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.aesoponline.com](http://www.aesoponline.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. 1010 or alanizc@cstk12.org)

**Attendance - Student:** Classroom attendance must be entered into Skyward accurately at the start of each class period and no later than 3:00pm each day.

**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: Copy machines are located in the staff lounge, main office, guidance office, GearUp, Mr. Frazier’s classroom, library, Mrs. Denton’s classroom, Ms. Lynch’s office, and Mrs. Browne’s classroom. Each staff member should have received and email from PaperCut@csdk12.org with the subject line, “***IMPORTANT*** CSD Copier Account PIN Number”. This email contains your personal, randomly generated copier PIN Code that you will use to login to your PaperCut print queue (on all CSD Copiers). This code will allow you to login to ANY CSD copier to retrieve your print jobs. Please keep this PIN number secure.

Covering Classes during Preparation Period: In accordance with the CEA agreement, covering another class during your prep is compensated at the determined rate (See CEA agreement). 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 September 1 of each year.

Grades: Please update grades weekly. Grades need to be posted by the required deadline given by Crystal Smith. Students’ grades will be checked weekly. Credit deficient students and failing students will be met with regularly. Teachers must have at least one grade entry per week. Athletic eligibility is now weekly.

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 two 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 if possible. 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 7:30 a.m. to 11:50 a.m. and 12:20 p.m. to 2:45 p.m. daily, except 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 Activities/Events:** To have an announcement placed in the bulletin, give the information to Inga 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 before 3pm the day before the announcement is to be read.

**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 would like to start using school messenger please visit with Inga about setting this up for you. Please include the office if you are sending out messages.

**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 on-line at www.csdk12.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, Troy Whittle, 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.

DISCRIMINATION
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, gender 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:

- Troy Whittle, Civil Rights & Title IX Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531, WhittleT@csdk12.org
- Rebecca Lockhart, Section 504/ADA Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531, LockhartR@csdk12.org

You can report discrimination and discriminatory harassment to any school staff member or to the district’s Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district’s nondiscrimination policy and procedure, contact your school or district office or view it online here: CSD Policy 3210 (students) CSD Policy 5010 (staff)

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 during a school-sponsored activity.

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
- Unwelcomed touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online here: CSD Policy 3205 (students) CSD Policy 5011 (staff)

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.

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 listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our 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 (listed above).

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 | Fax: 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, 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.

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 | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES – POLICY 4215

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.

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, gender 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) have been designated to handle questions and complaints of alleged discrimination:

- Troy Whittle, Civil Rights & Title IX Coordinator, 1294 Chestnut Street, Clarkston, WA 99403, (509) 758-2531, WhittleT@csdk12.org
- Rebecca Lockhart, Section 504/ADA Coordinator, 1294 Chestnut Street, Clarkston, WA 99403, (509) 758-2531, LockhartR@csdk12.org
Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- “Grievance” means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- “Complaint” means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- “Respondent” means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

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.csdk12.org.