

# Tonasket School District



## Staff Handbook

# *TONASKET SCHOOL DISTRICT*

## *Focused on Learning and Linking Learning to Life*

### **Our Vision**

Each of our students is an extraordinary individual who embraces life with hope, independence, accountability, resilience, and commitment to community and to the betterment of society. Each is a life-long learner who possesses the skills to think critically, act intelligently, work creatively, and confidently adapt to an ever-changing world.

### **Our Goals**

*Powerful Teaching and Learning.* Ensure that each student is a creative, accountable, and independent learner by combining high expectations with demonstrated growth, while leveraging technology and an aligned curriculum that is rigorous and relevant. Hire and retain engaged and highly qualified staff, providing them with the training and support necessary to inspire student success.

*Stewardship.* Instill trust and engender public support through the planned, prudent and transparent use of district resources, driven always by a focus on student learning.

*District Culture and Climate.* Embrace a welcoming and collaborative school climate that encourages staff and student initiative, dynamic learning, a sense of community, and ethical decision-making, while promoting and valuing mutual respect, safety, health and our rural heritage.

*College, Career, Life Readiness.* Facilitate varied pathways to prosperity through partnerships, mentoring, and use of district resources, equipping students with the life skills, knowledge, motivation, and tenacity to excel in post-secondary pursuits.

*Creative and Innovative.* Nurture passion and creativity, celebrate success, and foster hope. Cultivate and model self-advocacy, independent learning, and belief in self. Embrace and value diversity. Address barriers to learning, including poverty, through cultural awareness, professional development, and an intentional focus. Ensure that each student begins school ready to learn and transitions confidently through proactive assessment and early intervention.

*Parent and Community Engagement.* Engage our diverse community in partnerships that support families, learning at home, making educational decisions, and collaborations. Establish clear and consistent communication that unites all citizens around the principle that high quality public education is a community's most valuable asset.

## ***DISTRICT BELIEFES***

1. We believe we have a moral imperative to ensure that each child learns.
2. We believe respect for diversity leads to a strong and resilient community.
3. We believe families play a vital role in education.
4. We believe public education encompasses the entire community and that community participation is crucial to enhance student learning.
5. We believe focused professional development is imperative to enhance learning.
6. We believe students deserve a nurturing environment that is physically, emotionally and intellectually safe.
7. We believe we must manage our fiscal resources responsibly and efficiently to affect student learning while honoring the community's contributions.
8. We believe data-informed decisions lead to improved student learning.
9. We believe learning goes beyond curriculum and it is learning that prepares students to take their place in the world.



## ***STAFF GUIDEBOOK***

This guide has been developed to answer some of the most commonly asked questions. Key information has been highlighted and reference pages have been supplied for quick access to more in-depth information.

# ***TONASKET SCHOOL DISTRICT DIRECTORY***

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Holly Haugan, Director  
Donna Zabreznik, Secretary

7/2018

## **GENERAL INFORMATION**

### **NONDISCRIMINATION AND AFFIRMATIVE ACTION**

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(Please refer to Tonasket School Board Policy No. 5010 Revised 5.8.17)

#### **Nondiscrimination**

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

#### **Affirmative Action**

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, racial and ethnic minorities and women and Vietnam veterans, although under state law, racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested community members and organizations. Progress toward the goals established under this policy will be reported annually to the board.

#### **Employment of Persons with Disabilities**

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation;
- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an

accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

- A. Making facilities used by staff readily accessible and usable by persons with disabilities; and
- B. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation;
- C. The district will not make use of any employment test or criteria that screens out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions; and
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### **Nondiscrimination for Military Service**

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

## **A VALUES-BASED CULTURE**

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We all want to be part of an organization that embodies the very best of purpose and values. In public education, the moral purpose of making a difference in the lives of people provides a values framework. Those values include honesty, integrity, and commitment. As part of a professional learning community, values also include interpersonal relationships, communications, sharing and collaborating, advocacy for students, lifelong learning, and an unyielding belief that every student needs the very best that we can offer as teachers and support staff.

**SET THE EXAMPLE:** Each of us has a dual obligation. The first is our own professionalism and commitment to the moral purpose and the values of the organization. The second is to create and contribute to sustaining those same values in the greater environment that surrounds us (i.e., the organizational culture).

**HELP OTHERS SUCCEED:** Observing and not acting on behavior by others that is contrary to the values of the organization not only affects our collective ability to achieve the moral purpose, but also denies the individual(s) the opportunity to change. **Take ownership: share concerns** with a supervisor. It's not about "telling," but about facilitating help for someone who needs to change.

## CIVILITY

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(Please refer to Tonasket School Board Policy No. 4205 Adopted 6.28.2017)

The purpose of this policy is to promote appropriate behavior, civility, and orderly conduct in the Tonasket School District. The Board of Directors believes that a safe and civil environment is essential for providing a quality education to students. Uncivil behavior is detrimental to the quality of that experience and is consequently addressed in the Revised Code of Washington (RCW). This policy details the District's expectations regarding conduct on District property, with the community and District staff (in the performance of their assigned duties), and at activities and events for which the District is responsible.

### Policy Statement

The Board believes that the overwhelming majority of individuals will conduct themselves in a civil manner in their contact and communication with and within the District, and during District-sponsored activities. The District encourages open communication, but will not tolerate aggressive, antagonistic, rude, hostile, or abusive conduct and/or communication by any person in any form. The superintendent will develop and maintain an ongoing program of staff training, written and oral communications, and other resources as necessary to achieve the intent of this policy. Administrators must require civil conduct in the buildings and programs for which they are responsible. Administrators will also provide support for individuals who are the victims of uncivil conduct.

The civility policy does not deprive any person of his or her right to freedom of expression or access to any District property, as long as such conduct is mutually respectful. Citizens may criticize, challenge and question its public educators; however, everyone has the responsibility to conduct themselves in a civil manner. Parents and other members of the community are responsible to communicate with District employees in a respectful manner. Likewise, District employees have a professional responsibility to attempt to deescalate confrontations, utilizing required training, and to treat all members of the public and other staff members with courtesy and civility.

Issues related to this policy are addressed in other Board policies

1. Complaints against employees may be more appropriately handled through Board Policy 4220, "Complaints Concerning Staff or Programs."
2. Complaints regarding student bullying are more appropriately handled by Board Policy 3207, "Prohibition of Harassment, Intimidation and Bullying."
3. Complaints regarding sexual harassment are more appropriately handled by Board Policy 5255, "Sexual Harassment."
4. Expectations for staff interactions with the public are outlined in Board Policy 4010, "Staff Communication Responsibilities."

### Definitions

By defining uncivil conduct the District's purposes are to:

1. Promote a safe and productive learning environment for students and staff;
2. Provide guidelines for all persons regarding uncivil conduct;
3. Support victims of uncivil conduct in a timely and appropriate manner; and
4. Promote effective and civil interactions with and between staff, students, parents, and all members of the community.

The uncivil conduct defined below is irrespective of method, whether in person, via phone, text, instant message, email, written correspondence, social media or any other medium.

Threats are defined in the Revised Code of Washington (RCW) 9A.04.110, including the definition of malice: “‘Malice’ and ‘maliciously’ shall import (mean) an evil intent, wish, or design to vex, annoy, or injure another person. Malice may be inferred from an act done in willful disregard of the rights of another, or an act wrongfully done without just cause or excuse.”

In Notes to RCW 28A.600.455, Findings – Intent – 1997 c. 266, the Washington State Legislature, “finds that the children of this state have the right to an effective public education and that both students and educators have the need to be safe and secure in the classroom if learning is to occur.”

### Uncivil Conduct

The perception of uncivil conduct is partially subjective, and this policy recognizes that the standard by which its violation is determined is individual. Generally, uncivil conduct is defined as behavior that would cause a reasonable individual to feel a sense of threat, cause undue stress, cause disturbances of good order, and/or constitute a violation of the statutes cited within this policy.

Examples include, but are not limited to:

1. Using language or tone of voice to be derisive, sarcastic, disdainful, or degrading.
2. Using rude, vulgar, or obscene language and/or gestures.
3. Using language, behavior, or tone of voice and/or speaking volume that is hostile, threatening, intimidating, or malicious.
4. Using personal epithets, slurs, or other references as terms of abuse, contempt, or hostility.
5. Invasions of staff members’ personal spaces or blocking their movements.
6. Speaking over or repeatedly interrupting another so they are unable to communicate.
7. Using insulting and disrespectful nonverbal behaviors toward or in connection with another.
8. Gossip, slander or other communication that negatively impacts the workplace.

### **Civility - Procedure 4205 (Adopted 6.28.2017)**

#### Response Protocol

##### For Parents and Community Members

If parents or community members believe they have been treated in an uncivil manner by a district employee, they should follow the steps outlined in Policy and Procedure 4220 Complaints Against Staff and Programs.

##### For Employees

If employees believe they have been treated in an uncivil manner by another employee, parent or community member they should follow the steps outlined below:

1. Request civil conduct from the individual who is acting in an uncivil manner.
2. If the issue is unresolved and involves a parent or community member, the employee may:
  1. Document and report the uncivil behavior to an immediate supervisor or building administrator and meet to discuss the concern. If appropriate, the employee and

supervisor may work together to develop a mutually-agreeable response plan that addresses the conduct.

2. The documentation and/or response plan (if developed) will be kept in a designated file in the administrator's office. The administrator will advise staff who need to be aware of the plan. A Skyward alert may be used to signal the student's teachers and those of his/her siblings, if appropriate, that a response plan is available for their review.
3. Should conduct of an uncivil individual become chronic, escalate, or be initially extreme, disciplinary action and/or legal remedies and interventions (including contacting law enforcement) may be warranted. The individual may be directed to leave the premises and limitations may be imposed on their access to district property, students, and/or district employees.
4. Individuals wishing to appeal a "no-trespass" order issued to them in response to extreme or chronic uncivil conduct must contact the immediate supervisor of the administrator issuing the order within 5 days of receipt of the "no-trespass" notification.

C. If the issue is unresolved and involves another staff member, the employee may:

1. Access peer mediation services available through their employee association; or
2. Document and report the uncivil behavior to an immediate supervisor or building administrator and meet to discuss the concern. If appropriate, the employee and supervisor may work together to develop a mutually-agreeable response plan that addresses the conduct.
3. The documentation and any plan will be kept in the supervising administrator's working file for each staff member for one year, unless further issues arise.
4. Should conduct of an uncivil staff member become chronic, escalate, or be initially extreme, disciplinary action and/or legal remedies and interventions (including contacting law enforcement) may be warranted. The individual may be directed to leave the premises and limitations may be imposed.

#### Dissemination of Civility Expectations

1. This policy and procedures will be posted on the District website and referenced, as needed, in District publications.
2. Annually, all staff must review the civility policy and procedures.
3. At the beginning of every school year, and when appropriate, building administrators will communicate the expectation to parents and staff that their interactions be civil at school and during district and school-sponsored activities and events. This information may be communicated verbally, included in student or volunteer handbooks, and/or included with other school communications.
4. As necessary, the superintendent and the school board will communicate to the staff and community the expectation their interactions will be civil, that a policy concerning civil conduct exists, and the policy is enforced in district.

#### Training

A. The purpose of civility training is to:

1. Familiarize staff with the policy and their rights and obligations, including applicable statutes and penalties cited in the policy.
2. Provide situational awareness in dealing with common occurrences of uncivil conduct.

3. Encourage the use of conflict resolution, de-escalation, and appropriate communication skills and strategies.
  4. Promote positive and courteous communication and relationships among staff members and between staff and the community.
- B. Training opportunities will be:
1. Provided to employees new to the District.
  2. Offered as an annual review for all staff. This civility review may be included with other required annual trainings.

## **CODE OF CONDUCT FOR TONASKET ATHLETICS AND ACTIVITIES**

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(Please refer to Tonasket School Board Procedure No. 4010 Adopted 7.6.2017)

We believe that interscholastic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor.

### **THE GOALS OF TONASKET ATHLETICS AND ACTIVITIES**

1. Positive experience for all involved
2. Cohesion throughout all Tonasket School athletic and activity programs
3. Maximize potential/growth
4. Integrity among students, athletes, coaches, parents, volunteers, and spectators

### **PARENT – COACH – STUDENT COMMUNICATION**

Let the coaches' coach!  
 The players play!  
 The referees' ref!

#### Parent – Coach – Student Relationship

We are pleased that your son/daughter has chosen to participate in the Tonasket School District activities/athletic programs. We will do all we can to provide a positive experience for him/her. A very important ingredient in achieving this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become issues. As a parent, you have a right to know what expectations are placed on your son/daughter. This policy is intended to spell out all levels of communications so that parents, coaches and participants are aware of the steps they have available to resolve anything they think is or might become an issue.

#### Communication Parents and Students Should Expect from the Coach

1. Philosophy of the coach.
2. Expectations the coach has for your son/daughter.
3. Locations and times of all practices and contests, and timely communication of schedule
4. changes to all participants.
5. Team requirements: equipment, off season training, etc.
6. Procedure to follow should your son/daughter become injured during participation.
7. Participant conduct code and consequences for not following these guidelines.

8. Requirements to earn a letter where applicable.
9. How to communicate with coaches about concerns.
10. Disposition of lost/outstanding equipment at the end of the season.
11. Consistent, ongoing communication with the student concerning their growth/performance on the team and how he/she fits into the program.

#### Communication Coaches Expect from Parents

1. Concerns expressed directly to the coach first.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.
4. Specific concerns that might impact the student's ability to participate.

#### Appropriate Concerns to Discuss with Coaches

1. The treatment of your son/daughter: psychologically and physically.
2. Ways to help your son/daughter improve.
3. Concerns about your son/daughter's behavior.

At times, it may be difficult to accept the fact that your son/daughter is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe to be the best for the team and all involved. As you have seen from the list above, certain things can be and should be discussed with your son/daughter's coach. We ask that other things, such as those below, be left to the discretion of the coach.

#### Coaches' Decisions

1. Playing time
2. Team strategy
3. Play calling
4. Matters concerning other participants

There are situations that may require a conference between the coach, the athlete/participant, and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you or your son/daughter has a concern to discuss with a coach, the procedure listed below should be followed:

1. First, have your son/daughter speak with the coach.
2. If the issue has not been resolved, the parent should make an appointment to meet with the coach.
3. When necessary, the coach will follow up with the parent to communicate the resolution of the issue.
4. Please do not attempt to discuss concerns with a coach before or after a contest. These can be emotional times for both the parent and the coach. As a general rule, wait 24 hours before discussing the issue with the coach.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director or appropriate supervisor to discuss the situation. The supervisor will follow up with the parent to communicate the resolution of the issue.
2. If a satisfactory resolution is not reached at this step, set up an appointment with the building principal.
3. The next step would be to meet with the superintendent and then with the school board. Problems are best solved at the lowest level and following this procedure will increase the chances of a positive resolution to the concern.

What can a coach do if the meeting with the parent did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director or appropriate supervisor to discuss the situation.

## **THE DEFINITION OF SPORTSMANSHIP**

Sportsmanship is character displayed through athletic competition. People of character live by the “Six Pillars of Character,” universal values that can be used to define a good person: trustworthiness, respect, responsibility, fairness, caring and citizenship. This code applies to the parents, coaches, staff and all student-athletes involved in interscholastic sports.

## **Code of Conduct for the Parents, Students and Staff of Interscholastic Activities**

### **TRUSTWORTHINESS**

1. Integrity – live up to high ideals of ethics and sportsmanship; do what’s right even when it’s unpopular or personally costly.
2. Honesty – live and act honorable; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
3. Reliability – fulfill commitments; do what you say you will do; be on time; when you say you will attend an event, be sure to do so.

### **RESPECT**

1. Class – live and cheer with class; be gracious in victory and accept defeat with dignity; compliment extraordinary performance; and show respect for all competitors.
2. Respectful Conduct – don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
3. Respect Officials – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event. It is the job of the coach and team captains to appropriately interact with officials.
4. Respect Coaches – treat coaches with respect at all times; recognize that they have team goals beyond those of your child. Don’t shout instructions to players from the stands; let the coaches coach.

### **RESPONSIBILITY**

1. Importance of Education – stress that student-participants are students first. Place academic, emotional, physical and moral well-being above desires and pressures to win.

2. Role-modeling – Consistently exhibit good character and conduct yourself as a role model.
3. Self-Control – exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to demean others.
4. Privilege to Compete – participation in interscholastic sports and activities is a privilege, not a right. All are expected to represent our teams, school and community with honor, on and off the field.

### **FAIRNESS**

1. Objectivity - Treat all competitors fairly; be open-minded; always be willing to listen and learn.

### **CARING**

1. Encouragement – encourage the participants regardless of their play; offer positive reinforcement.
2. Concern for Others – demonstrate concern for others; never encourage the injury of any player, officials or fellow spectator.
3. Empathy – consider the needs and desires of all teammates; help promote the team concept by encouraging all team members.

### **CITIZENSHIP**

1. Do your part for the common good - developing good citizen-athletes/participants involves defining and developing the relationship from athlete to athlete, from athlete to team and from athlete to community.

### **BEHAVIOR EXPECTATIONS OF SPECTATORS**

1. Remember that you are at the contest to support and cheer for your team, and to enjoy the skill and competition not to intimidate or ridicule any team or its fans.
2. Remember that school athletics and activities are a learning experience for all and that mistakes are sometimes made.
3. Praise student-participants in their attempt to improve themselves as students and as people, just as you would praise a student working in the classroom. A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
4. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
5. Show respect for all participants, coaches, spectators and support groups.
6. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the participant, and appreciate their willingness to participate in full view of the public.
7. Recognize and show appreciation for outstanding play.
8. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the event on or near the site of the event.
9. Refrain from using cheers that are derogatory in nature or that are negative towards an individual or team.
10. Be a positive role model at events through your own actions and by encouraging those around you to do the same.
11. Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.

Contest officials can ask that school administrators have unruly fans removed from a contest facility. There is no such thing as a “right” to attend interscholastic athletics and activities. Interscholastic athletics and activities are considered a “privilege” and the spectator who avails themselves of it is expected to conduct him or herself accordingly. Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal; it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of WIAA standards and rules.

Since research indicates a student involved in athletics and activities have a greater chance for success during adulthood, Tonasket School District strongly supports the activity/athletic programs. Many of the character traits required to be a successful student-athlete/participant are exactly those that will promote a rewarding life after high school. We trust the information provided within this document makes both your child’s and your experience with Tonasket’s activity/athletic program more enjoyable and less stressful.

## **CONTROVERSIAL ISSUES/GUEST SPEAKERS**

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(Tonasket School Board Policy No. 2331 Revised 10.10.11)

The district will offer courses of study which will afford learning experiences appropriate to the level of student understanding. The instructional program will respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice and to form, hold, and express their own opinions without personal prejudice or discrimination. The district encourages staff members to provide for the free and orderly flow and examination of ideas so that students may gain the skills to gather and arrange facts, discriminate between facts and opinion, discuss differing viewpoints, analyze problems and draw their own tentative conclusions.

Teachers will plan discussions and procedures, including the use of guest speakers to gain divergent points of view, with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, the importance of facts, the value of judgment and the virtue of respect for conflicting opinions. Teachers will exercise professional judgment in determining the appropriateness of the issue to the curriculum and the maturity of the students. When in doubt regarding appropriateness, the matter should be referred to the principal.

The superintendent will establish procedures for the approval of the use of a guest speaker. When an invited speaker expresses opinions which are partisan or considered controversial by a large portion of the community, the school will provide for the presentation of opposing views.

- A. If the teacher and the principal believe the guest speaker's topic is controversial, they will develop a plan whereby the issue(s) can be presented in an objective, unbiased manner.
- B. In the event the speaker's topic is determined to be controversial, the teacher will notify students beforehand that any student who does not wish to attend the presentation may have an alternative assignment.

## **USE OF TOBACCO AND NICOTINE SUBSTANCES AND DELIVERY DEVICES**

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(Tonasket School Board Policy No. 4215 Revised 8.31.16)

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco products and delivery devices use 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, and vapor products, non-prescribed inhalers, nicotine delivery 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 all school district property including all district buildings, grounds and district-owned vehicles and within

five hundred feet of schools. Possession or distribution of tobacco products by minors is prohibited.

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 must follow applicable policies regarding use of medication by students.

## **DRUG-FREE SCHOOL, COMMUNITY, AND WORKPLACE**

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(Tonasket School Board Policy No. 5201 Revised 4.27.16)

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

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

### **Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids will be subject to disciplinary action, including immediate termination.

- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

### **Notification Requirements**

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district personnel office 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 will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal government within 10 days of such conviction, regardless of the source of the information.

### **Disciplinary Action**

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the 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.

## **REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

(Tonasket School Board Policy No. 4210 Revised 8.31.16)

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 unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

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.

## **Dangerous Weapons**

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
  - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  - Any razor with an unguarded blade;
- Any slungshot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

## **Reporting Dangerous Weapons**

An appropriate school authority will promptly 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 will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled

for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

### **Exceptions to State Law and this Policy**

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. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

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.

### **Personal Protection Spray**

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. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection 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.

## **SEXUAL HARASSMENT**

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(Tonasket School Board Policy No. 5011 Revised 1.27.16)

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other

persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

**Definitions:**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school related decision affecting an individual.

A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

**Investigation and Response:**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

**Retaliation and False Allegations:**

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

### **Staff Responsibilities:**

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

### **Notice and Training:**

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

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

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Title IX: Brian Ellis, ph: 486-2161, email: [bellis@tonasket.wednet.edu](mailto:bellis@tonasket.wednet.edu)

Civil Rights Coordinator: Steve McCullough, ph: 486-2126, email: [smccullough@tonasket.wednet.edu](mailto:smccullough@tonasket.wednet.edu)

Section 504 Coordinator: Kristi Krieg, ph: 486-2147, email: [kkrieg@tonasket.wednet.edu](mailto:kkrieg@tonasket.wednet.edu)

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### **Step 1: Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

## **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

## **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## **BLOOD BORNE PATHOGENS**

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### Universal Precautions

Universal precautions refer to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV (Hepatitis-B virus). It is the position of the district that all employees will practice Universal Precautions.

Universal Precautions is intended to prevent transmission of Blood Borne Pathogens and decrease the risk of exposure for employees. Universal Precautions require the use of protective barriers which reduce the risk of exposure to potentially infected materials. Examples of protective barriers include gloves, gowns, masks, and protective eye wear.

### Use of Gloves

When possible, direct skin contact with body fluids should be avoided. Gloves should be worn when direct hand contact with body fluids is anticipated. (e.g., treating bloody noses, providing First-Aid, handling soiled laundry, or cleaning restrooms.) Hands must be washed after removing gloves. Gloves must be worn for:

1. All contact which involves potential exposure to blood.
2. All persons who have cuts, abraded skin, chapped hands, or other non-intact skin.
3. All cleaning of body or body fluids and decontamination procedures.

### Hand Washing

Proper hand washing requires the use of soap and water and vigorous washing under a stream of warm water for approximately ten seconds. Hand washing is one of the best techniques to prevent the spread of organisms. Always wash hands after removing gloves.

### Housekeeping

For specifics regarding cleaning contaminated surfaces and handling bodily fluids see Board Policy #3414 *Infectious Diseases*.

### Biohazard

Each building has PLASTIC bags available. The bags should be in the health rooms, P.E. areas, and any other area where the potential for contaminated materials is present. Contaminated material means the presence of blood or other potentially infectious materials on an item or surface. Any contaminated sharp should be placed in the designated red contaminated container. (i.e. broken glass, needles, or exposed ends of dental wires). "Sharps" containers are in the health rooms.

### What Should Be Done if Direct Skin Contact Occurs

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). Gloves need not be worn when feeding students or when wiping saliva from skin unless blood is present. First aid for a bleeding student must not be delayed to secure gloves. If possible, use several thicknesses of gauze, paper towels, or Kleenex to provide a barrier. In these instances, immediately wash hands and other affected skin areas with soap and water after direct contact has ceased. Notify supervisor as soon as possible. Follow Exposure Control.

\* Reminder: unbroken skin is an excellent barrier to infectious agents. Staff with sores or cuts on their hands (non-intact skin) having contact with blood or body fluids should always wear gloves. If contact with the contaminated body fluids does occur, the staff member should contact their building supervisor immediately and follow the post exposure follow-up plan.

## Exposure Incident

Exposure incident means that an employee, in performing his/her job responsibilities, has been exposed to another person's blood or potential infectious fluid, by direct contact to the employee's eye, mouth, or other mucous membrane or non-intact skin.

## Post-Occupational Exposure Follow-up

- Open Wound:
- mild entry wound
  - clean/ wash wound thoroughly
- Nose/eyes/mouth:
- blow nose/wipe inside of nostril
  - rinse eyes/mouth
- Reporting:
- report exposure to supervisor as soon as possible
  - document exposure on an accident report form
  - notify building supervisor as soon as possible, they will assist you with the necessary forms to insure adequate documentation
- Medical Follow-up:
- medical follow-up will be arranged as soon as exposure notification is received

## REMEMBER:

Universal Precautions: Treat all blood and body fluids as contaminated.

- WASH:
- all skin surfaces that become contaminated
  - hands immediately after removal of gloves
- WEAR:
- gloves when touching another individual or a contaminated surface
  - wear masks, protective eye wear, or face shields during procedures likely to produce blood or body fluids
- USE:
- only one-way valve resuscitation devices when attempting mouth to mouth resuscitation

A copy of the video "Blood Borne Pathogens" is available from the nurse. Please review the video or refer to the Infection Control Plan book located in the main office of each building. You can contact Nurse Kim if any of the above information is unclear.

## **IF A JOB INJURY OR DISEASE OCCURS**

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### Worker's Compensation Filing Information

Tonasket School District is subject to Washington industrial insurance laws and has been approved by the State to cover its own workers' compensation benefits. Self insured employers must provide all benefits required by the laws. The Department of Labor & Industries regulates the employer's compliance with these laws. If an employee becomes injured on-the-job or develops an occupational disease, they will be entitled to industrial insurance benefits. The claim will be handled and the benefits paid by the employer.

### In Case of Injury or Disease

Report injury or disease to supervisor.

The district will provide a "Self-Insured Accident Report" (SIF-2) which must be completed with employer if the employee seeks medical treatment.

Get medical care. The employee has the right to go to the doctor of their choice.

A "Physician's Initial Report" form must be completed at the doctor's office. Request that the doctor mail this form to the employer's claim administration address. The district's claims administrator, Matrix Absence Management, will evaluate the claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by the district. The employee may be entitled to wage replacement or other benefits. Please ask for an explanation of this.

### **STUDENT SAFETY**

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If a student is injured while an employee has the responsibility of that student, the injury is reported to the immediate supervisor and then the employee must complete an accident report as directed. If a student is hurt on school property, the first staff member coming to their aid will report the incident.

### **BOMB THREATS / TELEPHONE THREATS**

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The principal or designee must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources; then, the director acts in such a manner that reflects the best safety and interests of those under his / her charge. **When in doubt, err on the conservative side.**

Bomb and other threats may be originated in writing, in person, over the telephone, or relayed through a second source.

Basic Documentation - The individual taking the call shall attempt to:

- \* Keep the caller on the line as long as possible.
- \* Notify the principal.
- \* Write down all the information obtained in the exact words.
- \* Find out what time the bomb is due to go off.
- \* Document in writing, as soon as possible, other types of threat contacts

including:

- Specific time message is received.
- Date and day of week.
- Exact wording of message.
- Estimation of sex, age, cultural background of person making call.
- Make note of background noises and tone of voice.

Authorities to Be Involved:

- |                         |                          |                        |
|-------------------------|--------------------------|------------------------|
| * Police                | 911                      |                        |
| * Fire Department       | 911                      |                        |
| * Notify Superintendent | <u>486-2126 - Office</u> | <u>5616 – Intercom</u> |

The Building Administrator or Designee Shall:

- \* Notify the authorities
- \* Consider the safety of students and staff as the prime factor. Therefore, if advised, direct students and staff to safe areas of the campus. Nothing is to be touched or altered such as: opening desks or lockers. All students are to be evacuated through the fire alarm signal.

#### **DO NOT RE-ENTER BUILDING UNTIL AUTHORIZED**

- \* Alert staff of situation and implement building search procedure.
- \* School activities should be continued as normally as possible in designated safe areas.
- \* The recommendation to close school will be made only after consultation between the superintendent and building administrator.
- \* Submit written reports as appropriate following the incident.

### **ELECTRONIC RESOURCES AND INTERNET SAFETY**

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(Tonasket School Board Procedure No. 2022, revised 2.7.18)

#### **K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

#### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

#### **Network**

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

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

**Acceptable network use by district students and staff include:**

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wired or wireless), when authorized, including portable devices with network capabilities to the district network after checking with *technology director* to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document and district policy.

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

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware);
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.
- K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

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

## **Internet Safety**

### **Personal Information and Inappropriate Content:**

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
- E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

### **Filtering and Monitoring**

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

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.
- H. The district will provide a procedure for students and staff members to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

## **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response:

- A. Age appropriate materials will be made available for use across grade levels; and
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

## **Copyright**

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

## **Ownership of Work**

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

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

## **Network Security and Privacy**

### **Network Security**

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

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of Internet browsers; and
- G. Lock the screen or log off if leaving the computer.

### **Student Data is Confidential**

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

## **No Expectation of Privacy**

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

- A. The district network, including when accessed on students' personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

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

## **Educational Applications and Programs**

District staff may request students to download or sign up for applications or programs on the students' personal electronic devices or district issued devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things.

Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to building administrator and technology director including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students. The *Education Application/Program Request Form* will be used for this process.

Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

## **Archive and Backup**

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

## **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

## **Accessibility of Electronic Resources**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the technology director.

Students who do not have internet access at home should have an equal opportunity to complete homework. District staff should avoid assigning homework that requires a student to have internet access at home.

*Please see Board Policy 2022 for more information*

## **LEAVE**

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For information regarding leaves, please refer to the appropriate agreement listed.

Certificated: See TEA Agreement, Article VII Leaves.

Classified: See PSE Agreement, Article VIII Leaves.

## **ATTENDANCE AND ABSENTEEISM**

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Washington statutes provide for "annual leave" accrual for school district employees to be used for illness, injury, or emergencies. Washington statutes also provide an incentive program to encourage employees to conserve illness, injury, or emergency leave.

An employee who has exhausted accrued leave may usually request an advance of leave or leave without pay. Such requests are governed by district policy and collective bargaining agreements. Approval is generally at the district's discretion.

An employee who has exhausted his or her leave, has not been granted a leave advance or leave without pay, and is unable to report for duty may be subject to termination of employment.

It is essential to the objective of educating children that school employees be present for as many student days as reasonably possible. Substitutes are never a better alternative than regular employees.

Employees are encouraged to conserve and use leave for bona fide illnesses, injuries, and emergencies. Proper use protects the interests of employees and strengthens the learning process.

Employees must follow school and district policies and procedures for use of leave. Failure to do so can, and usually will, result in discipline.

## **403(b) AND 457 PLANS**

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Employees of Public Schools are eligible to participate in a 403(b) plan, also known as a tax-sheltered annuity plan. The contributions are made under a salary reduction agreement which allows your employer to withhold money from your paycheck to be contributed directly into a 403(b) account for your benefit. You do not pay federal income tax on these contributions until you withdraw them from the account.

The District also offers a Deferred Compensation Plan, or 457 plan, which is administered by the Department of Retirement Systems. The 457 plan is similar to the 403(b) plan in that your contributions are deducted from your paycheck and you do not pay taxes on the contributions until you withdraw them from your account.

If you are interested in participating in either a 403(b) plan, or 457 plan, contact the payroll department.

## **PERFORMANCE EVALUATIONS**

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An integral part of employment with the district is professional development and growth. The district is committed to ensuring that communication regarding performance be a priority.

Performance evaluations are completed annually, for both certificated and classified employees before the end of May. New employees will also receive an evaluation within the first 90 days of the commencement of their employment.

## **STAFF DEVELOPEMENT**

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Tonasket School District is committed to the continuous professional development of all district employees. The goal for staff development is to instill and enhance all competencies consistent for employees new to the district, continuing in current positions, and those employees being reassigned to a different position with the district.

Staff development opportunities are offered throughout the year for both certificated and classified employees. Early release days are used for staff development.

## **STUDENT RECORDS AND CONFIDENTIALITY**

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All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on child development for the professional staff. It is essential that you do not divulge any confidential information which has been received from contact with children and other people in the profession.

**Employees must protect all student information** and should not engage in any discussions concerning a student with any person within or outside of the school district, other than the student's teacher(s), administrators or other designated district officials, or the student's parents.

There are no appropriate circumstances for a non-certificated employee to discuss a student with a parent without the active involvement of the teacher and/or administrator. Protected information includes, but is not limited to, the student's academic performance, special needs, and discipline record.

- Educational records are student records kept or maintained by schools.
- FERPA (the Family Education Rights and Privacy Act) governs the information in records.
- Personally identifiable student information is **confidential** – no sharing of student information without parental permission unless a specific FERPA exception applies.
- Student records are **available to both parents**, even if divorced, unless there is a court order to the contrary.
- Student records are **available to staff** with legitimate need to know.

## **DISTRICT VEHICLES**

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When the school vehicle is used outside the district, it must be filled with gas prior to returning it to the district parking lot. A school gas card will be provided. All gas receipts must be signed and the purpose of the trip must be written on the receipt also. This is for budget purposes.

Scheduling of the district vehicles will be processed through the secretary at the District Office. The keys and gas card will be picked up there. Vehicles will be returned to the Maintenance/District Office Parking Lot. If you have a vehicle scheduled and need to cancel, contact the district secretary immediately. There may be someone else needing to use it.

Trips furthest in distance and time take priority. Trips of equal distance - academics take priority over athletics. Bumping will not occur within two days of a trip.

If a staff member transports a student in a school vehicle, the staff member will be required to fill out a Staff Vehicle Information form, provide proof of personal vehicle insurance, have a staff vehicle orientation, and complete the paperwork in the district office prior to leaving.

Community members driving a school vehicle must have prior administrative approval and they must also fill out the paper work in the district office.

There is a checklist for all district vehicles. You will receive a checklist from the District Office when you check out the vehicle, be sure to do a thorough check before using the vehicle. The transportation department should be notified of any problem with the vehicle, this should be done immediately so it can be ready for the next person to use. If a problem does occur, note it on the vehicle reporting form. Make sure to turn in the report form when the keys and gas card are returned.

Please leave the vehicle the way you would like it left for you: fuel the vehicle, wash the windshield, and remove any garbage and personal items from inside the car. Be sure all dome lights and headlights are off and lock the vehicle at all times, even when parking it in the school parking lot.

## **NOTIFICATION PEST CONTROL POLICIES AND METHODS**

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The District shall comply with all legal requirements for record keeping 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 Washington State Department of Agriculture rules regarding record keeping. Such reports will be available on request by interested persons under the state Public Records Act and other laws. Annual summary will be available October 1st in the District Office. At least 48 hours before application of a pesticide to school facilities or school grounds, the District shall notify 'registered' parents/guardians and staff by phone or e-mail. Parents/guardians and staff wishing to 'register' for pre-notification of pesticide applications are required to contact the District Office in writing providing their name, phone number, and/or e-mail address within 30 days after receiving this Annual Notice. This notice shall also be posted in a prominent place in each building office in addition to being provided to registered parents and staff. This pre-notice 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 application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. This 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 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 antimicrobial 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.

Pesticides may be applied on school grounds, along roadways, in classrooms, in public areas, on playfields. Applications will be applied by both licensed contractors and district employees. Pesticides applied on a regular basis (more than twice a year) would include Roundup, Raid House and Garden, Raid Ant and Roach Killer, Raid Wasp and Hornet Killer III.

## **NOTICE OF NONDISCRIMINATION**

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Tonasket School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Superintendent 35 HWY 20 East. Ph. 509-486-2126 email: [smcullough@tonasket.wednet.edu](mailto:smcullough@tonasket.wednet.edu)

## WHOM DO I CONTACT REGARDING... ---

Insurance, Payroll, Retirement	Mindy Scott	Extension 5615
Purchase Orders/Accounts Payable	Kathy Gardner	Extension 5612
Food Services	Kathy Gardner	Extension 5612
Budget	Bobbi Catone	Extension 5617
Reserving District Cars	Anitra Atchison	Extension 5614
Board Room Scheduling	Anitra Atchison	Extension 5614
Videoconferencing	Anitra Atchison	Extension 5614
Migrant/Bilingual Services	Lilly Martin	Extension 5308
Special Education Services	Holly Haugan	Extension 5631
ES AmeriCorps	Tara Deebach	Extension 5307
MS AmeriCorps	Kristi Krieg	Extension 5153
GEAR-UP	TBD	Extension 1222
TRIO Upward Bound	Alex Eppel	Extension 1224
Maintenance and Operations	Mike Larson	Extension 5620
Bus Transportation	Jack Denison	Extension 5800
IT Department	Jordon Weddle – Director	Extension 1219
	Christina Silverthorn – Secretary	Ext. 3224
	Jenny Cory – Assistant	Extension 3222
Tonasket Education Association	Scott Olson	Extension 3121
PSE Representative	Christina Silverthorn	Extension 3224

## LIST OF RESOURCES ---

County rehabilitation services are available to Tonasket School District employees. Listed is a directory of services available.

### Okanogan Behavioral Healthcare (OBHC)

1007 Koala Drive  
Omak, WA 98841  
826-6191

### National Suicide Prevention Lifeline

1-800-273-8255

### Alcoholics Anonymous (Support Group)

Lutheran Church Basement  
7th and Whitcomb  
Tonasket, WA 98855  
Contact: Jim  
486-4266

### Alcohol and Drug Abuse (OBHC)

826-6191

### Narcotics Anonymous Omak, WA (Support Group)

826-6371

### 24/7 Crisis Line (OBHC)

1-866-826-6191