICT EXPECTATIONS FOR SUBSTITUTES

Substitutes are expected to:

- Follow all District policies and procedures.
- Sign in and wear an ID badge on school grounds at all times.
- Wear professional attire.
- Show respect for all staff and students.
- Share concerns regarding students with the appropriate school staff only.

Essentials for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in District vehicles.
- No weapons allowed.
- No drugs or alcohol allowed.
- No use of school equipment for personal purposes allowed.

Maintain Student Confidentiality: Substitutes are expected and required to keep all student information that they obtain while working as a substitute for the District confidential. In fact, federal law strictly prohibits school districts and District substitutes from releasing any student information without parent/guardian permission. Student information includes all academic, medical, and personal information. Substitutes cannot take photos of students during their work day and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a substitute is a violation of the Family Education Rights and Privacy Act of 1974 (FERPA) and may subject the substitute and the District to civil liability. It is very important that you keep information about students confidential. Do not make references to students' abilities in front of other students.

Personal Business/Cell Phone/Internet: Substitutes who use electronic devices or attend to personal matters on duty are taking time and attention away from their basic responsibilities and duty to students. Therefore substitutes should avoid behaviors such as reading, letter writing, bill paying, crafts, hobbies, use of cell phone or paging devices, internet browsing, and use of social media while fulfilling their substitute duties.

Harassment at School: The District's harassment policies call for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Substitutes are expected and required to respect and uphold both of these District policies: Policy 3207 – Prohibition of Harassment, Intimidation and Bullying and Policy 6590 – Sexual Harassment which can be located under "Important District Policies" at the end of this handbook. The District asks you to review each of these policies in detail prior to substituting.

Civility: The District’s expectation is that a safe, nurturing, and civil culture be maintained at all times. Substitutes are expected and required to respect and uphold Policy 4011 – Civility, which can be located under “Important District Policies” at the end of this handbook. The District asks you to review this policy in detail prior to substituting.

District Rules and Policies: The District’s rules and policies are to be followed at all times. You have been provided with several of the most important District policies and procedures. All District policies and procedures can also be found on the District website: www.svsd410.org. In addition, you can seek clarification from any administrator or the Personnel Department if you have any questions or concerns.

Safe Interaction with Students: The school board expects that all staff, including substitutes, will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines for Safe Interaction with Students: All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the substitute.

Do not:

- Take a student or students on private outings.
- Initiate social activities with students.
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place.
- Provide childcare for students.
- Ask a student to babysit for your family.
- Use a personal email account or personal cell phone to communication with students.
- Engage in social networking with students via Facebook, MySpace, Instagram, Snapchat, Vine, Twitter, or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries.

Communication: Do not say or write things to a student that you would be uncomfortable sharing with the student’s parents, District/school administrators, or the teacher you are working with.

Do not:

- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual.
- Make jokes that belittle or diminish another person.
- Give students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and/or personal nature with students.

Working Alone with Students at School

- Always keep the door open and lights on.
- Do not post anything on class windows that would obstruct a clear view into the room.

Report Suspected Abuse or Neglect: As a substitute, you are in the unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, you must report it immediately to the principal/administrator or school counselor.

Student Accommodations: Substitute teachers and paraeducators are expected to know which students in their classroom require accommodation. Therefore, the substitute should check with the school office to see which students need accommodation.

TIPS FOR SUBSTITUTES

Ability To Relate To Others: The ability to work successfully with others is essential. Substitutes should treat students, parents, secretaries, classified staff, teachers, administrators, and all others with whom they come into contact in a friendly, courteous and respectful manner.

Negativity: Substitutes should avoid speaking negatively about students, other teachers, or about the class or school. Negativity is almost never appreciated. The result is often damaging and frequently results in the substitute developing a negative reputation and not being invited back.

Attire: Substitutes are expected to dress appropriately and in a professional manner.

Assignment Preparation: In most instances, substitute teachers will find that the classroom teacher has left detailed lesson plans. However, substitutes should plan on bringing alternative lessons and learning materials should lesson plans not be left, or if additional learning materials are needed. Substitute teachers should plan on arriving early and checking into the school office immediately upon arrival. The office staff will provide classroom keys, maps of the school, duty schedules, class schedules, emergency procedures, lunch procedures, playground and school rules, etc. Substitute teachers should become familiar with this information as soon as possible.

Following Classroom Lesson Plans: Most regular classroom teachers leave detailed substitute teacher lesson plans. Classroom teachers expect substitute teachers to follow their lesson plans closely.

Paraeducators & Use of Students: Often substitute teachers will not be familiar with classroom or school procedures. If you are fortunate, you will have a paraeducator to assist you. Most often this will not be the case. When there is not a paraeducator, substitute teachers will need to select responsible students to assist them and to provide them with necessary information.

Emergency Plans & Exits: Substitutes should identify emergency exits, routes, and procedures for student emergency, evacuation and drills.

Grading Student Papers: Substitute teachers should follow the direction of the classroom teacher when it comes to grading student papers. If there are no specific grading instructions from the regular classroom teacher, and the substitute teacher sufficiently understands the work to be graded, then the substitute teacher may grade the student papers prior to leaving for the day, if possible. At a minimum, student papers should be organized, so the classroom teachers can more readily grade them upon their return.

Taking Roll: It is the professional and legal responsibility of teachers to ensure accurate student attendance accounting each class period. Missing students should be reported to the school office immediately.

Use of Controversial Materials/Videos: Substitute teachers should obtain prior approval from school administration before showing private or commercial videos to students. Only "G" rated or "PG" rated videos will be allowed. Videos need to serve a legitimate educational purpose and should be closely related to the school curriculum. If there is any question regarding the use of particular materials, administrative approval should be obtained prior to substitute teachers using the materials in the classroom.

Student Use of Computers and the Internet: Students should not use the internet unless specified by the classroom teacher. All District schools have Internet Use Agreements for every student. If in doubt, do not grant permission. Substitute teachers need to closely monitor student use of computers to ensure their proper educational use. Please be advised that the internet is being filtered in our District.

Leaving A Comprehensive Report: Regular classroom teachers want to know how the day went. The names of particular students who were helpful, the names of students who may have been a particular challenge, information about the tasks completed, and any other relevant information should be shared with the regular classroom teacher. It would be helpful for you to leave your contact information in case questions arise.

Leaving The Room Neat & Clean: Leave the room neater and cleaner than you found it at the end of the day.

Principal Observation of Substitute Teachers: Many substitute teachers desire a regular teaching position. Remember that the principal has many responsibilities and is very busy. Given the time, opportunity, and when requested, most principals will consider observing a substitute teacher who is a long-term substitute or who substitutes frequently at the school.

Checking Out At The End Of The Day: Remember to turn your classroom keys in to the office and to find out if your services are needed as a substitute teacher the following day.

Touching Students: It is against District policy to use any type of physical punishment with public school students (*i.e.*, corporal punishment is strictly prohibited). Teachers should exercise extreme caution in touching students. Hugging, putting your arms around students, patting, or touching students in any way can easily be misunderstood and can place a teacher at legal and professional risk.

Punctuality: Punctuality is extremely important. Reporting to assignments on or before the scheduled start time is always expected. If unforeseen events occur to create tardiness, a phone call must be placed to both the Substitute Coordinator at (425) 831-8000 and the assignment location. Failure to do so may result in the cancellation of your assignment and ability to continue working at the District in the future.

Supervision: Supervision of all students is required at all times. Substitutes are expected to monitor and attend to student behavior and in general avoid putting student safety at risk. Students should never be released from the classroom without written authorization from the school office. Any parent or visitor to a building must report to the office to obtain an appropriate pass before entering any classroom; no exceptions to this rule will be accepted. Reminder: all District employees and substitute employees are legally required to report suspected abuse or misconduct of a student by another District employee to an administrator. The District expects that every substitute teacher needs to have the requisite skills to appropriately and safely supervise a classroom of students.

SUBSTITUTE FEEDBACK

Substitutes are valuable assets to the District; however, situations occasionally arise in which substitutes do not meet the expectations of the District. In the event that a substitute does not perform their duties and responsibilities as determined by the District, administrators, teachers and classified staff have the option of requesting the substitute no longer be returned to their class, assignment, or school/building location.

Incidents that may warrant a substitute to be blocked from a building vary. Some typical reasons include, but are not limited to:

- Conducting personal business during assignment.
- Leaving a job post and/or children unattended.
- Not following tasks and/or lesson plans left by the absent employee.
- Disrespecting or misusing employee personal property and/or District property.
- Failure to properly supervise/manage a classroom/students.
- Using inappropriate language or actions with students or staff.
- Violation of established District policy or procedure.
- Reading newspapers/magazines.
- Not completing all documentation as required by the District.

Procedure: Requests are forwarded to the Personnel Department and reviewed by the Personnel Director. The Personnel Director will determine what appropriate action will be taken. This could range from blocking the substitute's access to a classroom or building up to and including removal of the substitute from the District's substitute list. Substitutes who are removed from the District's substitute list will receive written notification and, if requested, may meet with the Personnel Director to request reconsideration.

TAX DEFERRED 403(B) PROGRAM INVESTMENTS

The District has a voluntary tax-deferred 403(b) program available for all employees and substitutes. The purpose of this program is to allow employees to accumulate savings through tax deferred payroll deductions and have the savings paid out after retirement. This is usually done through a Tax Sheltered Annuity (TSA) purchased from an insurance company or through the purchase of mutual fund shares held in a custodial account. Please consult with your financial advisor before choosing. Many annuity programs and mutual funds are sold through licensed stockbrokers and insurance agents. Many no-load and low-load mutual funds may also be purchased directly from the mutual fund companies. To comply with the new IRS laws beginning January 1, 2009, the District has chosen Envoy Plan Services to administer our Tax Sheltered Annuity program.

Employee's and/or their financial advisors need to contact Envoy Plan Services at 1-800-248-8858 or www.envoyplanservices.com to obtain a Salary Reduction Agreement and begin enrollment in the District's TSA program.

Employees are allowed only three agreements per calendar year with respect to the *amount deferred* from income, but the choice of investment companies may be changed more often.

The District does not endorse any broker or product.

Salary Reduction Agreement forms are available at the payroll office or on the District website located at www.svsd410.org, under staff resources, nuts & bolts, payroll/benefits.

IMPORTANT DISTRICT POLICIES

Policy No. 5610
Adopted September 10, 2009

SUBSTITUTE EMPLOYMENT

It is the policy of this school district to attempt to provide the best possible qualified substitute teachers to enhance the quality of the instructional program offered to the students of the District

Substitute teachers will be recruited, employed, and assigned by the Superintendent of schools or designee whenever a teacher's absence requires the employment of a substitute teacher, and whenever such employment may be made within the financial capability of the District.

Cross References:	Board Policy 1610 Board Policy 5612	Conflicts of Interest Temporary Administrators
Legal References:	RCW 28A.330.240 RCW 28A.400.300 RCW 28A.405.900 RCW 41.32.570 RCW 42.23.030(9) WAC 181-79A-231	Employment Contracts Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon between schools Certain certificated employees exempt from chapter provisions Suspension of pension payments — Service as substitute teacher Interest in contracts prohibited — Exceptions Limited certificates
Management Resources:	<i>Policy News</i> , June 2007 Revisions to Retire/Rehire Law <i>Policy News</i> , August 2001 Legislature Authorizes Retire/Rehire"	

Procedures

1. "Day-to-day" substitute teachers shall be paid at the regular daily rate for substitute teachers. After such a substitute has taught ten consecutive days in the same assignment, the daily rate paid the substitute teacher shall be changed to a daily rate schedule, determined by their placement on the current teachers' salary schedule, beginning with the eleventh day of teaching in the same assignment and each day thereafter in the same substitute teaching assignment.
2. "Long-term" substitute teachers are those substitute teachers who are employed in a single assignment for more than twenty days and such is known at the start of employment for the assignment. "Long-term" substitute teachers shall be paid at a daily rate of pay determined by their placement on the current teacher's salary schedule. Such teachers shall not be paid for those days not taught.

CIVILITY

The Snoqualmie Valley School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and a school’s ability to educate its students.

The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

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

For purposes of this policy, “uncivil conduct” includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one’s voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an

individual after being directed to move away, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), texting or posting information online about an individual or individuals that interferes with a school’s ability to educate its students, or other similar disruptive conduct.

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

In all cases, individuals who perceive they have been treated in an uncivil manner should resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, work site administrator, or the Director of Human Resources. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District’s policies against harassment, intimidation, and bullying, sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

Cross References/

Related Policies and Procedures	4220	Complaints Concerning Staff or Programs
	3207	Prohibition of Harassment, Intimidation, and, Bullying

SEXUAL HARASSMENT

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

Sexual harassment occurs when:

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

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, 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, if 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 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 timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complaints to the formal complaint process.

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

The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. 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.

Cross References:	Board Policy 3210	Nondiscrimination
	3240	Student Conduct
	3421	Child Abuse and Neglect
	5010	Nondiscrimination
	5281	Disciplinary Action and Discharge

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope
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PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

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

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

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

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

Behaviors/Expressions

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Training

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

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

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

Compliance Officer

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

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

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment

Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
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Management Resources:	<i>Policy News</i> , December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
	<i>Policy News</i> , April 2002	Legislature Passes and Anti-Bullying Bill

DRUG-FREE SCHOOLS, COMMUNITY WORKPLACE

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

The board has an obligation 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 that the staff serves.

“Workplace” is defined to mean the site for the performance of 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 where work on a federal grant is performed.

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

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates 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 chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

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

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

Each employee shall 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 shall 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.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

Cross References:	Board Policy	4215	Use of Tobacco on School Property
	Board Policy	5203	Staff Assistance Program
	Board Policy	5280	Termination of Employment
Legal References:	41 USC §§ 701-707		Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989
	20 USC §§ 7101-7118		Safe and Drug-Free Schools and Communities Act
	21 U.S.C. 812		Controlled Substance Act
	21 CFR 1300.11-1300.15		
	RCW 69.50.435		Violations committed on school bus or in or near school grounds or school bus route stop
Management Resources:	Policy News, February 1999		Bus drivers still tested for marijuana

USE OF TOBACCO ON SCHOOL PROPERTY

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times.

Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds, district-owned vehicles, and off-campus school functions.

Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

In addition:

1. Tobacco advertising will not be allowed in district buildings, grounds, or district-owned vehicles.
2. Tobacco advertising will be prohibited at off-campus school functions.
3. All school staff members have access to programs to help them quit using
 - A. tobacco.
 - B. School programs/staff members do not accept direct or indirect support (including resources) from tobacco industry sources.

Cross References:	Board Policy 3200 Board Policy 3241	Student Rights and Responsibilities Classroom Management, Corrective Actions or Punishments
Legal References:	RCW 28A.210.310 RCW 70.155.080	Prohibition on use of tobacco products on school property Purchasing, obtaining or possessing tobacco by Minors — Civil infraction