



2017-2018 SY
FACULTY/STAFF
GUIDE

**Quick Reference to Standard Operating
Procedure**

The primary goal of this handbook is to aid you in doing your job as effectively as possible. The answers to many of your questions can be found in this handbook or the Parent/Student handbook. *Please review and be familiar with the content of the handbook.*

GENERAL OPERATING PROCEDURES:

Absences - Administrator: In the event that administration is gone from the building for the day, staff will be contacted via e-mail or through the weekly staff news. If more than one administrator needs to be gone for the day, coverage will be found for one of the administrators ensuring availability of two administrators on any given day. This would include teachers covering for administrators.

Absences - Staff: Teachers must submit any type of absence online to www.aesonline.com . Please see Inga McCarter with any questions. Requested leave before or after holidays must be approved by the Superintendent. In the event you may have trouble with your login or pin #, you will need to contact Chris Alaniz at the district office. (Ext. 1009 or alanizc@csdk12.org)

Attendance - Student: Classroom attendance must be entered into Skyward accurately at the start of 1st and 5th period and no later than 3:00pm for all other periods. It is advised that classroom attendance be entered each class hour to have the most accurate information in Skyward.

Assemblies and Class Meetings: All staff need to attend and help with student supervision during assemblies and class meetings. Assembly assignments will be emailed prior to our first assembly.

Advisory: The goal of our advisor/advisee program is to link every CHS student to an adult. The adult will guide the student in preparation for a successful post-secondary experience. For each advisory session, staff members are expected to help students to navigate through their high school career as well as mentor them in having a college or career plan after graduation.

Budgets: Department budgets are to be expended by the date decided annually - TBA. Balances do not carry forward. You can access your budget through the online requisition process or a reimbursement form. Reimbursements have to be pre-approved prior to purchases by administration.

Care of Equipment: The teacher is the key person in the school system when it comes to responsibility for the care of equipment that should be used and not abused. Monitor student use of all equipment and report damage or abuse immediately.

Cellular Phones: Staff should only use cell phones during breaks, lunch, and non-student times. At all other times the phone should be silent and put away.

Child Protective Services (C.P.S.): State law requires the reporting of any suspected or reported abuse or neglect of a child within 24 hours of knowing about the incident. Please contact a school counselor for assistance in following reporting guidelines.

Common Areas: All staff members are responsible for supervision of all students in the common areas including the hallways, commons and cafeteria. Inappropriate behavior should be interrupted and handled accordingly, using a referral for more serious situations.

Copy Machines: The primary staff copier is located in the staff lounge. In the case of small copy jobs, you may use the copier located in the main office or the library. Each staff member will receive a pin number to access the copier. Please be sure not to share your number.

Covering Classes during Preparation Period: In accordance with the CEA agreement, covering another class during your prep is compensated at \$22.50 per class. Inga McCarter will keep time sheets for covering classes in the office.

Doors/Locks/Security: If you come into the building during evenings or over the weekend, be sure to sign in and check the security alarm when entering and exiting the building.

Dress and Appearance: Please dress professionally. Voluntary "Themed" dress days each week (Shop and PE teachers may need to vary their wardrobe in accordance with their respective activities):

Monday – Shirt & Tie (professional attire)
Wednesday – College Wear

Friday – Bantam Pride (Jeans, sweatshirts and sneakers are suitable on Fridays along with school colors)

Emergency Evacuation Plan/Drills: Please review emergency procedures prior to the start of school. All emergency procedures should be reviewed with students during the first week of school in advisory. All staff should have a pink clipboard in their classroom. It should contain all emergency procedure paperwork, rosters, reflective vest, etc. We will practice our emergency procedures on a monthly basis.

Evaluations: Doug, Dan, and Shannon will evaluate all staff according to collective bargaining agreements. Staff will be made aware of their evaluator by August 2017.

Grades: Please update grades weekly. Grades need to be posted by the required deadline given by Crystal Smith. Students' grades will be checked every three weeks and credit deficient students, freshmen and seniors will be checked every week. Teachers must have at least one grade entry per week.

Keys: Let the office know if you lose or misplace your keys.

Lesson Plans: Teachers are expected to plan ahead for quality instruction and short-term instruction. Teacher evaluators will periodically check teachers' lesson plan books.

Lesson Plans for Substitutes: Teachers must provide a copy of class rosters, seating charts, evacuation information, and at least one emergency lesson plan for substitutes in a BLACK folder underneath the phone at all times.

Parking: See Inga McCarter for parking information. All parking related concerns please see administration.

Preparation Period: This time has been made available for teachers to enhance students' learning. In the event that it is necessary for a staff member to leave the building during the day please sign out when you leave and sign in when you return. The sign out sheet is located in Inga McCarter's office.

Reporting Accidents Staff who are injured during the work day need to report it to the office. An accident form will be completed and signed by employee and administrator, even if no medical attention is needed.

Supervision of Hallway/Classroom: It is extremely important that staff members are visible in their doorways when the bell rings for each class. Students need to know that we care about what happens in the hallway between classes and that we are serious about starting each period on time. When possible administration will be conducting hall sweeps between classes to enforce student punctuality. PLEASE BE READY TO GREET AND RECEIVE STUDENTS AT THE DOOR.

Staff Meetings: Staff meetings are scheduled and announced in the weekly staff communication. Attendance is required unless previous arrangements have been made. Attendance of non-certificated members is appreciated; however, compensation beyond contracted hours is not possible.

Syllabus with Course Rationale and Goals: Within the first days of each semester, teachers will make available to each student a syllabus which indicates the rationale for the class and the following information: Course Title, Teacher's name, General Course Objectives, Grade Requirements, expectations and consequences, tardy policy, make-up policy, grading system. Please give a copy to Inga McCarter and she will keep it in the office.

Working Day for Faculty and Staff: Teachers are to be on duty from 7:20 a.m. until 2:50 p.m. daily according to contract. Please notify Inga McCarter if you cannot be at school by 7:20, during lunch or your prep hour, or if you need to leave school before 2:50. Teachers should be accessible to students from 7:30 to 8:00 am when there are no morning meetings and after school whenever possible.

CLASSROOMS:

Behavior Procedures

Classroom rules: The classroom teacher is responsible for maintaining a proper learning environment. In order to do so, a set of classroom rules is established for that classroom. The set rules have established consequences. Please inform administration of how we can support your rules.

Administrative Coverage: Principal absence will be listed in the weekly communication. If the absence will exceed a half day and there are fewer than 2 principals then a substitute will be hired. The administrative substitute will be responsible for supervision, emergency management, and student discipline with principal approval. Any other time that the principal is not available, check with the office to determine if (s)he can be reached by cell phone, if a teacher can substitute or if another district administrator should be called.

Emergency Removal of Disruptive Students: As stated in the student handbook, if the student's actions are disruptive to the learning environment, then the student should be sent to the office with a referral. In the event the student will not leave the classroom, then the SRO or office should be contacted for assistance. Discipline and parent contact will still follow the school-wide discipline plan. Administration will contact the parents.

Procedure for return to class/Timelines:

Administration will determine process for returning the student to class on a case by case basis. Staff will be informed, depending upon severity of act, the day before the student returns to class. Individual meetings with student and teacher may occur.

Discipline: Specific Consequences for infractions are listed in the student handbook. Staff is responsible for communicating consequences to students and entering discipline referrals into Skyward. Teachers will work with administration to contact parents. Staff can also use Skyward to review a students' complete discipline history.

Staff Contesting Discipline: If a staff member disagrees with the discipline of a student they have the right to discuss the discipline with the principal. If the staff member is still not satisfied with the discipline, then they can write a request for the principal to explain the discipline decision in writing.

504 and IEP students – There are special requirements in disciplining students with 504 or IEP plans. Please be sure to have read and understand these plans to ensure proper discipline is applied to these students.

Change of location- In the event that you will **NOT** be teaching in your regular classroom, notify the main office of your classes' whereabouts (library, computer lab, etc.). In addition, leave a note on your classroom door stating where your class may be found. Do not leave students unattended in classrooms.

Environment- All teachers are encouraged and expected to create a learning environment that includes: Relevance, Rigor, Relationships, Results, and Reflection. Efforts should be made in keeping students accountable for maintaining a neat and orderly classroom.

Library Use: The library is available to students from 7:20 a.m. to 3:00 p.m. daily, except during lunch (lunch only by permission) or when testing is taking place. Do not send students to the library without a hall pass.

Movies, Videos, etc...: Show only those films that are related to your curricular area and make sure you integrate and document how you used the movie for academic purposes. Movies for entertainment only will not be shown.

Reporting Accidents: Report all student accidents no matter how minor to the office. We will provide you with an accident report. Return the report with names of witnesses to Inga McCarter or Tami Norland.

Tardy Students: Students who enter the classroom after the bell rings are tardy. Please be consistent about marking students who are tardy for class as entries on Skyward. Administration will also mark students for being tardy.

From Student Handbook...Tardy: Every student is expected to be in class on time. If a student is tardy beyond 10 minutes, the tardy becomes an unexcused absence. Consequences for excessive tardies are as follows:

Tardy 1: Teacher Warning

Tardy 2: Referral for detention. A No show to detention will result in 2 detentions. Teachers may make their own arrangements and have a student serve detention with them or they may refer to the office (Referrals will be entered into Skyward.)

Tardy 3: Referral for detention and parental notification.

All additional tardy incidents will be considered defiance and will be referred to the appropriate administrator and will result in escalating disciplinary consequences which may include short term suspension.

Use of Computers: The computer on the teacher's desk is for teacher use ONLY. Students must NEVER have access to email, grades, or other information that is confidential. Turn off computer at the end of the day. Keep Skyward hidden when not in use. All teachers and students must have an Internet Use Agreement in place.

COMMUNICATION:

E-Mail: Teachers are expected to check email daily.

Weekly Staff Bulletin: To have an announcement placed in the bulletin, give the information to Inga McCarter the Friday prior to the announcement going into the bulletin.

Daily Announcements: Daily announcements will be read at the beginning of 1st hour each day. To have an announcement added you must give the information to Inga McCarter before 7 am the day the announcement is to be made.

Parent Contact: Parents want to hear from the classroom teacher before they hear about classroom problems from the administration or counselors. Please communicate directly with parents about both behavior and academic issues and success in your classroom. Each teacher is provided with a telephone in his/her classroom for parent contact. If you need assistance in managing these contacts or in the redirection of students' behaviors, the administrators are available to help. For privacy reasons, do not make discipline calls during class time. Written notification and collaborative written notification is also acceptable and encouraged.

School Messenger: This will be used for mass parental communication. If you send a message out using school messenger, please include the office in your communication so we can support you in answering questions as needed.

Phone: (Classroom) This application of "common sense" is of utmost importance in the use of the phones in the classrooms. It is expected that:

- 1) Voicemail be engaged when appropriate and checked regularly
- 2) Use of phones during class time is discouraged
- 3) Please limit your personal phone calls, including cell phone usage
- 4) Students are not to use the room phones unless directed, and under direct supervision of a staff member
- 5) Disciplinary phone calls should not be made during class time
- 6) If students are ill, please send them to the office to use the phone.

Information Release on School Affairs: Your knowledge of school information does not permit your sharing the information with the public. Please refer to press releases from the administration for school information.

Information Sent Home: Please provide the office a copy of any information to be mailed home before sending any parent correspondence. Please have another colleague or staff member proofread your correspondence.

BUSINESS:

Building and Facility Use: Teachers are free to use the building at their discretion for preparation and organization of their respective classes and activities. Teachers are responsible for security of the building after custodial hours. Personal use of the building, equipment, gym, etc., for private use must be cleared by the principal, assistant principal or athletic director. All auditorium use should go through Bart Rambo (552-0118). Inga McCarter has rental forms also.

Classroom purchases: There is a difference between making a purchase to set up a fundraiser and making a purchase of items for your classroom and/or students.

For classroom purchases:

- 1) Complete online.
- 2) Have your department head approve the requisition.
- 3) Wait to receive Purchase Order.
- 4) Make your purchase.
- 5) Return receipt and copy of Purchase Order (signed and dated) to Nancy Sewell. Any purchase made which does not follow the proper written procedure could result in the cost of the product or service being paid personally by the teacher/advisor.

Field Trips: Teachers who wish to take students on field trips must see the office for a “Parent Permission Slip” with the Authorization for Emergency Treatment portion also signed by the parent. All Students participating must have a Student Health History Form on file with the Health Services Department. Trips must be approved by the building administrator and all trips that take students beyond 150 miles one way and/or overnight must be approved by the school board, two weeks prior to the trip. Extended/Overnight Field Trip Packets are available in the office.

Fundraisers: Refer to the “Advisors’ Guide to Fundraising and Purchasing”. You will find this helpful guide in your teachers’ folder. For regular classroom and curriculum purchases, please refer to “Purchases”. Any questions please contact Shannon Wilson.

Student Fines: It is the teachers’ responsibility to turn in the names of students who have lost or damaged textbooks and/or equipment. Teachers could be held personally responsible for missing books and/or equipment if a strict accounting of materials is not in place. It is also the teachers’ responsibility to notify the office that the fine be removed.

Travel: See Inga McCarter for the proper forms regarding travel.

Work/Tech Orders: See Inga McCarter for work orders. Staff can enter tech work orders through Spiceworks.

BULLYING PREVENTION (Also in Student Handbook) It is the policy and procedure (3207) of the Clarkston School District to prohibit harassment, intimidation and bullying. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

Bullying is repeated negative behavior towards a less powerful person or persons. Hitting, name-calling, shunning, and shaming are forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying.

Anti-Bullying Corrective Actions

If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.
- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held.

If bullying behavior continues, you may file a formal complaint with your school's principal. Forms are available at the front office of each school and can also be located online at www.csd12.org under "Quick Links" (*Harassment, Intimidation, Bullying (HIB) Incident Reporting Form*). If you are unable to resolve your concerns at the building level, contact the Clarkston School District Assistant Superintendent, Jim Fry, at (509) 758-2531.

Thank you for working with us to address bullying behaviors that take place at our school. As a team of school professionals, parents, and students we can work to reduce and eliminate such behaviors at school.

The district has a gun-free school policy that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis.

NONDISCRIMINATION & GRIEVANCE PROCEDURES

The Clarkston 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 has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Jim Fry, Assistant Superintendent, 1294 Chestnut, Clarkston, WA 99403 (509)758-2531 fryj@csdk12.org ; Section 504/ADA Coordinator, Rebecca Lockhart, 1294 Chestnut, Clarkston, WA 99403, (509) 758-2531, lockhartr@csdk12.org .

For details regarding the grievance steps, please ask the building administrator or refer to our nondiscrimination policy at the bottom of the Clarkston School District Web page at www.csd12.org.



Sexual Harassment, Discrimination, and Complaint Procedures

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
- Creed/Religion
- National origin
- Disability or the use of a trained guide dog or service animal
- Race/Color
- Sexual orientation
- Gender expression or identity
- Honorable 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.

Policy 4215 USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” 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 school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district- owned vehicles.

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

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