

2015-16

This handbook is designed to be a
guide to policies and procedures
at Almira-Hartline Elementary
and ACH Middle School

2015-16 Faculty/Staff Handbook

This handbook is designed to be a guide to policies and procedures for Almira Schools. Topics are listed alphabetically. If you have a question about "standard operating procedure" which isn't covered here, just ask!!

ABSENCE FROM WORK/LEAVES: If you need to be absent from work for any reason, please arrange for a substitute as early as possible by completing the appropriate form and submitting it to the principal. You need to mark the type of leave you are requesting, the dates you will be gone, and sign the form. A substitute will be arranged through Luci Klein. If an emergency arises or you are ill and need a substitute, please call Luci (639-2285) as soon as possible. All employees who have missed day(s) from work need to also sign the form posted in the staff room or office upon their return and indicate the type of leave taken. Refer to the Collective Bargaining Agreement between the Almira School District and the Almira Teaching/Classified Staff for more detailed information about leaves of absence.

ACCIDENT REPORTING: We strive for a safe working and learning environment for all staff and students. Report accidents and injuries promptly to the office. A district safety committee meets several times a year to discuss safety issues. If you have a concern, please communicate it to the principal of the building or the safety committee representative. Several staff members have First Aid Cards. Report all accidents and/or injuries to the office immediately. No attempt should be made to move a student who appears to be seriously injured – call for help immediately. Parents should be notified when appropriate (anything other than a minor cut or bruise, etc). and an "Accident Report" completed by the certified/classified teacher in charge at the time the injury occurred.

ASSEMBLIES: School-wide assemblies are held periodically for cultural enrichment, special holidays, or recognizing student achievement, etc. Teachers are expected to supervise their classes to, from and during such events and should emphasize appropriate audience behavior.

ATTENDANCE: Reporting attendance and tardy information is the duty of each classroom teacher. Absences must be excused in order for students to make up work. Unexcused absences must be reported to the state. Parents must notify the district of reasons for a child's absence. All absences are recorded and a cumulative record is kept through the WESPac student records system.

AUDIOVISUAL EQUIPMENT AND MATERIALS: Students are ***NOT*** to push carts carrying audiovisual equipment.

AYP: AYP (Adequate Yearly Progress) rules, regulations and policies continue to change several times each year. .

BOOK CHECK OUT: Students are responsible for textbooks and library books checked out to them. Teachers are advised to carefully monitor the condition of books, to encourage book covers, and to report damaged or lost books to the office.

BULLETINS: To promote communication within buildings and between buildings, a daily bulletin is published at the High School, weekly at CC Elementary and the Almira schools.

CALENDAR: The school calendar is set in the spring for the upcoming school year and copies are sent to each household the first day of school. A copy of the 2013-14 school year calendar is included at the back of this handbook.

CLASSES/WORKSHOPS: The district supports professional development by providing some funding for teachers to attend classes and workshops. To receive reimbursement or for the district to pay for classes, teachers must submit a request to the Superintendent BEFORE ATTENDING. Please complete the appropriate form and submit it as much in advance as possible. Forms are available in each building. Also if needing to use a district vehicle, please schedule in advance.

CLASSROOM MANAGEMENT: *"Classroom Management, Corrective Action or Punishment"* (Policy 3241 and Procedure 3241P) a copy can be given upon request.

CLOCK HOURS AND COLLEGE CREDITS: Please complete the required form prior to enrolling for clock hours or credits. Detailed instructions are on the form. Forms are available in each building.

COUNSELOR: Counseling services are available two days per week at the Almira School and three days per week at the CC Elementary/High School

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE: Policy 5201 *"Drug-Free School, Community and Workplace"* is included in this handbook in the appendix.

CONFIDENTIALITY: Remember at all times that information about a student should be shared only with the intention of helping that student. Things said in the staff room about students, parents, community members or staff members should be treated with greatest confidentiality and not be shared in public. It is our responsibility to be professional and respectful of people's privacy. Also, we need to be mindful that staff room conversations often can be heard in the hallways where students or parents may be listening.

E-MAIL: We want to use our e-mail systems as the normal method of communication between the offices (both principal's office and superintendent's office) and the staff. **Please check your e-mail daily.**

EMERGENCIES: Emergency procedures for each school are explained on a page in the individual school sections of this handbook.

EMERGENCY CLOSURES: Classified employees are hourly employees who are paid for the hours they work. Certificated employees work under annual contracts and are paid an annual salary. The two are very different, especially when school is closed for emergency reasons.

Normally, if school is closed for the day, only twelve-month employees report to work, if possible. Other classified employees will make up the day when it is rescheduled for students.

The Almira District uses the instant alert system to notify of students and staff about emergencies and school closures. In addition, students and community members should listen to the radio or check the TV stations for current information.

EVALUATIONS/OBSERVATIONS: Evaluation is an opportunity for growth and improvement and for the staff member and supervisor to work together to set goals. New certified employees will be formally observed at least twice within the first 90 days and an evaluation form will be completed. New classified employees are also evaluated within the first 90 days of work. Returning certified employees will be formally observed at least twice during the school year, as well as during brief, unscheduled, drop-in observations. Refer to the collective bargaining agreement between the Almira and Coulee-Hartline School Districts and the Coulee-Hartline Education Association and Almira Teaching Staff for details concerning evaluations. *(This year we would like to continue on using the new evaluation tool created from our TPEP)*

FIELD TRIPS/TRANSPORTATION: Field trips can be wonderful learning experiences when coordinated with the curriculum and planned well in advance. Permission slips are required any time a student will be away from the building. A form is available for travel for school activities to cover the entire school year. A request for transportation outside of Almira and Coulee-Hartline should be completed any time a bus will be necessary and should be submitted as much in advance as possible, preferably two weeks before the requested date.

FIRE DRILLS: Fire drills will be conducted an average of once each month during the school year. An emergency route map and class roster must be posted near the door in every room. Please make certain your room has them. Be sure you have a class roster with you if we must evacuate the building. Keep your class together, move quickly to the designated area and take roll. Do not return to the building until the all-clear signal is given.

HARASSMENT, INTIMIDATION AND BULLYING: The District Policy prohibiting harassment, intimidation and bullying applies to students, employees, volunteers and patrons. The policy and procedures can be found in the District Policy Manual (Policy #3207 and Procedure #3207P) and in the student handbooks.

INTERNET USE: The Technology Committee of the Almira and Coulee-Hartline School Districts has developed Acceptable Use Procedures and a Code of Conduct for student use of the Internet. Students must agree to abide by the district policy before they will be allowed to use the Internet at school. The Internet Code of Conduct is included in the student handbooks and all teachers should have a copy.

KEYS/BUILDING SECURITY: BUILDING SECURITY IS VERY IMPORTANT AND IS THE RESPONSIBILITY OF EACH OF US! *Employees should not loan their keys to anyone.* Building procedures are in place to allow individuals to use our facilities, but it is important that guidelines are followed. These include completing and signing forms which are available through the office in each building. *Please make certain classroom windows and doors are closed and locked* before leaving the building. Please double check, especially if you are the last to leave. Your help is greatly appreciated!!

NONDISCRIMINATION AND AFFIRMATIVE ACTION: Please refer to Policy 5010 and Procedures 5010P in the District Policy Manual for information about the Almira and Coulee- Hartline nondiscrimination policy and the affirmative action plan. Grievance procedures and informal review procedures to consider complaints or alleged violations of Policy 5010 can be found in 5010P.

MAIL: Staff members need to check mailboxes on a daily basis to pick up notes, bulletins, etc. Leave notes for the counselor, nurse and other itinerant staff in the appropriate boxes.

PARENT NIGHT: A Parent Night (aka Open House) is scheduled in each building in the fall of the year. This is a time for explaining our expectations for the year and answering questions appropriate to the group. (This is NOT a time for individual conferences!) Parent Night provides a great opportunity to solicit volunteer help for classroom assistance, parties, etc.

PLEDGE OF ALLEGIANCE: By state law, all classes are to say the Pledge of Allegiance each day.

PURCHASE OF SCHOOL SUPPLIES AND MATERIALS: The auditor requires that we have requisitions completed and signed by the appropriate administrator before purchases are made. Once an order is received, it must be verified by sending the packing slip to the business office. Please write the vendor's name or purchase order number on the packing slip.

REQUESTS FOR REIMBURSEMENT: Requests for reimbursement must be submitted to your principal. Use the correct form that has a signature area for your principal's signature. The principal will be responsible to forward your reimbursement form to the business office for payment. Items submitted for reimbursement should be discussed and approved by your principal *before* purchase. The requisition form procedure must be followed for all items purchased. Please submit by the 10th of each month. Also reimbursements need to be submitted within 30 days of expense or reimbursement may not be approved.

STUDENT LISTS: A roster of the students currently enrolled in your class is to be posted by the door at all times. During a fire drill or emergency situation, this list is to be carried along to the designated evacuation site.

SUBSTITUTE TEACHERS/PLANNING: Make certain that a daily schedule, discipline procedures, classroom rules, seating chart and teacher's guides are in an easily accessible location for a substitute teacher. If you are able to preplan, please be as specific as possible to best assist the substitute in carrying out your plans. A form requesting feedback from the substitute is available through the office.

SUPERVISION: STUDENTS ARE NEVER TO BE LEFT UNATTENDED. Classroom teachers and paraprofessionals in the classroom are responsible for monitoring students in the classrooms and the hallways. Please be conscientious about your responsibility for student supervision at all times. If a child is ill or injured, please send another student as an escort to make certain he/she arrives safely to the office, sick room, etc., or send a student to the office to request assistance.

TIMESHEETS IN CATEGORIAL PROGRAMS – Certificated Staff: All certificated employees who work in categorial programs must submit a timesheet monthly. It must be submitted to the principal by the end of the first week of the new month. Please fill it out completely, with your full name, month worked, time per program worked and a total at the bottom of the page (Mary Beth does this for you) Ensure that you have signed and dated the bottom portion of the form also. The timesheet will be verified, signed and dated by your principal and turned in to the business office for you.

TIMESHEETS FOR ADDITIONAL HOURS WORKED: From time to time there are opportunities for extra pay for a short-term assignment. Documentation for these hours is as follows:

1. Time recorded on timesheet for extra pay and/or
2. Comp Time. *All comp time must be approved by the principal prior to being earned. The record of comp time will be kept by the principal.*

TIMESHEETS – Classified Staff: All hourly classified employees must submit a timesheet of hours worked. It must be submitted to your supervisor by the end of the first week of the new month. Please fill it out completely, with your full name, month worked, and a total at the bottom of the page (Mary Beth does this for you) Be sure to sign and date the bottom portion of the form also. The timesheet will be verified by your supervisor, signed and dated by the supervisor and turned in to the business office for you. Reminder: any additional hours worked beyond your normal shift must have prior approval from your supervisor.

<u>Department</u>	<u>Supervisor</u>
Food Service	Report to building principal
Custodian	Report to building maintenance supervisor
Paraprofessional	Report to building principal
Office	Report to building principal
Bus Driver	Report to transportation supervisor

Hourly employees cannot be paid for time not at work. This includes early releases, late starts, etc.

TOBACCO-FREE SCHOOL POLICY: The use of tobacco is prohibited on school grounds at all times. The district policy (#4215) concerning the use of tobacco products is included in this handbook in the appendix.

TRANSPORTING STUDENTS: District policy requires that any employee who transports students in a district or private vehicle must meet certain requirements. Only bus drivers may operate vehicles with seating capacity for more than ten people.

All employees and volunteer who anticipate transporting students are to complete the required form and return it to a district administrator. We will prepare a list of all employees who have complied with the requirement, and only those whose names appear on the list will be authorized to transport students.

WEBSITE: The district website (www.achsd.org) provides valuable information for faculty, staff, students and community. Coaches, administrators and supervisors need to help keep all information on the web site current and relevant. Kelley Boyd and Stuart Gloyn will get all information posted on the site for Coulee- Hartline and Luci Klein and Innovative Computing for Almira when it is provided to them.

ACH SCHOOL PROCEDURES

BUS PASS: If any students will be riding a bus to a location other than their home or other established drop-off location, they will need a bus pass issued by the office. The parent must notify the office that a change is being requested. Notice of BUS pass needs to be given to office before students are released to go home.

COMMON EXPECTATIONS OF STUDENTS: The building-wide expectations for the common areas of our elementary school are: WE ARE FOCUSING ON OUR **WARRIOR PRIDE!**

ALL adults are asked to assist in teaching and reinforcing these expectations. The Warrior Handbook provides more details concerning expected student behavior and consequences for violations of rules. Copies are available in the office. There are also guidelines available for bus and playground conduct.

COPY MACHINE: The copy machine is available for all school staff for school purposes. If you are short a couple of copies, you may send a student to the office to ask the secretary to run them.

DAILY PROGRAM: When your daily schedule is set, please submit a copy to the office. Any major changes should be reported throughout the year as these are used to document reports we make to the state as well as to keep the office informed of your daily routine.

DISCIPLINE REFERRALS: The responsibility for keeping order and discipline lies with the adult immediately in charge of the students. If a situation is severe or a serious discipline problem requires a referral to the principal, please fill out the referral form as completely as possible. If it is necessary to immediately remove a student from your classroom, you may use the intercom to request assistance, request an escort for the child, or ask an available adult to monitor your classroom while you deal with the problem. Please refer to the Student Handbook for a more detailed discussion of discipline and behavior expectations.

GRADING/PROGRESS REPORTS/CONFERENCES: Most teachers use "Weekly Folders" or weekly grade report/newsletters to report the week's activities and communicate important information to parents. Parent -teacher conferences are held in the fall. Report cards are sent home at the end of each grading period. Specialist's grades and attendance data will be given to individual teachers to add in elementary report cards. All teachers are encouraged to look for progress, note improvement and include positive, personal comments on each report card.

LESSON PLANS: Lesson plans are to be completed and placed in principal's box Monday morning weekly ☺

LUNCHROOM: A lunch count will be taken first thing in the morning. Classes follow a scheduled time for coming to lunch. Please come at your appointed time to keep things going smoothly. Also, teachers are encouraged to remind students to use good manners when filing through the line as well as when eating and to clean up after themselves. Elementary teachers please go to the lunchroom with your class.

MOVIES/VIDEOS: Only movies and videos with a "G" rating for are to be shown at school. These should have an educational purpose except in special circumstances such as a rainy day recess activity. (Please get permission if you are showing movies beyond a "G" rating prior to showing)

PARENT COMMUNICATIONS: Please send a copy to the school office of any communications you send home to parents.

PARENT VOLUNTEERS: Volunteering is encouraged in our classrooms. We must complete a reference check on all volunteers who have been serving less than 5 years in our building. We request that each adult in charge keep a list of volunteers and track the hours each one serves. Forms for this are available in the office.

PLAYGROUND/RECESS: Classified staff supervises students during recesses. Your support of their efforts is necessary for them to be most effective. Please assist them in any way you can. *Elementary teachers are responsible for hallway supervision of their class to and from recesses and specialist times.* Please be on time sending your class to recess or specialists and in meeting them afterward. If weather is inclement, plans will be made for students to stay indoors. Please let the recess supervisors know if you are willing to assist in any way with indoor recesses! Bus duty is a scheduled activity, shared by classified and certified staff.

SCHEDULE: A copy of the schedule for the year is included at the end of this handbook.

SCHOOL HOURS: Students are not to arrive before 8:10 because there is no supervision until that time.

SCHOOL IMPROVEMENT PLAN (SIP): School Improvement Plan (SIP) has been modified several times since and we need to think of the SIP as a fluid document that will change as necessary. Faculty input will always be welcome and appreciated.

SPECIAL SERVICES: Many support services are provided for students in need of specialized intervention. Personnel who assist teachers and students include a counselor, nurse, psychologist, speech/language therapist and special needs teacher. Resource room assistance is available for qualifying students and reading and math assistance are available through Title I and LAP programs. Paraprofessionals also assist in the special needs program with individualized help to students or in-class assistance.

STAFF MEETINGS: Staff meetings are held on a bi-weekly basis before or after school. If you have an item for the agenda, please notify the principal.

STUDENTS LEAVING SCHOOL DURING THE DAY: Parents who need to check their child out during the school day need to first notify the office. The office will page the student, or send someone after him/her.

TA'S: Middle school students (for whom their schedule allows) may be selected to serve as teacher assistants upon request. The teacher in charge is responsible for grading the TA assigned to him/her at each grading period. Teachers wanting a TA should contact the office to make the request

TEACHER HOURS: The negotiated agreement states: "The work day for full-time employees shall include one-half (1/2) hour duty-free lunch period, and request of preference the employee be here one-half (1/2) hour prior to school commencement, and one-half (1/2) hour after school dismissal."

Please see the principal if you have an emergency, appointment, or meeting, which requires you to arrive late, leave early, or be out of the building during the school day.

Emergency Procedures – ACH Schools

FIRE: In the event of a fire in the building, activate the nearest fire alarm. Alarms are located throughout the building, and every teacher and adult employee should know where they are. Anytime the alarm sounds, evacuate the building using the plan and procedures we have practiced.

LOCKDOWN: If the lockdown signal is given, teachers should lock themselves and their students in their classrooms. Be sure every student is accounted for. Move out of sight of the window in your classroom door.

SHELTER-IN-PLACE: The law now requires that we conduct at least one shelter-in-place drill every school year. When the shelter-in-place directive is given, everyone in the school is to go to the gymnasium. Teachers and staff are to close all windows and doors and lead their students to the shelter location as quickly as possible.

EVACUATION: In an emergency situation, the fire alarm will activate and we will use the plan and procedures we have practiced. If the situation is not an immediate emergency, instructions will be provided over the PA system. Everyone will be directed to a safe site off campus, probably the football field or the community center

INTRUDER: Should you see someone in the building who does not appear to belong here, notify the office immediately. If you have any safety concerns, lock yourself and your students in your classroom and call the office.

STUDENT OR INTRUDER WITH A WEAPON: If you see anyone in the building with a weapon, notify the office immediately. Lock yourself and your student in your classroom. Wait for instructions from the office. We may order a lockdown or an evacuation, depending on the situation.

BOMB THREAT: If we should receive a bomb threat, information and instructions will be provide over the PA system. An evacuation of the building is likely. Students will be instructed to take their coats and other personal belongings and to leave their lockers open.

In all emergency situations, teachers are responsible for knowing where their students are. Be sure to take your class rosters with you if you must leave the building.

NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989:

The Almira School District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of school activities as outlined in District Policy 3242. A student in possession of substances represented to be drugs, alcohol or tobacco will be treated as if they were "authentic." Compliance with this rule is mandatory; students who disregard the prohibition will face the consequences as outlined. The use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful to health and education. The district can assist in arranging access to drug and alcohol entry programs; for further information contact your school principal.

POSSESSION OR USE OF DRUGS AND/OR ALCHOLC BEVERAGES/ POSESSION OF PARAPHERNALIA (Board Policy 3242)

In accordance with WAC 180-40-262(2), the Almira School district has established that the following behaviors constitute exceptional misconduct: Possession, use of, impairment by alcoholic beverages, illegal drugs, controlled substances or nonprescription drugs while on school premises or at school sponsored events. Possession or use of paraphernalia intended for storage, use or distribution of the above listed drugs/alcohol while on school premises or at school sponsored events.

Attendance at school or school sponsored events following an on or off campus consumption or use of the above listed alcohol drugs. Prior to assessing a student for impairment using DITEP (Drug Impairment Training by Educational Professionals) trained assessors, the administrator will notify the parent/guardian and the student.

USE OF TOBACCO ON SCHOOL PROPERTY (Board Policy 4215 12.10)

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles. Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE (Board Policy 5201 06.05)

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. For these purposes, the board declares that the following behaviors will not be tolerated: Reporting to work under the influence of alcohol, illegal chemical substances or opiates. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates, using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district. Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, who may adversely affect that staff member's ability to perform work in a safe or productive manner is, required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary. As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information. Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES (Board Policy 4210 02.10)

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and **RCW 9.41.280** are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: Persons engaged in military, law enforcement, or school district security activities; Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; Persons competing in school authorized firearm or air gun competitions; and 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: Persons with concealed weapons permits issued pursuant to **RCW 9.41.070** who are picking up or dropping off students; and 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. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM (Board Policy 4314 06.05)

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors. The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans. Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel. State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution. The superintendent is directed to develop and implement procedures consistent with this policy.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (Policy 3207 05.15)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act: A. Physically harms a student or damages the student's property. B. Has the effect of substantially interfering with a student's education. C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment. D. Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

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

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies.

Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

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

Retaliation/False Allegations

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

Compliance Officer

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

**NONDISCRIMINATION
NONDISCRIMINATION AND AFFIRMATIVE ACTION
(School Board Policies 3210/5010 05.15)**

Nondiscrimination

Almira 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 employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title*: Shauna Schmerer
Address: PO Box 217, Almira WA 99103
Telephone Number: (509) 639-2414
Email: sschmerer@achsd.org

Section 504/ADA Coordinator

Name and/or Title*: Shauna Schmerer
Address: PO Box 217, Almira WA 99103
Telephone Number: (509) 639-2414
Email: sschmerer@achsd.org

Civil Rights Compliance Coordinator

Name and/or Title*: Shauna Schmerer
Address: PO Box 217, Almira WA 99103
Telephone Number: (509) 639-2414
Email: sschmerer@achsd.org

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, 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 shall also include recruitment, selection, training, education and other programs. The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, handicapped, 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, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall 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 shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall 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 shall 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:
 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. 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 shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 3. The test or criteria is clearly and specifically job-related; and
 4. 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.
- 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 in 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.

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the **reasonable actions** the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

SEXUAL HARASSMENT (SCHOOL BOARD POLICY 6590 01.15)

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

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

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

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

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process. The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Shauna Schmerer/Superintendent/Principal at 509-639-2414.

For a copy of the districts' Sexual Harassment policy and procedure, contact your school or district office or www.achsd.org.