



# **EMPLOYEE HANDBOOK 2017 - 2018**

West Valley School District #208  
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**WEST VALLEY SCHOOL DISTRICT EMPLOYEE HANDBOOK**



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# Section-I

## Purpose and Intent of the Handbook

This handbook has been developed to provide you with district, state, and federal mandates and expectations governing your employment with the West Valley School District. Your site administrator is required to review the contents of this handbook with you on an annual basis. We recommend, however, that you take time to periodically review it to become comfortable or familiar with the information, processes, and procedures contained in the handbook.

Please refer to the collective bargaining agreement for your group for additional information pertaining to sections included in this handbook.

# Section - II

## District Information

## Our Mission

The mission of the West Valley School District, a vital partner in a proud and caring community, is to ensure that all students achieve their highest level of knowledge, skills and attitudes necessary to be responsible and productive citizens, effective communicators, creative problem solvers and life-long learners. Through mutual support and the combined efforts of our families, schools and community we will provide a safe, high quality learning environment in which each student experiences success every day.

## Our Beliefs

We believe.....

- all individuals are entitled to an education that will maximize their potential.
- success builds self-esteem; self-esteem builds success.
- every individual has intrinsic value and deserves to be treated with respect.
- every individual is responsible for contributing to and improving the quality of life.
- the primary responsibility for the child belongs to the family.
- education is a shared responsibility of the family, student, school and community.
- every individual can learn.
- the family, the schools and the community depend on each other for strength.
- every individual has a unique set of characteristics and capabilities.
- striving for excellence has risk and is worth the cost.
- the strongest influence in the development of the individual is the family.
- people choose their own behavior.
- higher expectations for the individual lead to higher performance.

# **Section - III (1)**

## **Required/Important Training & Policies**

Blood borne Pathogens Program (1)



## WHAT IS A BLOODBORNE PATHOGENS EXPOSURE INCIDENT?

### AN EXPOSURE INCIDENT IS...

- A blood splash in the eyes, nose or mouth.
- A blood spill on your skin that is chapped, cut or scraped.\*\*
- Being cut or stuck with a sharp object that has been contaminated with someone else's blood.

\*\*NOTE: Intact skin is an excellent barrier to organisms. A blood splash or spill on intact skin (skin that is NOT chapped, cut, scraped, etc.) is **NOT** an exposure incident! If a blood spill occurs on intact skin, simply wash with soap and water as soon as possible.

### PREVENTION

PUT ON YOUR PROTECTIVE GLOVES! *It only takes 15 seconds.*

### WHAT DO YOU DO IF YOU HAVE AN EXPOSURE INCIDENT?

- Milk or bleed a puncture or cut, then wash well with soap and water as soon as possible.
- Wash the affected area immediately with soap and water.
- Flush eyes and mucous membrane for 5 minutes with clear running water.
- Inform your immediate supervisor or principal of the exposure incident or call Randy Souers at 972-6016.
- Call 575-2949 (Yakima Worker Care) and make an appointment for an exposure evaluation. Tell them you are an employee of the West Valley School District.

**West Valley School District #208**  
**BLOODBORNE PATHOGEN PROGRAM: THE EXPOSURE CONTROL PLAN**

**What is an Exposure Control Plan?**

An exposure control plan is a District safety precaution to protect employees from contracting blood borne pathogens, such as Hepatitis.

**Who Does the Plan Cover?**

The District has designated specific jobs as being considered at “reasonable risk” of coming in contact with human blood or other body fluids. The exposure plan is designed for these District employees. Only designated employees are required to take the annual training, and only designated employees are offered the Hepatitis B inoculation. If the employee identified as being at “reasonable risk” does not wish to take the inoculation, they must sign a declination form. New employees are also required to take the training, but only those in “reasonable risk” jobs are offered the inoculations. The District has designated the following jobs as having reasonable risk:

- self-contained special education teachers and aides
- shop teachers
- physical education teachers
- communication disorder specialists and aides
- elementary principals
- elementary psychologists/counselors
- elementary and secondary office secretaries
- basic education funded aides (primary playground supervisors)
- custodians
- warehouse workers
- all maintenance personnel
- coaches of football, wrestling and basketball, and athletic directors
- science teachers
- bus drivers

**How are Employees Protected?**

Two methods of protection are offered in the program. Employees at “reasonable risk” are offered protection from one of the blood borne pathogens by being provided the opportunity to be inoculated against Hepatitis B. The other basic method of protection from blood borne pathogens is using Universal Precautions in handling potentially contaminated materials. Universal Precautions are merely those actions we take as employees to protect ourselves from getting a blood borne disease from another person. Specific Universal Precautions are taught in the training sessions and the specific supplies needed are supplied by the District. Specific items are supplied to various rooms in the District to be more readily available to employees.

**Health Rooms:** Latex gloves, Sharps Box, goggles, protective gown, absorbent, disinfectant, antiseptic hand cleaner, and an updated first aid kit including a mouth guard.

**Custodian Rooms:** Latex gloves, absorbent, disinfectant, antiseptic hand cleaner, utility gloves, and plastic bags for all building waste baskets.

**Designated Special Education Rooms and shop classes:** Latex gloves, absorbent, disinfectant, plastic bags, and antiseptic hand cleaner.

**Warehouse:** Latex gloves, goggles, antiseptic hand cleaner, and protective gown.

**Playground Supervisors:** Each playground supervisor should carry with them a pair of latex gloves, a CPR mouth guard, and some absorbent material for wounds. Each building should determine how these materials are to be carried and is responsible for the furnishing of each.

First aid kits should also be located in the kitchens, shops, maintenance areas, and accompanying each athletic activity. It is the responsibility of each building, department, and/or District Program Supervisors to furnish these.

### **Plastic Bags**

West Valley School District has decided to treat all waste materials as if it were contaminated. This means that we do not need to differentiate between red and any other color plastic bag. All waste material bags should be tied and disposed of. Tied bags should never be reopened or emptied.

### **Required Precautions**

Employees should always clean body fluid spills as illustrated in the training session. Latex gloves are required when dealing with potentially hazardous situations involving blood or other body fluids. Hand washing with an antiseptic hand cleaner is a necessary precaution. Other protective equipment should be used when deemed appropriate. Each main custodial room will have a contaminated waste kit, with the proper cleanup procedures included within the kit.

## **BLOODBORNE PATHOGENS TRAINING: ANNUAL UPDATE**

### **Who is required to take the yearly update?**

- Self-contained special education teachers and aides
- Shop teachers
- Physical education teachers
- Communication disorder specialists and aides
- Elementary principals
- Elementary psychologists/counselors
- Elementary and secondary office secretaries
- Basic education funded aides (primary playground supervisors)
- Custodians
- Warehouse workers
- All maintenance personnel
- Bus drivers
- Coaches of football, wrestling, basketball, and athletic directors
- Science teachers

### **What are the objectives of the annual training?**

- Understand the definition of blood borne diseases
- Know the definition of universal precautions
- Learn how to avoid exposure
- Identify the transmission routes for BBP
- Know what to do if exposed to BBP
- Know who is eligible for the vaccine
- Know the resources for getting answers to or information for concerns or questions about blood borne pathogens

### **When is the training offered?**

Annual training sessions are offered online through Safeschools.com. District administrators can contact Randy Souers at 972-6016 or [souersr@wvdsd208.org](mailto:souersr@wvdsd208.org) to set up individual staff online trainings.

WEST VALLEY SCHOOL DISTRICT # 208

Exposure Control Plan

**HEPATITIS B VACCINATION  
DECLINATION FORM**

=====

I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, **I decline the Hepatitis B vaccination at this time.** I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Exposure Control Plan Coordinator Signature

\_\_\_\_\_  
Date

# **Section - III (2)**

## **Employee Safety & Workers' Compensation Procedures**

# WEST VALLEYSCHOOL DISTRICT

## Employee Safety Program

West Valley is a member of the:  
Educational Service District 105  
Workers' Compensation Cooperative  
33 South 2<sup>nd</sup> Avenue  
Yakima, Washington 98902  
(509) 575-2885

If you have questions concerning the Employee Safety and Workers' Compensation Procedure, call the District Safety Officer, Randy Souers at 972-6016.

### EMPLOYEE SAFETY PROGRAM

#### I. SAFETY - OUR PRIMARY ACCIDENT PREVENTION PROGRAM

**Safety Orientations** - All personnel are given a safety orientation when the District employs them. During the orientation they are told about the Employee Safety and Workers' Compensation Procedure.

**Safety Committees** - The Safety Program requires that each building have a safety committee elected by the staff that meets at least three times during the year. The committee elects a chairperson. Also required are three building safety inspections. The safety committee analyzes building inspections and makes suggestions for improvement, reviews past incidents and accidents, and plans safety instructional opportunities for the staff. A Central District Safety Committee oversees the building program. The building Head Custodians serve on the Central District Safety Committee and meet three times during the year.

**Safety Bulletin Board** - The Safety Bulletin Board includes several informational posters, a copy of the last Building Safety Committee meeting minutes, a copy of the last Central Safety Committee meeting minutes, a list of employees elected to the Building Safety Committee, a list of who is trained in CPR/First Aid, a list of available First Aid kits and their location, an emergency exit plan, and a list of emergency phone numbers.

**Reporting an Accident** - Report all accidents immediately to your supervisor, principal or secretary.

**West Valley is Self-Insured** - The West Valley School District is self-insured, thus claims are routed through the Claims Manager at Central Office and ESD 105.

#### II. OTHER DISTRICT ACCIDENT PREVENTION PROGRAMS:

**Post Offer Screening** - physicals given to specific classified employees after hiring, to ensure they have the physical capabilities to perform the job.

**Lockout/Tagout** - a program to protect employees working on equipment fed by power sources.

**Assured Equipment Grounding** - a program for ensuring that all cord, cord sets, plugs and electrical equipment connected by a cord are grounded properly.

**Ladder Maintenance** - a program to inspect ladder safety.

**Confined Space** - a program to protect employees who work in spaces that have limited access.

**Fall Protection** - a program to train employees to avoid falls from raised working situations, such as roofs.

**Forklift Certification** - a program designed to certify employees who use forklifts.

**Hazardous Waste Emergency Response** - outlines procedures for handling hazardous waste spills.

**Hazardous Chemical Communication Program** - provides material with information on potentially dangerous chemicals used in schools (information on all chemicals used in the school, is housed in the Head Custodian's office)

**Personal Protective Equipment Program** - provides information on what protective equipment to wear and when to wear it.

## INTRODUCTION

Safety and accident prevention is a prime concern of the West Valley School District. For this reason an Accident Prevention Program and Safety Committee have been developed. Each employee has a responsibility to participate in the program, to use safe practices and thus reduce the chance of occupational illnesses and injuries. This booklet has been written to provide you with general information regarding safety in your building. Hopefully, this will serve as a guide for you during your employment with the West Valley School District.

### WASHINGTON STATE INDUSTRIAL SAFETY AND HEALTH ACT (WISHA)

As an employee of the West Valley School District, you are covered under the Washington State Industrial Safety and Health Act. This law specifically requires that you comply with all safety and health standards, which apply, to your own actions on the job. Employees are required to:

Read the WISHA poster, posted on the Safety Bulletin Board. The law requires the posting of this at your work location.

Follow all safety and health rules and wear or use all prescribed protective gear and equipment. You are expected to comply with all internal safety and health rules issued.

Report job-related injuries or illnesses to your supervisor and seek treatment promptly. Necessary forms are available from the Central Office.

Cooperate with the WISHA inspector as he/she inspects your job site. Exercise your rights in a responsible manner.

### MANAGEMENT SAFETY RESPONSIBILITY

The Board of Directors has the foremost responsibility in providing a safe and harm free working environment. This responsibility and authority covers all aspects of West Valley School District operational tasks and safety procedures. The most important ingredient and responsibility of supervisors and administrators, in pursuing an effective safety and accident prevention program, is the development of a positive safety attitude on the part of all employees and staff within the District.

### SUPERVISOR'S SAFETY RESPONSIBILITY

Supervisors have the responsibility to make sure that safety is a part of each employee's duty. The supervisors are required to furnish employees with information that ensures accidents will not occur. Supervisors are responsible for proper reporting procedures for all incidents, accidents and near misses.



## **EMPLOYEE'S SAFETY RESPONSIBILITY**

The employee's responsibility is to carry out the tasks assigned in such a way as to safeguard their own safety as well as the safety of those around them.

## **SAFETY COMMITTEE'S RESPONSIBILITY**

The Safety Committee's responsibility is to evaluate and monitor your working environment and the safe practices of the employees in the District. The committee will investigate accidents and hazardous practices/areas in order to reduce the likelihood of further accidents and injuries. It also provides an opportunity for all employees to contribute suggestions regarding safety, training, etc., and to actively participate in a program with management and employee representatives.

## **NEW EMPLOYEE ORIENTATION AND SAFETY TRAINING**

West Valley School District has an obligation to prepare a new employee for the hazards that may be involved in the new job. Employees will be instructed in methods used to perform the job safely and effectively. All employees will be advised of the District's written Safety Program, the use of personal protective equipment, emergency procedures, first aid kit locations and accident reporting procedures. Employees are asked not to attempt to do tasks requiring use of equipment with which they are unfamiliar or have no training.

Specific instruction will be offered for the use of new hazardous or unfamiliar equipment in order to lessen the likelihood of accident or injury.

## **ACCIDENT AND LOSS PREVENTION PROGRAM**

The law requires every employer to maintain an ongoing accident prevention program. This program will be effective through the use of:

### **A. EMPLOYEE EDUCATION TRAINING**

Training sessions enhance employee awareness and knowledge of safe practices and use of technical equipment and procedures. As new methods are introduced, employees will be trained. This is to ensure that all employees have up-to-date knowledge regarding the equipment, materials and methods related to their responsibilities, thus reducing the likelihood of accidents and injuries. Training will be provided by the immediate supervisor or qualified designee.

### **B. SELF INSPECTION**

Your school has a checklist used for periodic inspections of the premises. Through this, all hazards can be reported and can be corrected. You, as an employee, must be aware of your working environment, and report any hazardous conditions immediately. The Safety Committee will do inspection on a regular periodic basis, and others assigned to the task. Copies will be kept by the safety chairperson and the supervisor of the area that was inspected.

### **C. INJURY AND ACCIDENT INVESTIGATION**

Each accident involves a sequence of contributing causes. By evaluating and eliminating the causes, accidents can be prevented. Accident investigation is carried out by supervisors and Safety Committee members in order to discover and remove causes of accidents.

### **D. EMERGENCY PROCEDURES**

West Valley School District has established procedures to follow in the event of an emergency within a school or department that necessitates total or partial closure, threatens the safety and wellbeing of employees and/or students, or interferes with the normal operation of the school or department. Such

emergencies include, fire, criminal acts, health problems, storms, accidents, utility outages, and earthquakes. These procedures will be explained to you when you begin your employment and periodically thereafter. Your supervisor will ensure you receive any updates or changes.

#### **E. RECORDKEEPING**

State law requires each employer to keep a log of occupational illnesses and injuries. Your school and Safety Committee chairperson will maintain the following records:

1. Log of occupational injuries and illnesses
2. Record of each accident
3. Annual summary of accidents. The summary of the OSHA 300 Log is posted each year for review by employees. Statistics only, no names.
4. Record of accident prevention activities

#### **F. USE OF PERSONAL PROTECTIVE EQUIPMENT**

There are some tasks that necessitate employees wearing equipment designed to prevent injury. Employees are required to wear such apparatus when performing these tasks. Employees are responsible for the care and maintenance of their personal equipment. Supervisors will monitor the use of safety equipment, and the care and maintenance of the equipment. Such equipment might include safety glasses or other eye protection, respirators, gloves, hearing protection, heavy boots, etc., depending on the tasks being performed.

#### **G. FIRST AID INSTRUCTION**

State law requires that certain employees at the work site maintain valid first aid certification. First aid training is available at low cost. All employees are encouraged to take advantage of this training. Job descriptions will indicate if first aid certification is required. Supervisors in various locations are required to be certified. If the job demands that they leave the facility then another person must be certified. Cost of training for staff in this situation will be the responsibility of the District.

### **ACCIDENT REPORTING**

Employees are required to report all accidents, incidents and near misses to their supervisor as soon as possible. The supervisor must be provided with the necessary information that will enable him/her to prepare an accident report. The employee needs to provide as much information as possible during accident investigations so that future incidents, accidents and near misses can be prevented.

### **SELF-INSURED WORKERS' COMPENSATION**

West Valley School District is a member of a Trust, which self-insures your industrial insurance benefits. You will receive the same benefits as any other injured worker in the State of Washington. It is important for you to remember that your school District is SELF INSURED, and a member of ESD 105 Workers' Compensation Trust. This Trust has earned the privilege to pay workers' compensation benefits to school District employees who are injured on the job or who suffer a job-related disease.

### **WHAT TO DO IF INJURED ON-THE-JOB**

If you are injured on the job or suffer a disease caused by your job, you have an obligation to immediately report the injury or illness to your immediate supervisor. Any injury, no matter how slight, will be reported. Failure to do so may result in disciplinary action.

You have the right to seek medical attention from the doctor of your choice, and you have the right to file a claim for compensation and medical benefits.

The steps you follow are listed on the enclosed Procedure for Filing a Claim. Your doctor must continue to send reports to ESD 105 whenever requested, in order for benefits to continue.

The amount paid for medical expenses related to your occupational injury or disease is determined by statute. Any bills you incur should be sent directly to ESD 105 Workers' Compensation Trust for payment. If you have to personally pay a bill, you will be reimbursed when the ESD receives a copy of the bill and provided the claim has been accepted.

West Valley School District will also provide you with time loss benefits during the time you are unable to work. These benefits are a percentage of your actual wage, subject to a maximum of 100% of the statewide average (the amount to be determined by marital status and number of dependent children), and are paid directly to you by a check twice a month.

You will continue to receive these temporary total disability benefits until:

1. Your doctor releases you to work, or
2. West Valley School District offers transitional work which your doctor approves, or
3. Your claim is closed.

Industrial Insurance also provides benefits for permanent partial disability related to your occupational injury or disease. If your doctor reports that you have some partial disability, which will be permanent, you may be examined by an independent medical examiner and that examination will be reviewed by the Department of Labor and Industries. You will then be granted the appropriate disability award, based on the doctor's statement.

Educational Service District 105 is responsible for the proper handling of your industrial claim until it is ready to be closed. You may direct any questions about self-insurance to your supervisor or administrator of the Workers' Compensation Trust at ESD 105. Always keep in mind that close contact with ESD 105 will eliminate most delays and misunderstandings and will help insure prompt, efficient handling of your claim.

### **FOR GENERAL QUESTIONS, CONTACT:**

Your immediate supervisor, Safety Committee representative, or District Claims Manager - Randy Souers at the Central Office 972-6016 will act as Claims Manager.

### ***FOR QUESTIONS REGARDING YOUR WORKERS' COMPENSATION PROGRAM OR CLAIM CONTACT:***

**ESD 105 Workers' Compensation Trust  
33 South 2<sup>nd</sup> Avenue  
Yakima, WA 98902  
575-2885**

# EDUCATIONAL SERVICE DISTRICT 105 WORKERS' COMPENSATION TRUST

## WORKERS' COMPENSATION BENEFITS

This insert is to advise you of your rights, obligations, benefits and procedures to follow under the Industrial Insurance Laws (Title 51) of the State of Washington.

### General Information:

The West Valley School District is self-insured. This means your employer pays all benefits. All workers in the state receive the same benefits, regardless of the type of program. Industrial insurance coverage is provided at no cost to you with the exception of the Supplemental Pension Fund, to which you may pay one-half of the state's assessment rates. Your District and ESD 105 Workers' Compensation Trust administers your industrial injury claim. ESD 105 pays all benefits that you may be entitled to on your claim.

The Self-Insurance Division of Labor and Industries receives a copy of all claims where time loss is paid. They monitor all claim actions assuring timely payment of benefits. The department also receives notice when medical only claims are closed and benefits have been paid. The District is prohibited from discriminating against you for filing, or expressing intent to file a claim.

### Specifics:

The District's Accident Prevention Program requires that you immediately report any work related injury or occupational illness. You have one year from the date of injury to file an occupational injury claim. You have two years from the date your doctor advises you in writing that you have an occupational disease, to file a claim.

To file a claim you must:

1. Report your injury to your supervisor.
2. Complete a self-insured claim form (obtained from the District Central Office).
3. Be treated by a practitioner for your injury or illness.

You have the right to be treated by a practitioner of your choice; however, you must remain under his/her care for a sufficient time to produce a curative result. ESD 105 Workers' Compensation Trust must approve all transfers of care.

Your doctor must provide the District or Trust with medical progress reports. The District and the Trust have the right to seek additional medical opinions regarding your condition. You may be entitled to rehabilitation as a result of your injury. Qualified workers will receive benefits as determined by law.

### Medical Costs

The Trust is responsible for paying all related medical costs according to state law. You are not to be charged for any authorized treatment. If you find it necessary to pay a bill, submit it to ESD 105 for reimbursement. A reimbursement form is available by calling (509) 575-2885.

### Time Loss Compensation

To qualify, you must:

1. Be disabled and unable to work due to the injury or illness.
2. Be under the care/treatment of an authorized practitioner.
3. Be certified as temporarily or totally disabled by the doctor.

### **Amount**

The rate of time loss compensation is determined by your marital status and number of dependents. The maximum payment is determined by the state average wage and is set by state law.

### **Waiting Period**

No payment is made for the day of injury. No payment is made for the first three days following the date of injury unless your disability continues fourteen days or longer. An unsuccessful attempt to return to work will not affect the payment for the first three days.

### **Duration**

You will continue to receive time loss benefits until one of the following occurs:

- Your doctor releases you back to work.

- You return to work.

- You return to modified work approved by your doctor.

- You refuse or obstruct treatment.

- Your claim is rejected by an order from the Dept. of Labor & Industries. If this occurs, your employer may ask you to repay any time loss benefits you have received.

### **Sick Leave Buy-Back Procedure**

If you have been certified off work and sick leave is used to maintain full wages, you are required to take your time loss compensation check to your District and buy-back a pro-rated amount of used sick leave based on the dollar amount of your time loss check.

### **Permanent Awards**

The Department of Labor & Industries determines all permanent awards. Permanent partial disability is a percentage of loss in function of a body part due to an industrial injury or illness. The level of disability is determined by a physician and given a monetary value by the Department of Labor & Industries as a form of compensation. Permanent Total Disability is a work related condition, supported by medical and vocational opinion, which prevents you from being able to perform gainful employment. Such a condition may qualify you for a lifetime pension. Survivor's benefits are pension benefits available for your dependents should you suffer an on-the-job fatality. In such a case your dependent should apply for survivor's benefits.

### **Reconsiderations and Appeals**

If at any time you disagree with any order or determination on your claim, you have sixty days from the date of the order, to file a protest or appeal. Should you have any questions concerning your benefits or claim, please direct them to ESD 105 Workers' Compensation Program, 33 South 2<sup>nd</sup> Ave., Yakima, Washington 98902. (509) 575-2885

# West Valley School District #208 WORKERS' COMPENSATION CLAIM PROCESS

**If you suffer a job-related injury or an occupational disease:** An industrial insurance claim must be filed in a timely manner. Claims for injuries must be filed within one year after the accident. Occupational disease claims must be filled within two years after receiving written notice of the condition from a doctor.

For an injury that only requires first aid:  
Complete District incident report and return the form to your supervisor.

If injury is of the nature that you require immediate medical attention, notify your supervisor and seek immediate medical attention. In all other instances, come to the Central Office to obtain appropriate paperwork before going to a medical facility. If you go to the doctor first, please call the Central Office from the doctor's office to obtain an L&I Claim number

If medical treatment is necessary, you must complete the Self-Insurer Accident Report form (SIF2) as well as the District's Accident/Incident/Injury Report. **After completing forms, take your L&I claim number and the Doctor's Estimate of Physical Capacities form to the doctor with you.** Your claim number will be in the upper right corner of the SIF2 form.

When the Educational Service District 105 Workers' Compensation Trust receives the Self Insurer Report of Accident they will send you a letter informing you that they have received your claim. If you do not receive this letter within 14 days of completing the SIF2 form, please call your District claims contact to verify that your report was forwarded on to the Trust.

Your claim manager will either accept your claim or deny it. If your claim manager needs more information on your claim, and if you are unable to work for more than three consecutive days following your injury, they will pay a portion of your wages on a provisional basis. If your claim is later denied, you will be required to repay those benefits.

### Claim Accepted:

If your industrial insurance claim is accepted, the Trust will pay the medical bills associated with the treatment of the workplace injury or occupational disease.

### Claim Denied:

If your industrial insurance claim is denied, you may protest the decision. This must be done in writing within 60 days from the date you receive the notice of decision denying your claim.

### Unable to Work:

If your doctor indicates you will miss more than three days of work, you may be eligible for time-loss benefits. Time-loss is intended to partially make up for wages lost while you are unable to work. The amount is set by law and is based on your marital status, number of dependent children, and your wage at the time of the injury or exposure.

### Able to Work:

If you did not miss more than three days of work due to your injury or disease, you are entitled to medical benefits only.

You should receive your first time-loss check about two weeks after your self-insurer receives the SIF2 form. In addition to medical and time-loss benefits, services can be provided to help you return to work as soon as possible.

When your medical treatment is completed and your injury status is considered fixed and stable, the Trust (in some cases the Department of Labor and Industries) will send you a notice that your claim is being closed.

Claim Closed

# **Section - III (3)**

**First Aid & CPR**

# First Aid and CPR Certification Requirements and Information

## **Requirements:**

The Department of Labor and Industries requires that at least one person be trained in first aid at each school and/or site. At schools, this person is generally the building secretary and/or playground supervisor(s). Coaches are required to have current first aid and CPR certification in order to coach. Certification must be renewed every two years.

## **Class Offering:**

Classes in First Aid and CPR are offered during the school year to those in need of certification or re-certification. For coaches, the District will offer First Aid training every two years and CPR training every year to current coaching members. The District will pay the costs of the First Aid and CPR training for employees who attend the District training.



# **Section - III (4-11)**

**Drug-Free/Alcohol-Free Workplace**  
Policy & Employee Notice

**Tobacco-Free Environment**  
Policy & Employee Notice

**Dangerous Weapons on School Premises**  
Policy & Employee Notice

**Electronic Communications**  
Policy & Employee Notice

**Sexual Harassment**  
Policy & Employee Notice

**Child Abuse Reporting**  
Policy

**Harassment, Intimidation & Bullying**  
Policy & Employee Notice

**Hazardous Substances/Pesticide Notification**  
Procedure & Employee Notice

### 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.

The District will comply with the Drug Free Workplace Requirements for Federal Grant recipients. "Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with federal grants. 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.

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 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, traffic, unlawfully manufacture, distribute, or dispense alcohol, illegal and/or controlled substances, including marijuana (cannabis)

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 will be provided no later than 5 days after such conviction. The district shall inform the federal granting agencies 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 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 to a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Cross References: Board Policy 4215 Use of Tobacco on School Property  
Board Policy 5280 Termination of Employment  
Board Policy 5203 Staff Assistance Program

Legal References: RCW 69.50.435 Violations committed in or on certain public places or facilities - Additional penalty - Defenses - Construction - Definitions  
20 USC 7101 - 7118 Safe and Drug-Free Schools and Communities Act  
21 USC 812 Controlled Substance Act  
41 U.S.C. § 8103 Drug Free Workplace Requirements for Federal Grant Recipients

Management Resources:  
*Policy & Legal News*, February 2013 Policy Revisions  
*Policy News*, December 2011 Changes in WSSDA's *Policy Reference Manual*  
*Policy News*, February 1999 Bus drivers still tested for marijuana

Adoption Date: 04.01.98

Revised 8.14

TO: All West Valley School District Employees  
FROM: Randy Souers, Human Resources Director  
SUBJECT: West Valley Policy on Drug Free and Alcohol Free Schools  
DATE: August 17, 2015

The purpose of this memo is to provide West Valley School District employees with an annual notification of the district policy in regard to Drug Free & Alcohol Free Schools.

Policy 5201, adopted on August 27, 1990, by the West Valley School Board includes the following Employee Notice on Drug Free and Alcohol Free Schools. If you have further questions about Policy 5201, copies are available in your principal's or supervisor's policy manual.

### NOTICE TO EMPLOYEES

**YOU ARE HEREBY NOTIFIED** that it is a violation of the policy of the West Valley School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, alcohol, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work. That includes any work including a school building or other 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.

**YOU ARE FURTHER NOTIFIED** that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal drug statute. Such notification shall be no later than five days after such conviction.

An employee who violates the terms of the school district's drug-free workplace policy may be suspended, discharged or non-renewed in accordance with the provisions of the board policy and state law.

An employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense, as a condition of eligibility for reinstatement. However, reinstatement of an employee who has violated the drug-free workplace policy is not guaranteed, nor does the school district incur any financial obligation for an employee's treatment or rehabilitation.

## NOTICE TO EMPLOYEES - DRUG FREE WORKPLACE

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the West Valley School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work. That includes any place where work on a school District federal grant is performed, including a school building or other 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.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school District and will notify your supervisor of your conviction of any criminal drug statute. Such notification shall be no later than five days after such conviction.

An employee who violates the terms of the school District’s drug-free workplace policy may be suspended, discharged, or non-renewed in accordance with the provisions of the board policy and state law.

An employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee’s expense, as a condition of eligibility for reinstatement. However, reinstatement of an employee who has violated the drug-free workplace policy is not guaranteed, or does the school District incur any financial obligation for an employee’s treatment or rehabilitation.

4215  
Community Relations

### Use of Tobacco and Nicotine Products and Delivery Devices

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

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

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

Cross References:	Board Policy 3200	Student Rights and Responsibilities
	Board Policy 3241	Classroom Management, Corrective Actions or Punishments
	Board Policy 5280	Termination of Employment
	Board Policy 5201	Drug-Free Schools, Community and Workplace
	Board Policy 3416	Medication at School
Legal References:	RCW 28A.210.260	Public and private schools - Administration of medication Conditions.
	RCW 28A.210.270	Public and private schools - Administration of medication Immunity from liability - Discontinuance, procedure.
	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 70.155.080	Purchasing, obtaining or possessing tobacco by Minors – Civil infraction
Management Resources:	<i>Policy News</i> , October 2010	Electronic Cigarettes
	<i>Policy News</i> , December 2010	Addressing the Use of “Electronic” Cigarettes
	<i>Policy News</i> , February 2014	

Revised: 10.00; 8.03; 10.10, 12.10, 10.14

### Regulation of Dangerous Weapons on School Premises

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

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

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

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

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

- A. persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. any non-student at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school; and
- C. Any non-student at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school.

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

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Students who violate this policy are subject to District discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the Superintendent. The District shall also comply with federal protections for disabled students in the application of this policy.

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

of District policy.

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

Cross References: Board 3240 Student Conduct  
Board 3241 Corrective Actions or Punishment 30

Legal References: RCW 9.41.280 Dangerous weapons on school grounds  
RCW 9A.16.020 Use of force--when lawful  
RCW 9.91.160 Personal Protection Spray devices  
RCW 28A.600.420 Firearms on school premises, transportation, or facilities  
Penalty -- Exemptions

Public Law 107-110 Section 4141 Gun-free Schools Act

Management Resources: Policy News, August 2006 Weapons on School Premises  
Policy News, August 1998 State Encourages Modification of  
Weapons Policy  
Policy News, October 1997 Legislature also addresses "look-  
alike" firearms

Adoption Date: 10.13.98

Revised 9/06, 10/8/07



**STAFF ACCESS TO NETWORKED INFORMATION RESOURCES**

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will change the ways they share ideas, transmit information, and contact each other. The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that new technology will expedite the sharing of effective practices and lessons across the District and will help staff stay on the leading edge of practices by forming partnerships with others across the nation and the world. As staff members connect to the global community, their use of these new tools and systems bring not only new opportunities but also new responsibilities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in performing of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. Network supervision and maintenance may require review and inspection of directories or messages. The District network supervisor may examine communications in order to maintain system integrity. In addition, the District reserves the right to access stored records in cases where there may be reasonable cause to suspect wrongdoing or misuse of the system.

The Board directs the Superintendent to specify behaviors that are permitted and those that are not permitted, as well as develop appropriate procedures to guide employees in the use of electronic mail and telecommunications. Employees should use discretion when using electronic mail and telecommunications to share confidential information about students or other employees and should restrict distribution to a “need to know” basis.

**Adopted 10/14/02**

## **Staff Access to Networked Information Resources: Procedures**

### **EMAIL SHOULD BE CHECKED DAILY**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

### **PROFESSIONAL RULES OF CONDUCT APPLY**

The Network is provided for staff and students to conduct research and communication with others. Communication over the network is often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

### **PROFESSIONAL DISCRETION APPLIED TO CONFIDENTIAL COMMUNICATION & DATA**

Employees should use professional discretion when using electronic mail and telecommunications to share confidential information about students or other employees and should restrict distribution to a “need to know” basis.

It is understood that the District network administrator may review files and communications to maintain system integrity. Users should not expect that files stored on District (or building) servers are private.

### **PERSONAL USE**

Incidental personal use of networked systems on non-work time is acceptable such that it does not impact network resources or incur liability to the district. If there is any question of appropriateness or liability, contact your supervisor. Minimize impact to the network by never transferring or saving large files and by only using authorized software. The district is not liable for your personal files - do not save anything important on district resources. If you have questions regarding network resources, contact the District network administrator.

### **EXAMPLES OF BEHAVIOR NOT PERMITTED**

The following behaviors are explicitly prohibited on District networks:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Engaging in practices that may threaten the network (for example: loading unauthorized software, forwarding chain email letters, installing unauthorized hardware, running files that may introduce a virus).
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in other peoples' documents or files.
8. Downloading large files during the instructional day.
9. Violating regulations prescribed by the network provider.
10. Using the District systems for personal profit or gain.
11. Maintaining personal contact with a student outside of school by phone/cell phone, texting, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.

**West Valley School District #208**  
**“Acceptable Use” of Networked Information Resources for Staff:**  
**Agreement Form**

I have read the District policy and procedures pertaining to acceptable use of networked information resources for staff. I understand what behaviors are prohibited under this policy and will abide by District standards and procedures. If there is any question of appropriateness or liability, I will contact my supervisor for clarification before using network resources.

\_\_\_\_\_  
Staff Name (Printed)

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**Please return your signed form to: District Human Resources Department**

## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

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

Legal References:	RCW 28A.400	Crimes against children
	RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of alary or compensation by district.
	RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
	RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation Process.
	RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintenenent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
	RCW 28A.410.100	Revocation of authority to teach - Hearings.
	WAC 181-87	Professional Certification - Acts of Unprofessional Conduct
	WAC 181-88	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

### **Maintaining Professional Staff /Student Boundaries**

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

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

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

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

#### **Unacceptable Conduct**

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

- ✓ Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- ✓ Showing pornography to a student;
- ✓ Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- ✓ Socializing where students are consuming alcohol, drugs or tobacco,
- ✓ For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- ✓ Sending students on personal errands unrelated to any educational purpose;
- ✓ Banter, allusions, jokes or innuendos of a sexual nature with students;
- ✓ Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- ✓ Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- ✓ Maintaining personal contact with a student outside of school by phone, texting, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- ✓ Exchanging personal gifts, cards or letters with an individual student;
- ✓ Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- ✓ Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- ✓ Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

#### **Appearances of Impropriety**

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

- ✓ Being alone with an individual student out of the view of others;

- ✓ Inviting or allowing individual students to visit the staff member's home;
- ✓ Visiting a student's home; and/or
- ✓ Social networking with students for non-educational purposes.

#### **Reporting Violations**

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

#### **Disciplinary Action**

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

#### **Training**

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

#### **Dissemination of Policy and Reporting Protocols**

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

Implemented 5/10/2010

## Sexual Harassment

### INFORMAL COMPLAINT PROCESS

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

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

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

### FORMAL COMPLAINT PROCESS

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

- A. The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints will be in writing; will be signed by the complainant; and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- D. The superintendent will respond in writing to the complainant and the accused within thirty days stating:

1. That the district does not have adequate evidence to conclude that harassment occurred, and/or
2. Corrective actions that the district intends to take; and/or

E. The response of the superintendent will include notice of the complainant's right to appeal to the school board, and will identify where and to whom the appeal must be filed.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

## **APPEAL PROCEDURE**

### **A. Level One**

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

1. The date upon which the complainant received the superintendent's response, or
2. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

The board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to the complainant. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

### **B. Level Two**

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the Superintendent of Public Instruction by filing a written notice of appeal with the Superintendent of Public Instruction by the 20th calendar day following the date upon which the complainant received written notice of the board's decision.

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

## **TRAINING AND ORIENTATION**

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

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



Parents will be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

A copy of the district’s sexual harassment policy must be included in any publication of the district or of a school that sets forth the rules, regulations, procedures, and standards of conduct for the school or school district. The policy must also be conspicuously posted in each school district, and provided to each employee, volunteer, and student.

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

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

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

<b>Resources</b> <b>A. District Contact</b> Randy Souers, Compliance Officer West Valley School District 8902 Zier Road Yakima, WA 98908 <b>B. State and Federal Contacts</b> Office of Superintendent of Public Instruction Equity and Civil Rights Office P.O. Box 47200 Olympia, Washington 98504-7200 360.725.6162	Washington State Human Rights Commission 711 South Capitol Way, Suite 402 P.O. Box 42490 Olympia, Washington 98504-2490 360.753.6770  Office for Civil Rights, U.S. Department of Education 915 Second Avenue, Room 3310 Seattle, Washington 98174 206.607.1600
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Date: 08/06; 10/11; 07/13

### Child Abuse, Neglect and Exploitation Prevention

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child's bodily functioning.
- C. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or
- D. intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than
- E. hygiene, child care or health care purposes.
- F. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- G. Assaulting or criminally mistreating a child as defined by the criminal code.
- H. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- I. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental
- J. health or development of a child.
- K. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

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

The Superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff shall receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

Classified and certified staff are legally responsible for reporting all suspected cases of child abuse and neglect. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator. The administrator shall report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

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

Cross References:	Board Policy	4310 Relations with the Law Enforcement and Child Protective Agencies
Legal References:	RCW 13.34.300 RCW 26.44.020 RCW 26.44.030  RCW 28A.620.010 RCW 28A.620.020 RCW 43.43.830  RCW 28A.320.160  RCW 28A.400.317  WAC 388-15-009 AGO 1987, No. 9	Failure to cause juvenile to attend school as evidence under neglect petition Child abuse – Definitions Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Interviews of children – Records – Risk assessment process Community education provisions – Purposes Community education provisions – Restrictions Background checks – Access to children or vulnerable persons Alleged sexual misconduct by school employee – Parental notification – Information on public records act. Physical abuse or sexual misconduct by school employees – Duty to Report – Training Definition of child abuse, neglect or exploitation Children – Child Abuse – Reporting by School Officials – Alleged Abuse by Student
Management Resources:	Policy News, February 2007  Policy News, June 1999	Physical Abuse and Sexual Misconduct Notice Requirements 23% of districts out-of-compliance on child abuse policies

Revised: 06.99; 02.07; 06.07; 08.07; 08.08; 11.08

## Prohibition of Harassment, Intimidation and Bullying

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

- 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

### Behaviors/Expressions

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

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

The District’s prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event;
- Off school District property if the actions of the student materially or substantially affect the education process and/or student attendance at school.

### 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.

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

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

#### Retaliation/False Allegations

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

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

#### Compliance Officer

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

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

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	WAC 392-190-059	Harassment, intimidation and bullying prevention policy and procedure - School districts
Management Resources:	Policy News, December 2014	
	Policy News, December 2010	
	Policy News, April 2008	
	Policy News, April 2002	
Revised:	04.02; 10.07; 04.08; 12.10; 2.11; 04.15	

**WEST VALLEY SCHOOL DISTRICT #208  
Formal Complaint of Harassment, Intimidation, or Bullying**

**Section 1 - To be filled out by Complainant**

Name of Complainant	Date/Time of Incident
Name of Alleged Harasser	Location of Incident
Describe Incident	
How would complainant like incident resolved?	
Names of Witnesses	

**Section 2 - To be filled out by Principal or Designee**

Summary of Witness Statements
Summary of Action Taken
Name of Compliance Officer/Principal handling report

**Section 3 - To be filled out by District Compliance Officer**

Date reviewed:	#
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**RCW 28A.300.285 Findings -- 2002 c 207:** "The legislature declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The legislature finds that harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Furthermore, the legislature finds that students learn by example. The legislature commends school administrators, faculty, staff, and volunteers for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying." [2002 c 207 § 1.]

**Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying.**

**RCW 28A.300.285** (2) "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education; or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

**RCW 28A.640.020** (2)(f) "Sexual harassment" as used in this section means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if: (i) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment; (ii) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or (iii) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

**In addition to corrective action by the school, a student may be referred to authorities for legal action as per the following sections of the Revised Code of Washington (RCW):**

**RCW 9A.36.080** (1) A person is guilty of malicious harassment if he or she maliciously and intentionally commits one of the following acts because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap: (a) Causes physical injury to the victim or another person; (b) Causes physical damage to or destruction of the property of the victim or another person; or (c) Threatens a specific person or group of persons and places that person, or members of the specific group of persons, in reasonable fear of harm to person or property. . . .(3) It is not a defense that the accused was mistaken that the victim was a member of a certain race, color, religion, ancestry, national origin, gender, or sexual orientation, or had a mental, physical, or sensory handicap. . . .(7) Malicious harassment is a class C felony.

**RCW 9A.36.083** Malicious harassment -- Civil action. In addition to the criminal penalty provided in RCW 9A.36.080 for committing a crime of malicious harassment, the victim may bring a civil cause of action for malicious harassment against the harasser. A person may be liable to the victim of malicious harassment for actual damages, punitive damages of up to ten thousand dollars, and reasonable attorneys' fees and costs incurred in bringing the action.

**RCW 9A.46.020** (1) A person is guilty of harassment if: (a) Without lawful authority, the person knowingly threatens: (i) To cause bodily injury immediately or in the future to the person threatened or to any other person; or (ii) To cause physical damage to the property of a person other than the actor; or (iii) To subject the person threatened or any other person to physical confinement or restraint; or (iv) Maliciously to do any other act which is intended to substantially harm the person threatened or another with respect to his or her physical or mental health or safety; and (b) The person by words or conduct places the person threatened in reasonable fear that the threat will be carried out. "Words or conduct" includes, in addition to any other form of communication or conduct, the sending of an electronic communication. (2) A person who harasses another is guilty of a gross misdemeanor. . . .

**The Washington State Legislature is committed to safe schools and high academic standards.**

**RCW 28A.300.285** Findings -- 2002 c 207: "The legislature declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The legislature finds that harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Furthermore, the legislature finds that students learn by example. The legislature commends school administrators, faculty, staff, and volunteers for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying." [2002 c 207 § 1.]

## Prohibition of Harassment, Intimidation and Bullying

### A. Introduction

The West Valley School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

### B. Definitions

**Aggressor** is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

**Harassment, intimidation or bullying** is an intentional electronic, written, verbal, or physical act that:

- 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.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incidents may be reported verbally or in writing by students, families, or staff. The District form to document a formal complaint shall be available at each school and on the District's website (Form 3207F).

**Retaliation** is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified



staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

**Targeted Student** is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

### **C. Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 - Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 - Harassment, Intimidation and Bullying
- RCW 28A.640.020 - Sexual Harassment
- RCW 28A.642 - Prohibition of Discrimination in Public Schools
- RCW 49.60.010 - The Law Against Discrimination
- In addition, Washington State laws regarding Malicious Harassment may be applicable (RCW 9A.36.080, RCW 9A.36.083, and RCW 9A.46.020).

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

### **D. Prevention**

#### **1. Dissemination**

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

#### **2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Formal Complaint Form or a link to the web-based form (Form 3207F).

#### **3. Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Formal Complaint Form.

#### **4. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

## **E. Compliance Officer**

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Formal Complaint Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website:  
[www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

## **F. Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

## **G. Filing a Formal Complaint Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

## **H. Addressing Bullying - Reports**

### **Step 1: Filing a Formal Complaint Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on the Formal Complaint Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

### **Status of Reporter**

#### **a. Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Formal Complaint Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

#### **b. Confidential**

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an

alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

**Step 2: Receiving a Formal Complaint Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Formal Complaint Form (3207F) and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

**Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

a. Upon receipt of the Formal Complaint Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor’s schedule and access to the complainant, and other measures.

c. Within two (2) school days after receiving the Formal Complaint Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district’s policy and procedure on harassment, intimidation and bullying.

d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may

initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e. The investigation shall include, at a minimum:

- An interview with the complainant;
- An interview with the alleged aggressor;
- A review of any previous complaints involving either the complainant or the alleged aggressor; and
- Interviews with other students or staff members who may have knowledge of the alleged incident.

f. The principal or designee may determine that other steps must be taken before the investigation is complete.

g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates. Upon completion of the investigation, the principal or designee shall complete and submit Form 3027F to the District Compliance Officer.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

#### **Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made

to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

#### **Step 5: Targeted Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

#### **Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school-wide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and

including revocation. Contractor violations of this policy may include the loss of contracts.

#### **Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

#### **I. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

#### **J. Other Resources**

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

OSPI Equity and Civil Rights Office 360.725.6162 Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)

Washington State Human Rights Commission 800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

Department of Justice Community Relations Service 877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)

Office of the Education Ombudsman 866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)

OSPI Safety Center 360.725-6044 [www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

#### **K. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

Date: 04.02; 04.08; 12.10; 1.11; 2.11

## HAZARDOUS SUBSTANCES

All employers are responsible for informing and training workers about the hazardous chemicals in their workplaces, maintaining warning labels, and making available MSDS's (Material Safety Data Sheets) for hazardous chemicals.

All workplaces where employees are exposed to hazardous chemicals must have a written plan, which describes how the standard will be implemented in that facility. This written program must describe how the requirements for labels and other forms of warning, material safety data sheets, and employee information and training are going to be met in the facility. The written plan for each WEST VALLEY building is located in the Head Custodian's office. You may also be able to obtain this information from your supervisor.

Products that you may encounter in the workplace include:

- Copier and printer toners
- Office Supplies (i.e., Whiteout, etc.)
- Cleaning supplies that are used by the custodian (i.e., disinfectants, carpet stain remover, etc.)

Most chemicals are located in the custodian's supply closet. The person with primary responsibility for handling and storing hazardous chemicals in each building is the Head Custodian.

### Procedure 6895P

#### PESTICIDE NOTIFICATION, POSTING AND RECORDKEEPING REQUIREMENTS

The District shall comply with all legal requirements for recordkeeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state Department of Agriculture rules regarding recordkeeping. Such records will be available on request by interested persons under the state Public Records Act and other laws. Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds, a notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

For outside playground, grass areas, and athletic fields the District will normally use Round-up (ground killer), Turflan, Horsepower, and Weedar (broad leaf), Casaron and Surflan (Pre-emergent), and Scyth (burns lines into the athletic fields). For insects, the name brands may change, but the use of some kind of sprays for insects will be used. Presently, the District is using Fast Kill III (roach and ant killer), Flying Insect Killer (flies, mosquitoes, cockroaches, beetles, etc.), and Jet Force II (wasp and hornet).

Revised: 05.28.02

# **Section - III (12)**

## **Emergency Procedure Handbook**



## EMERGENCY NUMBERS

Fire/Ambulance/Police	911	Utilities	
W.V. Fire Department	966-3111	Pacific Power	1(888)221-7070
Yakima Fire Department	575-6060	Cascade Natural Gas	1(888)522-1130
Yakima Co. Sheriff	574-2500	Nob Hill Water	966-0272
City of Yakima Police	575-6200	City of Yakima Water	575-6154
State Patrol	575-2320	Hospitals	
Child Protective Services	225-6556	Memorial Hospital	575-8000
Comprehensive Mental Health Crisis Line	575-4200 or 1(800)572-8122	Yakima Regional	575-5000
		Red Cross (24 hr. Service)	457-1690
WVSD Schools		WVSD Central Office	972-6000
Ahtanum Valley Elementary	965-2031	Central Administration	972-6029
Apple Valley Elementary	965-2060	Maintenance	972-6030
Cottonwood Elementary	965-2052	Transportation	966-2403
Mountainview Elementary	965-2070	School Nurse	952-0030 or 654-5987
Summitview Elementary	965-2050		
Wide Hollow Elementary	972-5550		
W.V. Middle School	972-5700		
W.V. Junior High	972-5800		
W.V. Freshman Campus	972-5600		
W.V. High School	972-5900		

## CLEAR THE ROOM - Sending Students to a Safe Area

### TEACHER OR SUPERVISING ADULT

1. Direct students to the agreed-upon designated area. →
2. Notify office immediately. Include requested response, such as call 911 or send the nurse or principal.
3. Remain with the problem situation. Reassure everyone involved that everything possible is being done.

Buddy Room # is:

\_\_\_\_\_

### ADDITIONAL INFORMATION

**What:** **Clear the Room**, issued by teacher or supervising adult, is used to send students away from a potential threat. Successful use of **Clear the Room** requires:

- A designated buddy room.
- That students understand they must go directly to the designated buddy room when a **Clear the Room** is issued.

**When:** **Clear the Room** is used when the teacher must remain in the dangerous situation but can send students to a designated buddy room.

**Example:** A dangerous situation arises in the classroom, such as student down because of an accident or illness. Another is a situation where a student is out of control and a danger to classmates.

## DIRECTED RESPONSE - Moving Students to a Safe Area

### TEACHER OR SUPERVISING ADULT

1. Immediately take students to the area designated by the principal.
2. Follow route indicated.
3. Stay with students, keeping them in a group.
4. Account for all students and remain in designated area until contacted.

Take your grade book or attendance sheet, emergency student handbook and this emergency manual.

Designated safe area is:

\_\_\_\_\_

### ADDITIONAL INFORMATION

**What:** **Directed Response** is used to move students and staff to a specific location inside the building when it is safer to remain in the building than to leave.

**When:** **Directed Response** is used when the location of an actual or potential threat is known and can be confined to a specific area and/or is far enough from the designated area that safety is ensured.

## LOCKDOWN

### Teacher or Supervising Adult

1. Lock classroom doors and cover and lock windows unless the situation is in your room.
2. Keep students away from doors and windows.
3. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
4. If gunshot or explosion is heard, get everyone on the floor, under their desks.
5. Wait for further instructions.
6. Contact the office immediately if you have an emergency in your room.
7. Remain in secured classrooms until notified to release.

**Keep students out of sightlines of anyone outside the room.**

### ADDITIONAL INFORMATION

**What:** Lockdown protects staff and students from a threat inside the building when it may be more dangerous to leave the building by directed evacuation than to stay in a secured room.

**When:** Lockdown is used when:

- It is safer to stay in an area that can be secured than to move through the building where a potential threat may be encountered.
- There is no possibility of uncontrolled fire or explosion.

**Example:** A dangerous person is or is suspected of being on the campus; or imminent danger exists.

## EVACUATION

### TEACHER OR SUPERVISING ADULT

1. Leave building immediately, in a calm, orderly manner, **Using preplanned route or alternate route away from the threat.**
2. Go to the designated area.
3. Stay with students, keeping them in a group.
4. Account for all students and remain in designated area to which you were evacuated.
5. Display red or green cover to indicate status. (**Green:** All my students are accounted for. **Red:** All my students are not accounted for.)
6. Wait to be contacted. Do not return to or move to another area unless told to do so.
7. Refer all media who want to speak with you or students to the **Central Administration Office, 972-6029.**

Take your grade book or attendance sheet, emergency student contacts, and this emergency manual.

Principal and District staff will arrange transportation to another site if weather is a problem.

Designated outside safe area is:

## ADDITIONAL INFORMATION

**What:** Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package in the hall or a bomb threat.

**When:** Evacuation is used when the location of a potential threat is known, allowing:

- An evacuation route **away** from the threat.
- A gathering point outside the building as far as possible from the threat.

**Example:** A hazardous spill has contaminated one part of the building.

### SUICIDE THREAT OR ATTEMPT (no threat to others)

#### Teacher or Supervising Adult

1. Notify school office discreetly and immediately (provide student name if known).
2. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma in the classroom (e.g., **Clear the Room - Page 1**). Notify buddy room of the emergency.
3. Escort student to office if possible or call office for escort or additional assistance.
4. Do not leave the student unsupervised.
5. Remain calm and reassure students that everything possible is being done to return the situation to normal.

#### Administrative and Support Staff

1. Determine if lockdown or evacuation is needed; Issue appropriate command.
2. Send first aid certified person with a first-aid kit immediately to location.
3. Call **911** (with school name, street address, room # and brief description of problem), **and the Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel.
4. Contact parents.
5. Contact the nurse assigned to your building.
6. Contact your school counselor, if available.
7. If students have been evacuated from the area, ensure that an adult who can supervise students is in the designated evacuation area.
8. Refer all media inquiries to **Central Administration Office, 972-6029**.
9. Contact County Designated Mental Health Professional, 575-4200 or 1(800)572-8122.

**Additional Information:** Teachers should make every effort to:

- Protect students from witnessing a traumatic event.
- Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the suicidal person.
- Teacher should maintain confidentiality and handle matter discreetly.

## KIDNAPPING

### TEACHER OR SUPERVISING ADULT

Report kidnapping, or attempted kidnapping, to the office immediately.

Note the kidnapper's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police. Also note the victim's appearance.

Remain calm.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Determine if lockdown or evacuation is needed; Issue appropriate command.
- ✓ Call **911** (with school name, street address, room # and brief description of problem) and the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel.
- ✓ If the kidnapper is still on school property, and he or she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

The Central Administration Office will contact any other support required.

### STRANGER ALERT

If children, staff or parents express concern about a stranger loitering on or near school property or following students between home and school, report it immediately to office who will report it to the police.

#### **To avoid kidnappings:**

- Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file.
- Do not accept substitutes for the designated parent or guardian without proof of prior approval from the parent/guardian and the office.
- Require that all students be sent to the office to be released by administrative personnel.

**Example:** During a custody dispute, a parent attempts to pick up a child without proper authorization

## DEATH, SERIOUS INJURY or MEDICAL CONDITION on CAMPUS

### TEACHER OR SUPERVISING ADULT

1. Notify the office immediately.
2. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma in the classroom (e.g., **Clear the Room - Page 1**). Notify buddy room of the emergency.
3. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
4. Rejoin your students as soon as possible (do not leave injured or deceased person unattended).
5. Account for all students and remain with them until contacted.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Admin. Office, 972-6029**.  
Send available personnel outside to greet and direct emergency personnel.
- ✓ Send first aid certified staff person with first-aid kit to problem location immediately. If possible, refer to the Medical Assessment Procedure (**page 18**) to analyze the severity of the condition.
- ✓ Contact the nurse assigned to your school.
- ✓ Call family members of the injured student or staff member.
- ✓ Ensure that students have adult supervision.
- ✓ Contact your school counselor.
- ✓ Coordinate for post-trauma assistance with appropriate person or department.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

The Central Administration Office will contact any other support required.

**Additional Information:** If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled (**see Lockdown - page 3**). Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

## FIRE OR EXPLOSION

### TEACHER OR SUPERVISING ADULT

1. Evacuate the area.
2. If the fire or explosion is in your area, call **911**, (with school name, street address, room # and brief description), pull closest fire alarm and notify the principal immediately. (See Evacuation - Page 4)
3. Account for all students.

Take your grade book or attendance sheet, student emergency contacts, and this emergency manual.

When using a fire extinguisher keep an exit to your back. Think **PASS** for use:

**P** - Pull the pin at the top of the extinguisher.

**A** - Aim the nozzle toward the fire.

**S** - Stand about 8 ft. away from the fire and squeeze the handle to discharge . Releasing the handle will stop the discharge.

**S** - Sweep the nozzle back and forth at the base of the fire. After fire appears to be out, watch it carefully since it may re-ignite.

The designated outdoor safe area is:

\_\_\_\_\_

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel.
- ✓ Call Maintenance, 972-6030.
- ✓ If students or staff are in areas where the intercom cannot be heard, send available staff to notify them of the potential danger.
- ✓ Close doors to fire or explosion areas as soon as all students and staff are safely out of the area.
- ✓ Provide any other necessary support to ensure student safety.
- ✓ Do not allow re-entry to building until authorized by fire/safety officials.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

### ADDITIONAL INFORMATION

If a student or staff member's clothing catches fire, do not allow him or her to run. Running will fan the fire.

### **STOP - DROP - COVER YOUR FACE - AND ROLL**

Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.

**Important Note:** To escape from a burning room or building, **always** crawl when smoke is present.

## HAZARDOUS MATERIAL SPILL-INSIDE SCHOOL BUILDING

### TEACHER OR SUPERVISING ADULT

1. If the incident has occurred in your room or area, **Evacuate** the building, using **preplanned route or alternate route away from the threat.**

2. Go to the designated safety area.

3. Stay with students, keeping them in a group.

Account for all students and remain in designated safety area to which you were evacuated.

Display red or green cover to indicate status.

Wait to be contacted. Do not return to or move to another area unless told to do so.

Refer all media who want to speak with you or students to the **Central Administration Office, 972-6029.**

Take your grade book or attendance sheet, emergency student contacts, and this emergency manual.

Principal and District staff will arrange transportation to another site if weather is a problem.

Designated outside safe area is:  
\_\_\_\_\_

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel. →
- ✓ If students or staff are in areas where the intercom cannot be heard, send available staff to notify them of the potential danger.
- ✓ Contact **Maintenance, 972-6030** to assess the threat, clean-up and containment.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

The Central Administration Office will contact any other support required.

### ADDITIONAL INFORMATION

When hazardous materials contaminate the environment on campus, two options are feasible:

- **Shelter in Place:** Protect students and staff by sealing them off from the contaminant with a “Lock Down” or “Directed Response.”
- **Evacuate:** Protect students and staff by removing them from the building and campus area with a “Directed Evacuation” to waiting transportation.

**Note:** In planning response procedures, first priority should be given to student and staff safety, then to the environment and then to the property.

If you are contacted directly by the fire department, it means only your school is affected. Begin your emergency response plan immediately. Notify the Central Administration Office about the emergency.



## HAZARDOUS MATERIAL SPILL-OUTSIDE SCHOOL BUILDING

### TEACHER OR SUPERVISING ADULT

1. Follow instructions from the principal for appropriate emergency response.
2. If you are told to remain in your classroom, close all windows and doors.
3. If evacuation is required, direct students to designated areas for transport away from the campus.  
Check for adverse medical symptoms (loss of breath, fainting, etc.). Contact the school office if medical assistance is necessary.
4. Account for students and remain calm.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ In the event of a hazardous spill or release, you will be contacted by the Central Administration Office or the Fire Dept. →
- ✓ Follow the recommendations to evacuate or shelter in place.
- ✓ Notify **Maintenance, 972-6030** or the building custodian to turn off ventilation system.
- ✓ If told to shelter in place, instruct staff to close windows and doors and follow other directions specific to the situation.
- ✓ If told to evacuate:
  - Call Transportation, 966-2403 if you are contacted directly by the Fire Department.
  - Wait for transport instructions from Transportation or the Central Administration Office.
  - Address ventilation system (turn off if necessary).
- ✓ Contact **911** (with school name, street address, room # and brief description of problem), if medical assistance is required. Send available personnel outside to greet and direct emergency personnel.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

If contacted by the Fire Dept., call the Central Administration Office

### ADDITIONAL INFORMATION

When hazardous materials contaminate the environment on campus, two options are feasible:

- **Shelter in Place:** Protect students and staff by sealing them off from the contaminant with a “Lock Down” or “Directed Response.”
- **Evacuate:** Protect students and staff by removing them from the building and campus area with a “Directed Evacuation” to waiting transportation.

**Note:** In planning response procedures, first priority should be given to student and staff safety, then to the environment and then to the property.

If you are contacted directly by the fire department, it means only your school is affected. Begin your emergency response plan immediately. Notify the Central Administration Office about the emergency.

## BOMB or SUSPICIOUS DEVICE

### TEACHER OR SUPERVISING ADULT

1. Do not touch or approach a bomb or suspicious device.
2. Notify office immediately.
3. **Staff and students: Turn off two-way radios and cell phones and all other electronic devices as they may detonate the bomb.**
4. Avoid causing vibrations (e.g., from running and other movement) since they can detonate some devices.
5. Notify the office of the device's location. Be specific. (e.g., in the wastepaper basket to the right of the fire alarm outside room 31).
6. Get students at least 300 feet away from the source.
7. Follow principal's instructions for appropriate emergency procedure.
8. Account for all students and remain in designated area until contacted.

Take your grade book or attendance sheet, student emergency contacts, and this emergency manual.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel. →
- ✓ If any students or staff are in areas where the intercom cannot be heard, send available staff to notify them of the potential danger.
- ✓ Work with Police and Fire officials as requested.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

The Central Administration Office will contact any other support required.

Additional Information: To minimize potential problems, remember:

- **DO NOT USE CELL PHONES AND TWO-WAY RADIOS.**
- Avoid causing noise and vibrations.
- Leave everything unchanged in the room (lights, doors, etc.)

## BOMB THREAT

### RECIPIENT OF THE THREAT

1. When threat occurs:
  - If phone call, try to engage the caller or person making the bomb threat to get possible clues about the bomb's location and characteristics of the person making the threat (age, sex, mental state, background noise).
  - If note is found, do not handle if possible.
2. Contact the office immediately.
3. **DO NOT USE CELL PHONES AND TWO-WAY RADIOS.**
4. Remain calm and try to get answers to the "Bomb Threat Checklist" on page 13.

### TEACHER OR SUPERVISING ADULT

1. Follow principal's instructions for appropriate emergency procedure.
2. Keep noise and vibrations to a minimum.
3. Leave everything unchanged in the room (lights, doors, etc.)

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Consider an **Evacuation (page 4)** to remove people from the danger area.
- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel.
- ✓ Work with Police and Fire officials as requested.
- ✓ Refer all media inquiries to the **Central Administration Office, 972-6029**.

The Central Administration Office will contact any other support required.



# EARTHQUAKE

## TEACHER OR SUPERVISING ADULT

### If Indoors

1. If the principal sounds an earthquake signal or if you see or feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves):
  - Take cover immediately under desks, tables or other heavy furniture. (Drop, Cover, Hold)
  - Turn away from windows.
2. If cover is not available, stand in interior doorways, narrow halls or against weight-bearing walls.
3. Stay away from windows, light fixtures and suspended objects.
4. Remain calm, reassuring students by speaking and by giving instructions in a firm, calm voice.
5. When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
6. Go to a designated, safe, outdoor area, such as an athletic playing field or playground.
7. Account for all students.
8. Remain outside the building until authorized personnel have inspected it for safe re-entry.

### If Outdoors

1. Move away from the building if the principal sounds an earthquake signal or if you see or feel signs of an earthquake.
2. Go to a clear, open space if possible, such as a playing field.
3. Avoid utility poles, trees and overhead wires.
4. Remain calm, reassuring students by giving instructions in a firm, calm voice.
5. Account for all students. Remain outside the building until authorized to re-enter.

Take your grade book or attendance sheet, student emergency contacts, and this emergency manual.

The designated safe outdoor area

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## ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Issue appropriate emergency procedure.
- ✓ Call **911** (with school name, street address, room # and brief description of problem) **and** the **Central Administration Office, 972-6029**. Send available personnel outside to greet and direct emergency personnel. →
- ✓ Evacuate the building as soon as the quake stops.
- ✓ Be aware aftershocks often follow an earthquake.
- ✓ Do not allow anyone to re-enter the building until it has been inspected for danger.
- ✓ Additional information: Earthquakes strike without warning, so you must be prepared to begin appropriate protective action immediately.

The Central Administration Office will contact any other support required.

Since structural damage caused by the earthquake may mean that communications systems will stop working, be prepared to take actions (such as evacuating the building after the ground stops moving) without instructions from the principal or other authorized personnel.

## CIVIL DISTURBANCE on CAMPUS

### Teacher or Supervising Adult

Issue a Lockdown directive unless principal indicates use of an alternative procedure.

**Keep students  
out of  
sightlines of  
anyone outside  
the room.**

1. Lock classroom doors and cover and lock windows, unless the situation is in your room.
2. Keep students away from doors and windows.
3. Account for all students.
4. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
5. If gunshot or explosion is heard, get everyone on the floor, under their desks.
6. Wait for further instructions.
7. Contact the office immediately if you have an emergency in your room.
8. Remain in secured classrooms until notified to release.

### ADMINISTRATIVE AND SUPPORT STAFF In an Emergency

- ✓ Call **911** (with school name, street address, room # and brief description of problem) if violent or uncontrolled behavior is occurring or probable. Send available personnel outside to greet and direct emergency personnel. →
- ✓ Call the **Central Administration Office, 972-6029**.
- ✓ If any students or staff are in areas where the intercom cannot be heard, send available staff to notify them of the potential danger.

The Central Administration Office will contact any other support required.

### In a Non-Emergency

- ✓ Call the **Central Administration Office, 972-6029**.

### ADDITIONAL INFORMATION

**What:** Civil Disturbance is defined as a public or student demonstration on school grounds with the potential to:

- Disrupt school activities.
- Cause injury to staff and students.
- Damage property.

**Tips:** If available, have a bullhorn, cell phone and/or two-way radio available for communications

**Note:** You may photograph or videotape participants in the disturbance, but you may not audiotape without participant notification.

## ELECTRICAL OUTAGE

### TEACHER OR SUPERVISING ADULT

1. Remain where you are when the power goes out or return to assigned classroom or work area and remain there.
2. If necessary, use flashlight in each classroom to account for all students or wait for a staff person to come to your room or area with a flashlight.
3. Remain where you are unless directed to go to another designated area.
4. If moved to another area, account for all students again.
5. Wait to be contacted.
6. Check restrooms and hallways and any other areas w/o emergency lighting.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Contact the **Maintenance Department, 972-6030.**
- ✓ Determine why power is out and plan accordingly. For example, outage as a result of severe weather conditions may require a wait in the building. Outage as a result of electrical problems may require an evacuation.
- ✓ Direct staff to locate all students and teachers.
- ✓ Call **911** (with school name, street address, room # and brief description of problem) if building is unsafe (such as dangerous electrical problems). Send available personnel outside to greet and direct emergency personnel.
- ✓ Contact the **Central Administration Office, 972-6029.**

**IF AFTER HOURS, CALL  
MAINTENANCE DIRECTOR  
952-9103**

→ The Central Administration  
Office will contact any other  
support required.

## BODY FLUIDS SPILL

### TEACHER OR SUPERVISING ADULT

1. Contact the office for clean-up arrangements.
2. Wear disposable latex gloves at all times when dealing with another person's body fluids.
3. Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds.
4. If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the building principal immediately.
5. See the Blood borne Pathogen Program Guide (available from your school office or the building principal) for more information about related exposure and cleanup issues.

### ADMINISTRATIVE AND SUPPORT STAFF

- ✓ Contact the **Central Administration Office, 972-6029** if a blood borne pathogen exposure occurs.
- ✓ If a student is exposed, send him or her to the office or school nurse for recommendations for follow-up care.

### ADDITIONAL INFORMATION

All body fluids (blood, vomit, urine, feces, and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illness. An exposure is any contact between one person's blood or body fluids with the broken skin or mucous membrane of another person through a needle stick, puncture wound, bite or prolonged exposure to a large volume of blood.

Your school custodian is familiar with safe cleanup and disposal procedures. If possible, ask him or her for assistance.



## MEDICAL ASSESSMENT PROCEDURE

If a student, volunteer or staff member has a serious injury or medical condition, use the following response to analyze the type of assistance needed.

### 1. Assess the scene.

Is it safe to rescue the victim? **No** → **Call 911 and notify nurse.**

**Yes**  
↓

### 2. Assess the victim and notify nurse.

- Does there appear to be a life-threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is the victim unconscious, dizzy or incoherent?

**Yes** →  
**Yes** →  
**Yes** →  
**Yes** →

If yes to any items:

- Call 911 (with school name, street address, room # and brief description of problem).
- Get first-aid person to the scene and begin first-aid.
- Send someone to direct ambulance to the scene.

If **NO** to all of the above

↓

### 3. Consult with a nurse.

Is there an on-site nurse?

**Yes** →

Nurse will assess the situation.

**No**

↓

Call 911 if urgent medical care is required.

**Notify the office. They will call the nurse assigned to your school.** →

Remain calm and speak clearly.

### 4. Prepare ahead of time by identifying:

- Location of the first-aid kit(s) \_\_\_\_\_
- Designated lie-down space \_\_\_\_\_
- First-aid trained personnel \_\_\_\_\_

**Complete appropriate incident report form.**

# **Section - III (13)**

**OTHER**

**Supervisor of Record**

**Dealing with Difficult People**

## SUPERVISOR OF RECORD

### SUPERVISION OF BUILDINGS

Principals and Directors are to ensure there is adequate supervision to maintain a safe and appropriate learning environment in their schools and work sites. The level of supervision needed will depend on the size of the building and the activities scheduled during the time of the principal's/director's absence.

In the case of schools, for brief absences from the building, it is not necessary to employ a substitute for principals. When the principal is to be gone for an extended period, principals are to request administrative substitutes through the superintendent at the time of their leave request.

An integral part of supervision is regular communication with staff. Therefore, supervisors are expected to keep their secretaries and staff informed of their location and emergency contact numbers (i.e. pager numbers, cellular telephone numbers). The supervisor should also communicate to staff who will be in charge in their absence (Assistant/Supervisor of Record).

Principals and Directors are also encouraged to inform administrators who may serve as emergency contacts if needed. District office staff will also serve as a support role or for an emergency point of contact. [See Emergency Procedures Handbook or telephone contact list.]

### DEALING WITH DIFFICULT PERSONS

In the West Valley School District, we enjoy a generally positive relationship with our students, parents, and community. However, at times we do encounter challenging individuals. The guidelines here are to outline the District's recommended procedures concerning how best to respond in word or action to the "inappropriate" behavior of unreasonable, uncooperative and offensive language, to personal insults, to threats of legal action, or threats/attacks to family, property or us. The purpose of these guidelines is:

- 1) To provide support for District employees.
- 2) To extinguish any possible hope that such behavior is an effective strategy in dealing successfully with any school district employee.
- 3) To clearly inform employees who are forced to encounter such people of the District's expectations for their performance.

The District expectation for employees on the matter remains essentially the same as it always has been.

### *SECRETARIES, PARAPROFESSIONALS, CUSTODIANS, BUS DRIVERS*

Do not listen to or engage in such conversation longer than necessary to establish that a person's words or conduct serve no purpose other than to offend, intimidate, threaten, or hinder.

Do assist fellow employees in attempting to "settle down" an unreasonable, uncooperative, offensive person by moving to an office anyone who is obviously angered or upset. Stay with a fellow employee until the situation has been diffused or until a supervisor arrives.

Do remain courteous, but firm, in instructing the offensive person that the District has instructed you not to engage in conversations of this type. Offer to contact your supervisor for them to continue their conversation, but indicate you have other immediate duties to perform and must devote your attention to those matters, now.

Do ask the question if someone continues to occupy you, “Do you realize you are preventing me from carrying out my duties?” or “Are you refusing to let me turn my attention to my duties?”

Do hang up the telephone on offensive or threatening persons after getting a name and number by stating, “I understand you are upset. I will have my immediate supervisor call you as soon as practical. Goodbye.” If they refuse to give a name, simply indicate you have been instructed not to continue this type of call and say, “goodbye.”

### *TEACHERS/COUNSELORS*

The District expects these employees, by virtue of professional preparation and experience, to deal effectively with angry people. However, they are not expected to deal with angry people who deliberately offend, attempt to intimidate, coerce a decision, or prevent a teacher from performing their duty. Teachers are expected to make a statement about the behavior they observe and ask, “Is this so?” or “In my judgment, your behavior is inappropriate, and you are not working with me to resolve a problem. I must refer you immediately to my supervisor so I can return to my other duties.”

### *ADMINISTRATORS*

The nature of these positions requires us to be more certain of a person’s intentions, and therefore more willing to listen to a greater variety of angry conduct than other District personnel do. Even at this level, however, people must operate within a range of acceptable behavior before we agree to mutually solve a problem they are having. Our posture on such matters should be, “I’ll be happy to work on some possible solutions or give you an explanation and hear your complaint only after we establish how we talk to each other.” At the point when a person becomes uncooperative, combative, or threatening, simply indicate they may see the Superintendent and instruct them to leave the school property immediately as they are keeping you from carrying out your duties and obligations to other students.

There is little we can do to make a situation we are describing here anything but a distasteful experience. We can, however, be as supportive as possible to those who have had to represent us in such encounters. Support could include time away from regular duties to collect thoughts and regain composure, immediate assistance in contacting law enforcement or legal advice when necessary, and follow-up conferences by an administrator with the offending party.

Obviously, these guidelines cannot effectively address all the possible situations you encounter. Every situation is unique. Your good judgment will still be required to deal with unreasonable, uncooperative, offensive persons.

# **Section - III (14)**

## **Leave of Absence Policy & Procedure**



TO: WVSD EMPLOYEES  
FROM: Randy Souers, Human Resources Director  
DATE: August 17, 2015  
RE: Medical Leave of Absence Requests  
CC: West Valley Board of Directors, Michael Brophy

This memo is intended to communicate the proper procedure when an employee must take a medical leave of absence (sick leave, maternity leave, paternity leave, and family medical leave), which is any health related illness that will cause an employee to miss ten (10) or more days of work. This process aligns with statute (WAC 357-31) and is consistent with the Collective Bargaining Agreements of all represented employees in the West Valley School District.

If an employee must take a medical leave of absence, they are required to take the following actions:

- Communicate intended leave with your immediate supervisor.
- Write a written request for the medical leave to the Superintendent and submit letter to Human Resources. Include anticipated dates of the leave.
- Provide Human Resources with a doctor's note verifying leave.
- If you are eligible for a leave sharing pool, please submit a written request to open a pool with Human Resources.
- If you will run out of sick leave and go into unpaid time during your leave, please discuss the procedure for applying for the Family Medical Leave Act with the Director of Human Resources, so you can continue insurance benefits if desired.
- Once you have a definitive date of return to work, submit a letter to Human Resources, which states the exact date you will return to work. Also, you will need a "Certificate to Return to Work" from your doctor.

If you have any questions regarding a medical leave of absence, please contact the Director of Human Resources, Randy Souers, at 972-6016.

## SICK LEAVE

The District shall grant each full-time, certificated and classified staff member of the District 12 sick leave days annually. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year.

The District may require a signed statement from a physician for any absence in excess of five consecutive days. If sick leave benefits are exhausted, the Board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent.

Attendance Incentive. In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

- (1) to receive remuneration for unused sick accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or
- (2) to add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of separation due to retirement, provided that the retiree provides documentation from the appropriate state retirement system. Such leave shall be accrued at the rate of no more than one day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate must be submitted to the District office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty five, has ten years of service in the retirement system, and is a member of either the teachers' or school employees' retirement system plan 3, or is at least age fifty five, has at least fifteen years of service in the retirement system and is a member of either the teachers' or school employees' retirement system plan 2 may cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave at the time of separation from employment.

Earned sick shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cash-out option for all days accumulated in excess of this maximum.

Legal References:	RCW 28A.400.210	Employee attendance incentive program--Remuneration for unused sick leave
	RCW 28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
	WAC 392-136	Conversion of Accumulated Sick Leave
	AGO 1963-64 No.98	Sick leave for certificated and non-certificated employees
	AGO 1980 No.22	Limitation on compensated leave for school District employees

Adoption Date: 10.15.00



## MATERNITY LEAVE

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity disability, the District shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any District insurance plans to keep coverage in effect for the employee and her family.

Notice Required. A pregnant staff member is requested to notify her immediate supervisor and the Superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member shall submit a written request to her immediate supervisor and the Superintendent for one or more of the following:

- A. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- B. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the District will extend the employee's health benefit during this period of unpaid leave;
- C. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the Superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- D. Termination of employment by resignation.

The notice to the District shall include the approximate beginning and ending dates for the leave.

Employment Conditions. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the Superintendent of the specific date when she shall return to work. Unless the Superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.

The staff member shall return to her duties following an extended leave of absence on the date approved by the Superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the Superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon Return. An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave. Upon return from an extended maternity leave, a staff member shall be entitled to a position in the District subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.

Right to Apply for Other Leave. Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by Board policy.

Adoption Date: 04.01.98

### Emergency Leave

Emergency leave may be granted for no more than two (2) days per year and may be taken in the case of emergencies as defined in the following:

An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or in immediate disaster to life or property unless some action is taken.

A written application for emergency leave must be returned to the District office on the day of return to school.

### Family Emergency Leaves

The Board recognizes that the demands of the workplace and of families need to be balanced to promote family stability and economic security for school district employees. Conditions for the authorized use of accumulated sick leave for family leaves are to be fairly construed in a manner consistent with this policy, and other relevant district policies.

Unless otherwise stated, any leave used under terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave may be granted without pay.

Unless a situation is governed by an applicable collective bargaining agreement, the following shall apply:

#### A. Domestic Violence Leave

The District shall allow victims of domestic violence, sexual assault, or stalking and family members of victims to take reasonable leave from work, intermittent leave or leave on a reduced leave schedule. The leave may be sick leave, other accrued leave or leave without pay. Family member includes a child, spouse, parent, parent-in-law, grandparent or an individual with whom the victim has a dating relationship. The employee shall provide advance notice of their intent to take leave. If advance notice is not possible, due to an emergency, notice should be provided no later than the end of the first day that the employee takes the leave.

#### B. Family Illness

District staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a child of the employee with a health condition that requires treatment or supervision. Staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence which exceeds five (5) consecutive days.

#### C. Death in the Family

The District shall allow each full-time staff member a maximum of five (5) days leave upon the death of an employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, or father-in-law. Leave also shall be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter or grandson. The deaths of more than one family member resulting from a common occurrence shall be treated as a single death with respect to the length of leave granted.

D. Birth or Adoption of a Child

The District shall grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave shall be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child shall be submitted in writing to the Superintendent not less than 30 days prior to the beginning date of the leave. The notice shall include the approximate beginning and ending dates for the leave requested.

An extended unpaid leave of absence for a period up to the beginning of the next school term or school year may be approved at the discretion of the Superintendent based upon consideration of educational program needs and the desires of the staff member, together with any recommendation of professionals such as medical practitioners or counselors regarding the leave request.

Nothing in this section shall preclude the use of accumulated sick leave to care for a child with a health condition that requires treatment or supervision, as provided in the Family Illness section of this policy.

Cross References:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 49.12.270	Sick leave, time off - Care of family members
	RCW 28A.400.300	Hiring and discharging employees - Written leave policies - Seniority and leave benefits, of employees transferring between school districts
	RCW 49.76	Domestic Violence Leave

Date Amended: 10/28/02; 06/22/09

## Family Leave

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child; or
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job.
- C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

Leave taken for newborn or adopted childcare shall be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the Superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20% of the number of working days in the period during which the leave would extend without the approval of the Superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth, pursuant to the Maternity Leave section of this policy. All accrued sick leave and vacation leave must be used prior to the start of family medical leave.

If both parents of a newborn or newly adopted child are employed by the school district, they shall be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave shall be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The Superintendent may require written verification from the employee's health care provider.

The District may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers shall select a third provider, whose opinion, obtained at the employer's expense, shall be conclusive.

### Military Caregiver Leave

An employee who is the spouse, son or daughter, parent or next of kind of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

### Return to work

Any employee returning from an authorized family leave, shall be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next trimester under the following circumstances:

A. The employee began leave five or more weeks before the end of the trimester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the trimester.

B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the trimester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the trimester.

C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the trimester and the period of leave is more than five working days.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 49.78 WAC 296-134 P.L. 103-3	Family Leave Family Leave Family and Medical Leave Act of 1993

Revised: 06.22.09

5406  
Personnel

### Leave Sharing

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The Superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The Superintendent is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380 RCW 41.04.650-665 WAC 392-126-004-104	Leave sharing program Leave sharing program Finance -- Shared Leave

Management Resources:	<i>Policy News</i> , August 1999 <i>Policy News</i> , October 2004 <i>Policy News</i> , October 2010	Staff may share personal holiday Revision to the State Leave sharing Program Leaving Sharing
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Adoption Date: 08.99; 10.04; 10.10; 01.11

TO: WVSD EMPLOYEES  
FROM: Randy Souers, Human Resources Director  
DATE: August 17, 2015  
RE: Eligibility and Procedure for Opening a Leave Sharing Pool  
CC: West Valley Board of Directors, Michael Brophy

This memo is intended to communicate the proper procedure when an employee desires to open a leave sharing pool. This process aligns with statute (RCW 41.04.665) and is consistent with the Collective Bargaining Agreements of all represented employees in the West Valley School District.

The following scenarios make an employee eligible for a leave sharing pool:

- (i) The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;
- (ii) The employee has been called to service in the uniformed services; or
- (iii) A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;

If an employee wishes to open a leave sharing pool they must:

- Have specific leave type (medical, military, etc.) approved by the Board of Directors.
- Must have exhausted or will exhaust all eligible leave.
- Submit a written request to Human Resources to open a leave sharing pool.
- Provide written verification to Human Resources verifying medical condition or call to service.
- Provide written notice at end of leave to close sick leave pool. If medical in nature, a certificate to return to work will be required.

If you have any questions regarding a medical leave of absence, please contact the Director of Human Resources, Randy Souers, at 972-6016.

## LEAVE SHARING - Procedure

- A. A District employee is eligible to receive donated leave if:**
1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the staff member to:
    - a. Go on leave-without-pay status; or
    - b. Terminate his/her employment;
  2. The staff member's absence and the use of shared leave are justified by documentation;
  3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
  4. The staff member has abided by District rules regarding sick leave use; and
  5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The Superintendent shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 261 days of leave.

- B. District employees may donate leave as follows:**
1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the Superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the District's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
  2. A staff member who accrues annual leave and sick leave may request that the Superintendent transfer a specified amount of annual leave to a staff member authorized to receive shared leave, or to the District's shared leave pool. A donating staff member must retain a minimum of 176 hours of sick leave after the transfer.
  3. A staff member who does not accrue annual leave but who does accrue a sick leave balance of more than twenty-two (22) days may request that the Superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the District's shared leave pool. In no event may such an employee request a transfer that would result in his or her sick leave account going below twenty-two days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.
  4. A staff member who receives personal holiday leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the District's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.
  5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
  6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.
- C. Leave shall be calculated on a day-donated and day-received basis.**

## MILITARY LEAVE

The District shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one days during each year beginning October 1st and ending the following September 30th, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges or pay. During the period of military leave, the staff member shall receive his/her normal pay from the District.

Employees whose school district employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the district following their discharge. The superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

### **Military Leave - Spouse**

The District shall allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days of unpaid leave during a period of military conflict when: (1) the military spouse is on leave from a deployment; or (2) prior to deployment once the military spouse receives official notification of an impending call or order to active duty. The employee must work an average of twenty (20) hours or more each week for the District.

The employee is entitled to fifteen days of unpaid leave for each deployment. The employee must provide the District notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

Leave is without pay, but accrued leave may be substituted at the employee's choice.

Cross References: Board Policy 5404 Family Leave

Legal References:	RCW 38.40.060	Military leaves for public employees
	RCW 49.77	Military Family Leave Act
	RCW Ch.73.16	Employment and Re-employment
	AGO 61-62 No. 081	Public Employees – State and Municipal employees – Military leave – Reserve meetings
	38 USC 4301-4335	Uniformed Services Employment and Reemployment Rights Act

Management Resources:	<i>Policy News</i> , April 2009	Military Leave
	<i>Policy News</i> , February 2009	Military Leave
	<i>Policy News</i> , June 2001	State Updates Military Leave Rights

Revised: 04.98; 06.01; 02.09, 04.09; 06.09;



### MILITARY LEAVE - Procedure

Employees whose employment with the District has been interrupted by military service have the following re-employment rights:

If the employee was engaged in military service for up to and including ninety days, the employee will be re-employed in the position he or she would have attained if there had been no interruption of employment.

If the employee was engaged in military service for more than ninety days, the employee will be re-employed in a position of comparable seniority, status and pay as he or she would have attained without interruption of employment.

A District employee who has a service-connected disability shall be re-employed in a position of similar seniority, status and pay for which the employee is qualified or becomes qualified with reasonable accommodation by the District.

In order to be eligible for re-employment, the employee returning from military service must apply for re-employment as follows:

If military service was up to and including thirty days, the employee must report for work at the beginning of the first full work day at least eight hours after the employee has had time to return to his or her residence following the completion of the military service.

For service from 31 to 180 days, the employee must submit an application for re-employment within fourteen days of completing military service.

For service over 180 days, the employee must submit an application for re-employment within ninety days of completing military service.

The application time lines shall be extended if it was impossible or unreasonable for the employee, through no fault of his or her own, to report for re-employment. The application time lines shall be extended for up to two years if the employee is hospitalized or recovering from an injury suffered as a result of military service.

The employee may be required to document the timeliness of his or her application for re-employment, and the length and type of military service.

Employees returning from military service shall receive the seniority and other benefits they would have received if their employment had been uninterrupted, except that employees may be required to pay the employee portion of any benefit that any other employee on a leave of absence would have had to pay. For retirement system purposes, no break in employment will be considered to have happened for employment interrupted by military service, and the District shall pay the employer's portion of the retirement system contribution for the time the employee was on military service.

The District will offer health insurance benefits for up to eighteen months of military service. For the first 31 days the employee will pay only the employee's share of the coverage, if any. After 31 days, the employee may only be charged up to 102% of the premium for the benefits.

Date: 04.01.98

**JURY DUTY AND SUBPOENA LEAVE**

The District may grant leaves to a staff member for the days he/she is required to serve on a jury. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the District. The District may grant a maximum of two days leave (witness fees to be reimbursed to the District) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References: RCW 2.36 Juries

**DISCRETIONARY LEAVES**

Sabbatical Leaves. The District may grant sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the Superintendent, and approval by the Board, provided such a leave shall serve the best interest of the District and is within the fiscal parameters of the District. The District shall declare its intention by February 1. Certificated staff shall be eligible for sabbatical leave for study or research. Sabbatical leave shall be granted according to the following stipulations:

- A. Years to Qualify: Staff shall have served \_\_\_\_\_ or more continuous years in the District. (Year to be decided)
- B. Limit on Number: Sabbatical leaves may be granted up to one full year to not more than \_\_\_\_\_ percent of the total certificated staff of the District in any one year, the number granted to be subject to determination by the Board upon the recommendation of the Superintendent.
- C. Application Deadline: Applications for sabbatical leave shall be filed with the Superintendent not later than \_\_\_\_\_ days prior to the school year for which it is requested. The Board may, at its discretion, extend this deadline.
- D. Proposed Plan to Accompany Application: A proposed plan of study or research to which the time spent on leave shall be devoted must accompany the application.
- E. Criteria for Evaluation of Applications: Applications shall be evaluated on the following three criteria:
  1. The merit of the proposed plan of study or research and its relationship of service to the District in terms of the individual's professional background.
  2. Proportionate representation of the different levels of District schools, such as elementary, middle school, senior high school, and administration.
  3. Seniority shall be considered.
- F. Final Approval by Board: Applications approved by the Superintendent shall be presented to the Board for final approval. Once approved by the Board, any change of sabbatical plan shall be presented in writing and approved by the Superintendent in advance of the leave.

- G. Two-Year Studies: An applicant who is taking part in a two-year study may, upon evaluation of his/her program, request one year of sabbatical leave and a preliminary commitment, subject to District staffing needs, for an additional one-year leave of absence.
- H. Scholarship for Study or Research: Should the staff member who is granted a sabbatical leave receive a scholarship during the same year as the sabbatical, the total compensation from the two sources shall not exceed the salary he/she would receive if under regular contract with the District for full-time service.
- I. Stipend for Study or Research: A staff member on sabbatical leave for study or research shall receive a stipend of his/her regularly contracted salary unless this sum is reduced as a result of section 8 above. The stipend shall be paid in ten or twelve payments at the option of the applicant. All regular salary deductions shall be made.
- J. Stipend Considered a Loan: The stipend received is a loan. Should a staff member on sabbatical leave fail to return to the District, he/she shall then repay the loan.
- K. Cancellation of Loan: The stipend shall be canceled in the following manner upon the return of the staff member to the District:
  1. One-half of the total loan shall be canceled after the first years' service in the District;
  2. The remaining one-half of the loan shall be canceled after the second years' service in the District.
- L. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave shall maintain standing in tenure and salary.
- M. Limit on Other Employment: A staff member on sabbatical leave for study or research shall not seek employment for compensation during the period of sabbatical other than to supplement sabbatical leave income in carrying out the approved program. Such employment must be approved by the Superintendent and the Board and, when combined with the sabbatical stipend, shall not exceed the salary he/she would receive if under regular contract with the District for full-time service.
- N. Report Required Upon Return: Within 30 days of a staff member's return from sabbatical leave, the staff member shall file with the Superintendent a report giving the substance of the program of study or research in which he/she is engaged, indicating the value which he/she believes grew out of the experience. If the staff member was employed for compensation during the program, full details of the employment and income should be included in this report.
- O. Leaves to Accept Scholarships: Staff may at any time request leave to accept scholarships of up to one full year which would not involve the District in any financial obligations, in which case all other provisions of the sabbatical leave policy except the percentage limitation would apply.
- P. Return to Original Position: An effort shall be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

Leaves of Absence. The District may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the Superintendent and the approval of the Board. Such leaves shall be without pay or fringe benefits and, with the approval of the Board, may be extended for one additional school year. During the leave the staff member may pay the District's share of any insurance benefits program in order to maintain those benefits. The needs of students and the District program warrant primary consideration. Leaves of absence shall be granted only when they shall not have an undesirable impact upon the educational program or business operations.

A staff member shall be entitled to return to a position in the District at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence shall inform the Board by April 1 as to his/ her intentions to assume a position in the District for the ensuing school year. If said notification is not received, the individual's employment rights with the District shall be terminated.

Staff on leave of absence shall not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.

Leaves to Attend Meetings/Conferences. The District may grant leaves, subject to the recommendation of the Superintendent and approval by the Board, to staff for the purpose of attending meetings or conferences that are likely to be of value to the staff member's performance. (Meetings and conferences wherein bargaining unit activities are conducted are excluded.) Such leaves may be granted without pay and with or without travel expense reimbursement.

Cross Reference: Board Policy 5021 Applicability of Personnel Policies

Adoption Date: 04.01.98

# **Section - III (15)**

## **Personnel Records Policy**

## PERSONNEL RECORDS

The District shall organize, compile and maintain personnel records and files for each staff member of the District which shall be kept secure under the authority of the Superintendent. The contents of the files shall be available to the Superintendent and to those staff authorized by the Superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents. Any confidential college or university credentials or other confidential pre-employment materials received by the District shall be returned to the sender or destroyed at the time of employment by the Board.

A certificated or classified staff member shall be permitted, during normal District business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

A staff member annually may petition that the Superintendent review all information in the staff member's personnel file(s) that is regularly maintained by the District as a part of his business records or is subject to reference for information given to persons outside of the District. The Superintendent shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the Superintendent's determination, the staff member may at his or her request have placed in the staff member's personnel file a statement containing a rebuttal or correction.

Cross Reference: Board Policy 4340 Public Access to District Records

Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against--Right to inspect personnel file
	RCW 42.56.230(2)	Certain personal and other records exempt (from public inspection
	RCW 49.12.240-260	Employee inspection of personnel file

Adoption Date: 08.11.98  
Revised: 5/06

# **Section - III (16)**

## **Substitute Teacher/Parapro Requests**

To request an absence/substitute teacher, log on to West Valley's Home page ([www.wvsd208.org](http://www.wvsd208.org)) click on the staff tab then select Absence Management (AESOP). (<https://www.aesoponline.com/login2.asp>)

NOTE: Your Absence Management (AESOP) Id will be a 10 digit phone number and pin will be numeric. You will have received an email via your district email with your log in information.

#### Logging in on the Web:

- To log into Absence Management (AESOP), log on to West Valley's Home page ([www.wvsd208.org](http://www.wvsd208.org)) click on the staff tab then select Absence Management (AESOP). You may also access Absence Management (AESOP) at <https://www.aesoponline.com/login2.asp> or [m.aesoponline.com](http://m.aesoponline.com) for mobile devices.
- Enter your ID number and PIN, then click Login.  
Can't remember your login info?  
If you're having trouble logging in, click the Forgot your login? link next to the "Login" button for more information.

#### Creating an Absence:

- You can enter a new absence right from your Aesop home page under the **Create Absence** tab.
- Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.  
Please note if your absence reason is Professional Development please select the corresponding accounting code.
- When you've completed entering the absence details, click the **Create Absence** button to have the system look for a sub or select **Create Absence and Assign Sub** if you have a sub already lined up.

#### Managing your PIN and Personal Information:

- Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the "Account" tab.

#### Getting Help and Training:

- If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Absence Management (AESOP) Learning Center where you can search Aesop's knowledge base of help and training materials.

#### Using Aesop on the Phone:

- Not only is Absence Management (AESOP) available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Absence Management (AESOP), dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

#### Over the phone you can:

- Create an absence (within the next 30 days) - **Press 1**
- Check your absence reason (entitlement) balances - **Press 2**
- Review upcoming absences - **Press 3**
- Review a specific absence - **Press 4**
- Review or change your personal information - **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Absence Management (AESOP) assigns the new absence for reference.

#### Entering a New Absence:

- If you are to be absent one day, all day, due to illness and the date on the Edit Bar is correct, you may press the SUBMIT ABSENCE button. If the first date of absence or other information is not correct, make the changes by using the TAB key to move across the Edit Bar. Click the down arrow key(s) to change the shift and/or reason. If the absence is to be charged to the district or your building, you must have an authorization code from your supervisor.



**There are three levels of requesting a substitute for an absence:**

**Level 1: No Sub Requested or Pre-Arranged:** simply submit the absence without requested/pre-arranged subs. - Your absence will be seen by our entire sub pool.

**Level 2: Requested Sub:** Go into personal information and “Select” substitutes who you would prefer when you are absent. When you record an absence, only your “requested” subs will see the absence for the first 48 hours after you put the absence on or until 6:00 p.m. the night before the absence, whichever comes first.

**Level 3: Pre-arrange One Substitute:** If you have already spoken to a specific substitute and s/he has agreed to cover your absence you may pre-arrange for the sub by clicking the down arrow by Req./Pre-arranged Sub (below your name), click on the Pre-arranged Substitute’s name and follow the directions on the screen. IF YOU SELECT JUST ONE SUB, NO OTHER SUBS WILL SEE YOUR ABSENCE. THE SYSTEM ASSUMES YOU HAVE PRE-ARRANGED THE ABSENCE. Please be sure to confirm this placement with the substitute to ensure s/he is fully aware of their responsibility to be present for the assignment.

**Click on the ADD DAY(S) button at the bottom of the screen for each additional day of a continuous absence. When all of the information is correct you may click the SUBMIT ABSENCE button.**

**NO SUBSTITUTE NEEDED:**

All certificated employees absences need to be posted on Absence Management (AESOP), even if a substitute is not needed.

**AUTHORIZATION CODES:**

Authorization codes are needed for absences categorized as Professional Development, District Initiated, Coaching-Athletics, and WEA Reimbursed Leave. Request the correct Authorization Code from the supervisor approving the activity.

**REVIEW/CANCEL:**

The Review/Cancel button gives a history of each day that you have been absent this school year. It shows the substitute status of any current absences, including the confirmation number. Until a substitute is assigned to an absence, it will say: Substitute Pending. When a substitute has been assigned, you will see the substitute’s name.

At any time before a substitute is assigned, you may cancel an assignment or individual days of a multi-day assignment by clicking on Cancel. Once an absence has been assigned to a substitute, only the Substitute Coordinator may cancel the absence.

\*Building Site Abbreviations: Ahtanum = AHT, Apple Valley = APV, Cottonwood = CTW, Mountainview = MV, Summitview = SV, Wide Hollow = WH, High School = HS, Junior High = JH, Middle School = MS, Freshman Campus = FC

**NOTIFYING YOUR BUILDING OF YOUR ABSENCE:**

Please provide a courtesy email or phone call to the secretary or principal of your building. If the absence is last minute, please contact your building first, so they can arrange coverage until the Substitute Coordinator can get the absence assigned. Any absence being communicated past 6:30 a.m. for that day requires a call to the building principal prior to calling the Substitute Coordinator. Please remember, the sooner the absence is submitted to Absence Management (AESOP), the more likely it will be filled.

If you do not have access to a computer, or if it is a “last minute” absence, we ask that you just continue to follow the established procedure at your building in notifying them of your absence.

**SUBSTITUTE COORDINATOR CONTACT INFORMATION: 972-6008**

# Section-IV

Safe Schools Policies for Review

## West Valley School District Safe Schools - Review of Policies

1.1 All staff will receive annual training/review of district policies and procedures for safe schools, including information about the following District Policies:	
2320 Field Trips	<ul style="list-style-type: none"> <li>- Field trip must have an educational purpose.</li> <li>- All volunteers must be approved.</li> <li>- All students must have field trip form completed with emergency information noted.</li> <li>- Epipen, inhaler, or other emergency medicine must be accounted for as needed.</li> <li>- Overnight field trip must be approved by the board of directors 30 days prior to the field trip.</li> <li>- Child nutrition and staff will not provide peanut products or other nuts to students.</li> </ul>
3143 District Notification of Juvenile Offenders	<ul style="list-style-type: none"> <li>- Department of Corrections will notify the superintendent regarding the offender.</li> <li>- Superintendent will route the information to principals who need the information.</li> <li>- Principal will inform every teacher of the student and any other personnel who supervises the student or for security purposes should be aware of the information.</li> <li>- A student convicted, adjudicated, or entering into a diversion agreement for an assault, kidnapping, harassment, stalking, or arson against a teacher shall not be assigned to that teacher's classroom during the duration or the student's attendance at that school or any school to which the teacher is assigned. Neither shall the student be assigned to a classroom where another student who was his or her victim for the offense is enrolled.</li> <li>- Staff will maintain confidentiality.</li> </ul>
3144 Release of Information Concerning Student Sexual and Kidnapping Offenders	<ul style="list-style-type: none"> <li>- Department of Corrections will notify the superintendent regarding the offender's status (Level I, II, or III).</li> <li>- Superintendent will route the information to principals who need the information.</li> <li>- Principal will inform every teacher of the student and any other personnel who supervises the student or for security purposes should be aware of the information.</li> <li>- Staff will maintain confidentiality.</li> </ul>
3200 Student Rights and Responsibilities (Annual review of student conduct standards and enforcement procedures)	<ul style="list-style-type: none"> <li>- Annually, principal and staff shall review student conduct standards and the uniform enforcement of those standards as published in the student handbook.</li> </ul>
3207 Prohibition of Harassment, Intimidation, and Bullying	<ul style="list-style-type: none"> <li>- Staff will be provided information on recognizing and preventing harassment, intimidation or bullying.</li> <li>- Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.</li> <li>- Informal process: Staff shall inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying.</li> <li>- Formal process: Complainant will complete and submit District Form 3207F.</li> <li>- Staff shall not retaliate due to any complaint of harassment, intimidation, and/or bullying.</li> <li>- Detailed information regarding complaint processes is included in Policy 3207.</li> </ul>
3210 Non-discrimination	<ul style="list-style-type: none"> <li>- The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation or non-program-related physical, sensory or mental disabilities.</li> <li>- Complainant may request an informal meeting to resolve a complaint. Such a meeting shall be at the option of the complainant.</li> <li>- If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.</li> <li>- Detailed information regarding complaint processes is included in Policy 3210.</li> </ul>
3230 Student Privacy (Procedures for Searches)	<ul style="list-style-type: none"> <li>- School official must have reasonable suspicion to conduct a search of a student or student property.</li> </ul>

	<ul style="list-style-type: none"> <li>- School lockers are school property. School officials may search all student lockers at any time without prior notice and without a reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rule.</li> <li>- No student shall be subject to a strip search or body cavity search by school staff.</li> <li>- A search is required when there are reasonable grounds to suspect a student has any article or material that is prohibited by law or District policy on school grounds, transportation or at school events.</li> </ul>
3240 Student Conduct	<ul style="list-style-type: none"> <li>- Students shall comply with all rules adopted by the District. Failure to do so shall be cause for corrective action. The rules shall apply: <ul style="list-style-type: none"> <li>· On school District property at any time.</li> <li>· Off school District property at any school activity, function, or event.</li> <li>· Off school District property if the actions of the student materially or substantially affect the educational process.</li> </ul> </li> <li>- If a staff member has a concern about a student, they may submit a referral form (District Form 3240F) to the principal.</li> </ul>
3241 Classroom Management, Corrective Actions or Punishment	<ul style="list-style-type: none"> <li>- A teacher may exclude a student from class for the remainder of a class period. Prior to excluding a student, the teacher shall have attempted one or more corrective actions.</li> <li>- The school must distribute expectations to students in writing via the student handbook.</li> <li>- Staff may assign students detention after school; not more than 30 minutes on any given day. Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.</li> <li>- Corporal punishment is prohibited (Policy 3244)</li> </ul>
3242 Closed Campus	<ul style="list-style-type: none"> <li>- Students shall remain on school grounds from time of arrival until close of school, unless officially excused.</li> </ul>
3244 Prohibition of Corporal Punishment	<ul style="list-style-type: none"> <li>- Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student, and is not permitted.</li> </ul>
3246 Use of Reasonable Force	<p>Annually, administrators will provide all staff with the district established policy and procedure regarding the use of reasonable force.</p> <p>A. Physical force: All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff and those who are required or reasonably anticipated to provide physical force intervention will be trained in the use of physical force intervention.</p> <p>B. Mechanical restraints or chemical spray: Only staff trained and authorized to use mechanical restraint or chemical spray procedures shall administer it to students. The appropriate personnel shall include those staff members who are most likely to be called upon to use mechanical restraint or chemical spray to prevent or address disruptive or dangerous student behavior.</p>
3414 Infectious Disease (Blood-borne Pathogens)	<ul style="list-style-type: none"> <li>- A school principal has the authority to send an ill child home with parent notification.</li> <li>- A student who is afflicted with a reportable disease shall be reported by the school principal or designee to the local health officer.</li> <li>- District staff shall use universal precautions.</li> <li>- Body fluids of all persons should be considered to contain potentially infectious agents.</li> <li>- Gloves must be worn when direct hand contact with body fluids is anticipated.</li> <li>- Used gloves must be discarded in a secured lined trash container and disposed of daily.</li> <li>- Self-treatment, when reasonable, shall be encouraged.</li> </ul>
3415 Students with Life-threatening Health Conditions (Emergency Care Plans)	<ul style="list-style-type: none"> <li>- Students with diabetes, asthma, anaphylaxis, or other life-threatening health conditions shall have an emergency care plan.</li> </ul> <p>Annually and prior to the first day of attendance, the student health file will contain:</p> <ol style="list-style-type: none"> <li>1) a completed emergency care plan;</li> <li>2) a written medication authorization form, signed by a licensed health care provider; and</li> <li>3) an adequate and current supply of auto-injectors (or other medications).</li> </ol>

	After the emergency care plan is developed, the school principal or designee (school nurse) will inform appropriate staff regarding the affected student and the emergency care plan.
3416 Medication at School	<ul style="list-style-type: none"> <li>- Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional.</li> <li>- Staff members who administer medication will participate in an in-service training session conducted by the district nurse prior to the opening of school each year.</li> <li>- Any error or omission shall be reported to the district nurse via Form 3416 F3.</li> </ul>
3418 Emergency Treatment	- When a student is injured it is the responsibility of staff to see that immediate care and attention is given the injured party.
3420 Anaphylaxis Prevention	<p>- Annually, each school principal will provide an in-service training on how to minimize exposure to allergens and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode, and use of an auto injector.</p> <p>Annually and prior to the first day of attendance, the student health file will contain: 1) a completed emergency care plan; 2) a written medication authorization form, signed by a licensed health care provider; and 3) an adequate and current supply of auto-injectors (or other medications).</p> <p>After the emergency care plan is developed, the school principal or designee (school nurse) will inform appropriate staff regarding the affected student and the emergency care plan.</p> <p>Controlling the exposure to allergens requires the cooperation of parents/guardians, students, school staff, and the community. Universal precautions will be implemented. The district will discourage students from sharing food, utensils, and containers. In accordance with District Policy 6512, universal infectious disease prevention practices will be used in the maintenance and operations of school property. Affected students will be encouraged to eat only food that they bring from home.</p> <p>To control the exposure to allergens on field trips, the District will not provide food made with peanut products or other nuts in sack lunches produced by the District's Department of Child Nutrition. During field trips, school staff will not provide peanut products or other nuts to students. Even with the District's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment.</p> <p>The leader of school-sponsored field trips for academics, athletics, or activities, shall be informed of the student's emergency care plan. The parent/guardian shall complete the field trip form appropriately as per District Policy 2320 which shall include parent/guardian notification to the field trip leader that the student has special medical needs. For students with severe allergies, the field trip leader will ensure that the student's auto-injector is brought on the field trip.</p>
3421 Child Abuse and Neglect Prevention (Procedures for reporting information to Child Protective Services)	<ul style="list-style-type: none"> <li>- Classified and certified staff are legally responsible for reporting to legal authorities all suspected cases of child abuse and neglect. Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case.</li> <li>- The staff member should notify their supervisor. An immediate report shall be made via telephone. A follow-up, written report shall be submitted using Form 3421-F Report of Child Abuse and/or Neglect. The staff member shall send a copy to the District Office for documentation.</li> <li>- If the report is not made to legal authorities within 48 hours, it is a violation of state law.</li> </ul>
3432 Emergencies	<p>School staff will conduct at least one safety-related drill each month that school is in session. The following drills will be implemented during the school year:</p> <p>A. At least one drill using the school mapping information system;</p>

	<p>B. At least one drill for shelter-in-place;</p> <p>C. At least two drills for lock-down (one drill must be unannounced to students and staff);</p> <p>D. At least six drills for fire evacuation.</p>
4200 Safe and Orderly Learning Environment	<p>- Certificated staff shall be available for consultation with students and patrons during regular building hours. Regular building hours for elementary (Pre-K - Grade 5) teachers shall be 8:30 a.m. to 4:00 p.m. including a 30-minute duty-free lunch period. Regular building hours for secondary (Grade 6 - Grade 12) teachers shall be 7:30 am to 3:00 p.m. including a 30-minute duty-free lunch period. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.</p> <p>- If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. The staff member shall immediately report the incident to his/her supervisor.</p>
4210 Regulation of Dangerous Weapons on School Premises	<p>- It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.</p> <p>- Exceptions are detailed in Policy 4210.</p>
4215 Tobacco-free Schools	<p>- Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school District property.</p>
4310 Relations with Law Enforcement, Child Protective Agencies, and the County Health Department	<p>- While the District encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement officer to conduct any necessary questioning. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years of age or younger.</p> <p>- While the District encourages interviews of a student to take place off school premises, the principal shall permit a child protective worker to conduct any questioning when child abuse or neglect is involved outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the child protective services or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the child protective services or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.</p> <p>- While the District encourages interviews of students to take place off school premises, the principal shall permit a health official to conduct a confidential interview with a student suspected of being a contact with an individual infected with a communicable disease when the interview is to be held during school hours, and the principal chooses not to release the student to travel to the health department.</p>
4314 Notification of Threats of Violence or Harm	<p>- Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Administrator may provide others the identity of the student who made the threat if, in their judgment, it is necessary to protect the safety of others.</p>
4315 Release of Information Concerning Sexual and Kidnapping Offenders	<p>If the school receives notification from law authorities that a sex offender has moved into the school's attendance area, the school will issue the following information in the school's newsletter:</p> <p>Law Enforcement Notification</p> <p>Our school has been notified that a Level ___ (I, II, III) sex offender has moved to the ___ block of ____ (Ave/Street/etc.) The state maintains a website so that anyone</p>

	<p>can check for further information about registered sex offenders. The website address is <a href="http://ml.waspc.org/">http://ml.waspc.org/</a>.</p>
<p>5201 Drug-free Schools</p>	<p>YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the West Valley School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. "Workplace" is defined as the site for the performance of work. That includes any place where work on a school district federal grant is performed, including a school building or other 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. YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal drug statute. Such notification shall be no later than five days after such conviction. An employee who violates the terms of the school district's drug-free workplace policy may be suspended, discharged, or non-renewed in accordance with the provisions of the board policy and state law. An employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense, as a condition of eligibility for reinstatement. However, reinstatement of an employee who has violated the drug-free workplace policy is not guaranteed, or does the school district incur any financial obligation for an employee's treatment or rehabilitation.</p>
<p>5253 Maintaining professional staff/student boundaries</p>	<p>Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.</p> <p>An inappropriate boundary invasion means an act, omission, or pattern of behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.</p>
<p>5256 Staff Access to Networked Information Resources (Electronic Communications)</p>	<ul style="list-style-type: none"> <li>- The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in performing of tasks associated with their positions and assignments. Communication over networks should not be considered private.</li> <li>- <b>EMAIL SHOULD BE CHECKED DAILY.</b> Staff will employ electronic mail on a daily basis at work as a primary tool for communications. General rules and standards for professional behavior and communications will apply.</li> <li>- Incidental personal use of networked systems on non-work time is acceptable such that it does not impact network resources or incur liability to the district. If there is any question of appropriateness or liability, contact your supervisor. Minimize impact to the network by never transferring or saving large files and by only using authorized software. The district is not liable for your personal files - do not save anything of personal importance on district resources.</li> </ul> <ul style="list-style-type: none"> <li>- The following behaviors are explicitly prohibited on District networks: <ol style="list-style-type: none"> <li>1. Sending or displaying offensive messages or pictures.</li> <li>2. Using obscene language.</li> <li>3. Harassing, insulting or attacking others.</li> <li>4. Engaging in practices that may threaten the network (for example: loading unauthorized software, forwarding chain email letters, installing unauthorized hardware, running files that may introduce a virus).</li> <li>5. Violating copyright laws.</li> <li>6. Using others' passwords.</li> <li>7. Trespassing in other peoples' documents or files.</li> <li>8. Downloading large files during the instructional day.</li> <li>9. Violating regulations prescribed by the network provider.</li> <li>10. Using the District systems for personal profit or gain.</li> </ol> </li> </ul>

	<p>11. Maintaining personal contact with a student outside of school by phone/cell phone, texting, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.</p>
5270 Resolution of Staff Complaints	<p>- The staff member shall present the complaint in writing to his/her immediate supervisor within 15 days of the action or incident. The written statement of the complaint shall contain:</p> <p>A. The facts upon which the complaint is based as the staff member who is filing the complaint sees them,  B. A reference to the policies of the district which have allegedly been violated, and  C. The remedies sought.</p> <p>The staff member shall discuss this complaint with his/her immediate supervisor. If the complaint is against an administrator or another staff member, such individual shall be present at the meeting to present the facts as he/she sees them. A sincere effort shall be made to resolve the complaint at this level.</p> <p>- Additional steps may be followed as detailed in Policy 5270.</p>
5271 Reporting Improper Governmental Action	<p>- Employees who become aware of actions that they believe constitute improper governmental action should raise the issue first with their supervisor.</p> <p>- Additional steps may be followed as detailed in Policy 5271.</p>
5281 Disciplinary Action and Discharge	<p>Disciplinary action may be taken for the following reasons:</p> <p>A. Incompetence  B. Inefficiency  C. Misappropriation or misuse of district property  D. Neglect of duty  E. Insubordination  F. Conviction of any crime which adversely affects employee's ability to perform a job including the submission of a guilty plea or conviction of any felony crime involving:</p> <ol style="list-style-type: none"> <li>1. the physical neglect of a child</li> <li>2. the physical injury or death of a child</li> <li>3. sexual exploitation of a child</li> <li>4. sexual offenses where a minor is a victim</li> <li>5. promotion of a minor for prostitution purposes</li> <li>6. the sale or purchase of a minor child</li> </ol> <p>G. Malfeasance  H. Gross misconduct  I. Inability to perform job functions  J. Willful violation of district policies and procedures  K. Mistreatment or abuse of fellow workers, students, or members of the public  L. Conflict of interest  M. Abuse of illness, injury, or emergency leave  N. Sexual harassment  O. Manufacture, possession, distribution, sale or being under the influence of alcohol or controlled, illegal, addictive or harmful substances including anabolic steroids.</p> <p>Depending upon the nature of the work performance problem or conduct, any one or more of the following actions may be taken by the appropriate supervisor:</p> <p>A. Oral Reprimand  B. Written Reprimand  C. Suspension/Discharge  D. Demotion</p>
5630 Volunteers	<p>- Volunteers shall be subjected to a name, birth date, and annual background check with the Washington State Patrol.</p>
6500 Risk Management	<p>- Staff shall complete an annual inventory of all real property and equipment.</p>
6510 Safety	<p>- Quarterly inspections will be conducted of playground equipment.  - All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.</p>



<p>6511 Staff Safety (Safety procedures; First Aid/CPR procedures)</p>	<ul style="list-style-type: none"> <li>- If an incident occurs at a school or work site, the staff member shall complete an incident report form and submit a copy to the District Office.</li> <li>- At least one staff member at each school and work site in the district shall hold a valid certificate of first aid training. Each school and work site shall have first aid supplies readily accessible, and if the work site has more than fifty employees, a first-aid station shall be established.</li> </ul> <p>Staff Safety The supervisor of each school and/or work site in the district is responsible for:</p> <p>A. General Safety</p> <ol style="list-style-type: none"> <li>1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost workdays, need for transfer to a new job, or medical treatment beyond first aid.)</li> <li>2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures.</li> <li>3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries.</li> <li>4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.)</li> <li>5. Maintaining a safety bulletin Board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material.</li> <li>6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times.</li> <li>7. Maintaining a well-marked first aid kit, or first aid station if the work site has more than fifty employees.</li> <li>8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.</li> </ol>
<p>6512 Infection Control Program (Universal infectious disease prevention practices)</p>	<ul style="list-style-type: none"> <li>- The district shall provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material.</li> <li>- All District personnel shall implement and use universal infectious disease prevention practices in their work with students, staff, and community members and in the maintenance and operations of school property and facilities.</li> </ul>
<p>6513 Workplace Violence Prevention</p>	<ul style="list-style-type: none"> <li>- The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from violence, and harassment, intimidation or bullying (HIB). The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others. Additionally, the district does not tolerate domestic violence including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district</li> </ul>

	<p>telephones, fax machines, mail, or e-mail shall be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district. All violent incidents shall be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence.</p> <p>The workplace violence prevention program includes the following:</p> <ul style="list-style-type: none"> <li>- Staff will be provided information on recognizing and preventing harassment, intimidation or bullying</li> <li>- Staff will report incidents of workplace violence to their supervisor.</li> </ul>
6590 Sexual Harassment	<p>- 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.</p> <p>Sexual harassment occurs when:</p> <ol style="list-style-type: none"> <li>1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;</li> <li>2. Submission to or rejection of sexual demands is a factor in an academic, work or other school related decision affecting an individual; or</li> <li>3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.</li> </ol> <p>Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint.</p> <p>Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized.</p> <p>Detailed information about the complaint process is provided in Policy 6590.</p>
6605 Student Safety Walking to School and Riding Buses	<ul style="list-style-type: none"> <li>- Each school and department shall have a Safety Advisory Committee which shall review safety concerns on a quarterly basis.</li> <li>- Representatives of the Safety Advisory Committees shall report safety concerns to the District Safety Committee.</li> <li>- A comprehensive school trip safety program shall address school walk routes, bus safety and route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.</li> <li>- At the beginning of each school year, a copy of the rules of conduct for students riding buses shall be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be available upon request at the district office.</li> </ul>
6625 Private Vehicle Transportation	<ul style="list-style-type: none"> <li>- Upon written approval of the principal, staff may transport students when a student's welfare is involved, when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member shall acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The district's liability insurance shall cover the risk assumed by the district. The mileage of the staff member shall be reimbursed by the district.</li> </ul>

	- Staff who transport students must have a “Type II” driver authorization approved by the District’s Transportation Dept.
6700 Nutrition and Food Services-Breakfast and Lunch Program	- Parents and school staff should avoid using items that are high in fat or added sugar for classroom treats, awards, or birthday/special occasion parties that occur in the classroom.
6895 Pesticide Notification	- At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, “Notice: Pesticide Application.” This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Recommendation from risk management:

- First faculty meeting of the year:
  - Discuss what touching is appropriate and what touching is not, using examples.
  - Discuss boundary invasions and how they relate to sexual grooming.
  - Discuss what electronic communication is appropriate and what is not.
- The audience of teachers/employees will come to understand generally recognized professional practices through the discussion.