

Substitute
Para-Educator &
Substitute
Office Personnel
Handbook
2019-2020



Auburn School District No. 408

915 4th Street Northeast
Auburn, Washington 98002



Greetings:

Welcome to the Auburn School District! Thank you for your service as a guest para-educator or office personnel. You are critical to the quality of education in our schools. Your work enables the Auburn School District to provide students the high standard of education they deserve.

This handbook is designed to provide you with valuable district information as well as expectations and useful hints. Also, always feel free to contact the school's principal for assistance on any matter.

It is sincerely hoped you have an enjoyable and worthwhile school year with the Auburn School District. We value your service and support of Auburn youth.

Sincerely,

Alan Spicciati, Ed.D.
Superintendent

TELEPHONE NUMBERS AND WEBSITE INFORMATION

ABSENCE MANAGEMENT PHONE	1-800-942-3767
ABSENCE MANAGEMENT WEBSITE	app.frontlineeducation.com
AUBURN SCHOOL DISTRICT WEBSITE	www.auburn.wednet.edu
JAMES P. FUGATE ADMINISTRATION BUILDING	253-931-4900
DEPARTMENT OF TECHNOLOGY (HELP DESK)	253-931-4940 option 1
HUMAN RESOURCES	253-931-4916
PAYROLL	253-931-4924
SUBSTITUTE COORDINATOR – Jeff Shropshire	253-931-4919
SUBSTITUTE COORDINATOR EMAIL	jshropshire@auburn.wednet.edu
SAFESCHOOLS	http://auburn.wa.safeschools.com/login



Notice of Disclaimer

Substitute employment is an at-will relationship between the Auburn School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship.

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance procedures may be directed to: Daman Hunter at (253) 931-4932, Title IX Officer and Section 504, ADA, and Civil Rights Compliance Coordinator.

SCHOOL CALENDAR

2019-20

Updated: 7/24/2019

Month	M	T	W	Th	F	Days Taught	Month	M	T	W	Th	F	Days Taught
AUGUST/SEPTEMBER							FEBRUARY						
	26	27	28+	29	30		6th	3	4	5	6	7	
1st	2*	3+	4	5	6		Month	10	11	12	13	14	
Month	9	10	11	12	13			17*	18*	19*	20*	21*	108E
	16	17	18	19	20			24	25	26	27	28	15
	23	24	25	26	27								107S
	30					19							19
OCTOBER							MARCH						
		1	2	3	4		7th	2	3	4	5	6	
2nd	7	8	9	10	11=		Month	9=	10	11	12	13	
Month	14	15	16	17	18			16	17	18	19	20	
	21	22	23	24	25			23	24	25	26	27	129E
	28	29	30	31		22		30	31				21
						41							128S
NOVEMBER							APRIL						
					1		8th	6*	7*	8*	9*	10*	
3rd	4	5	6	7	8		Month	13	14	15	16	17	
Month	11*	12	13	14	15			20	21	22	23	24	146E
	18	19	20#	21#	22#			27	28	29	30		17
	25	26	27#	28*	29*	18							145S
						59							
DECEMBER							MAY						
	2	3	4	5	6		9th	4=	5	6	7	8	
4th	9	10	11	12	13		Month	11	12	13	14	15	
Month	16	17	18	19	20			18	19	20	21	22	163E
	23*	24*	25*	26*	27*			25*	26^	27^	28	29	17
	30*	31*				15							162S
						74							
JANUARY							JUNE						
			1*	2*	3*		10th	1	2	3	4	5	
5th	6	7	8	9	10		Month	8	9	10	11	12	
Month	13	14	15	16	17			15	16	17	18E	19S	
	20*	21	22	23	24	19E		22	23	24	25	26	14E
	27+	28	29	30	31	18S		29	30				15S
						92S							177

STUDENT ATTENDANCE YEAR

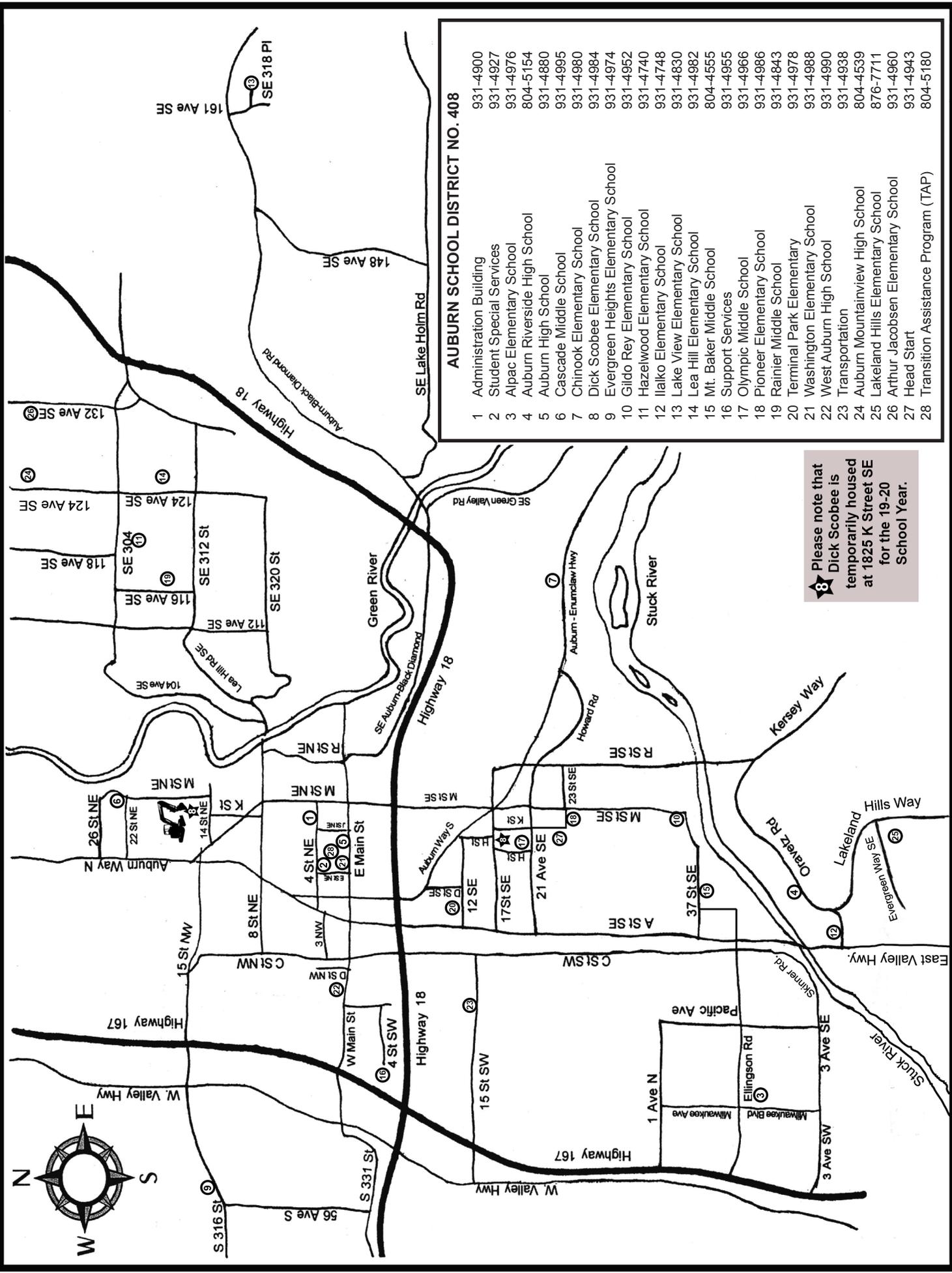
September 4 First day of school
 June 18E/19S Last day of school

***NON-ATTENDANCE DAYS**

+August 28 PLC late start days
 *September 2 District designated workshop (1/2 day)
 +September 3 Labor Day
 =October 11 Individually Determined Day
 *November 11 Veterans' Day
 #November 20-22 Elem./middle school conferences (Early release/late arrival days)
 #November 27 Early release day
 *November 28-29 Thanksgiving vacation
 *December 23-January 3 Winter vacation
 *January 20 Martin Luther King Day
 +January 27 Optional day - (Secondary teachers)
 *February 17 Presidents' Day
 February 18-21 Mid-winter break

***NON-ATTENDANCE DAYS (cont.)**

=March 9 Waiver Day
 *April 6-10 Spring vacation
 =May 4 Waiver Day
 *May 25 Memorial Day
 ^May 26 Alternate emergency school closure day
 ^May 27 Alternate emergency school closure day
 June 18 Last day of school - elementary
 June 19 Last day of school - secondary
 *No school for teachers and students
 #Contracted day for teachers--early release/late arrival days for elementary/middle school students
 +Dist. designated/optional teachers' workshop--no school for secondary students
 =Waiver day--no school for students. Contingent upon State Board of Education approval.
 ^Alternate emergency school closure day (Potential alternate emergency make-up day. If not needed, school will not be in session. Any additional emergency make-up days will be added to the end of the school calendar.)



- ### AUBURN SCHOOL DISTRICT NO. 408
- | | | |
|----|-------------------------------------|----------|
| 1 | Administration Building | 931-4900 |
| 2 | Student Special Services | 931-4927 |
| 3 | Alpac Elementary School | 931-4976 |
| 4 | Auburn Riverside High School | 804-5154 |
| 5 | Auburn High School | 931-4880 |
| 6 | Cascade Middle School | 931-4995 |
| 7 | Chinook Elementary School | 931-4980 |
| 8 | Dick Scobee Elementary School | 931-4984 |
| 9 | Evergreen Heights Elementary School | 931-4974 |
| 10 | Gildo Rey Elementary School | 931-4952 |
| 11 | Hazelwood Elementary School | 931-4740 |
| 12 | Ilanko Elementary School | 931-4748 |
| 13 | Lake View Elementary School | 931-4830 |
| 14 | Lea Hill Elementary School | 931-4982 |
| 15 | Mt. Baker Middle School | 804-4555 |
| 16 | Support Services | 931-4955 |
| 17 | Olympic Middle School | 931-4966 |
| 18 | Pioneer Elementary School | 931-4986 |
| 19 | Rainier Middle School | 931-4843 |
| 20 | Terminal Park Elementary | 931-4978 |
| 21 | Washington Elementary School | 931-4988 |
| 22 | West Auburn High School | 931-4990 |
| 23 | Transportation | 931-4938 |
| 24 | Auburn Mountainview High School | 804-4539 |
| 25 | Lakeland Hills Elementary School | 876-7711 |
| 26 | Arthur Jacobsen Elementary School | 931-4960 |
| 27 | Head Start | 931-4943 |
| 28 | Transition Assistance Program (TAP) | 804-5180 |

8 Please note that Dick Scobee is temporarily housed at 1825 K Street SE for the 19-20 School Year.

Auburn Mountainview High School Terri Herren, Principal Chalea Zifka, Office Manager 28900 124 th Ave Southeast Auburn, Washington 98092	253-804-4539	Evergreen Heights Elementary School Anne Gayman, Principal Constanza Marin, Office Manager 5602 South 316th Auburn, Washington 98001	253-931-4974
Auburn Riverside High School Dave Halford, Principal Kristen Carstens, Office Manager 501 Oravetz Road Auburn, Washington 98092	253-804-5154	Gildo Rey Elementary School Leonard Holloman, Principal Shelly Husar, Office Manager 1005 37th Street Southeast Auburn, Washington 98002	253-931-4952
Auburn High School Jeff Gardner, Principal Pam Bolen, Office Manager 711 East Main Street Auburn, Washington 98002	253-931-4880	Hazelwood Elementary School Sally Colburn, Principal Sherri Nesper, Office Manager 11815 Southeast 304th Street Auburn, Washington 98092	253-931-4740
West Auburn High School Michael Robinson, Principal Lila Jenkins, Office Manager 401 West Main Street Auburn, Washington 98001	253-931-4990	Ilalko Elementary School Tim Carstens, Principal Teri Mathews, Office Manager 301 Oravetz Place Southeast Auburn, Washington 98092	253-931-4748
Cascade Middle School Megan McGroarty, Principal Raquel Quirino, Office Manager 1015 24th Street Northeast Auburn, Washington 98002	253-931-4995	Lake View Elementary School Dan St Mary, Principal Kim Horton, Office Manager 16401 Southeast 318th Auburn, Washington 98092	253-931-4830
Mt. Baker Middle School Greg Brown, Principal Ann Gilbert, Office Manager 620 37th Street Southeast Auburn, Washington 98002	253-804-4555	Lakeland Hills Elementary Colleen Barlow, Principal Tami Bauer, Office Manager 1020 Evergreen Way Southeast Auburn, Washington 98092	253-876-7711
Olympic Middle School Jason Hill, Principal Stacey Buchanan, Office Manager 839 21 st Street Southeast Auburn, Washington 98002	253-931-4966	Lea Hill Elementary Edward Herda, Principal Bernadette Weimer, Office Manager 30908 124 th Avenue Southeast Auburn, Washington 98092	253-931-4982
Rainier Middle School Justin Maier, Principal Jeanne Rudolph, Office Manager 30620 116th Avenue Southeast Auburn, Washington 98092	253-931-4843	Pioneer Elementary School Paul McKenzie, Principal Patty Ankerfelt, Office Manager 2301 M Street Southeast Auburn, Washington 98002	253-931-4986
Alpac Elementary School Jim Riley, Principal Leanne Raybuck, Office Manager 310 Milwaukee Boulevard North Pacific, Washington 98047	253-931-4976	Terminal Park Elementary School Mike Weibel, Principal Vickie Jones, Office Manager 1101 D Street Southeast Auburn, Washington 98002	253-931-4978
Arthur Jacobsen Elementary School Eric Daniel, Principal Carol Smetheram, Office Manager 29205 132 nd Ave Southeast Auburn, Washington 98092	253-931-4960	Washington Elementary School Pauline Thomas, Principal Deonna Steffy, Office Manager 20 E Street Northeast Auburn, Washington 98002	253-931-4988
Chinook Elementary School Jennifer Davidson, Principal Lisa Wilkinson, Office Manager 3502 Auburn Way South Auburn, Washington 98092	253-931-4980	Head Start TBH, Coordinator 2234 K Street Southeast Auburn, Washington 98002	253-931-4943
Dick Scobee Elementary School(Interim) Adam Couch, Principal Flor Rivera Lopez, Office Manager 1825 K Street Southeast Auburn, Washington 98002	253-931-4984	TAP Building 501 3rd Street Northeast Auburn, Washington 98002	253-804-5180

PAYROLL & HUMAN RESOURCES INFORMATION

Rate of Pay: Substitute para-educators are paid thirteen-fifty (\$13.50) per hour. Substitute special-education para-educators are paid sixteen dollars (\$16.00) per hour. Substitute office assistants are paid thirteen dollars (\$13) per hour. Substitute administrative assistants are paid sixteen dollars (\$16.00) per hour.

Receiving your paycheck: Auburn School District is a direct deposit district. Funds will be directly deposited into a checking or savings account. Information regarding your direct deposit can be viewed via the staff access only link and then clicking on Skyward Web Access on the Auburn School District homepage or electronically through your banking institution. Should you lose your password to Skyward Web Access, contact payroll at 253-931-4924, to have your password reset.

Change of address or telephone number: Each substitute para-educator/office personnel is responsible for notifying the substitute coordinator of any change in address, telephone number, or if he/she is no longer available to be a substitute.

Letters of Assurance/Intent: As a regular practice, a substitute who is active on the substitute list at the end of each school year, the Auburn School District will provide in June, a letter of assurance for continuing substitute employment for the next school year. Included with the letter of assurance is a letter of intent. Substitutes are required to complete, sign and return the letter of intent to the school district before the start of each school year.

Optional Service Credits/Retirees: Substitutes who have a DRS retirement account may qualify to participate in the School Employees' Retirement System (SERS) administered by the Washington State Department of Retirement Systems (DRS). Retirees need to be aware of possible limitations in the amount of hours they can substitute without affecting retirement benefits. For further information, go to www.drs.wa.gov.

Paid Sick Leave: All employees are entitled to accrue paid sick leave at the rate of at least one (1) hour of paid sick leave for every 40 hour worked. However, because "at will" employees such as substitutes, students, and personal service contract are not required to work, most at will employees will not be able to use paid sick leave. As a benefit, the district will grant usage of paid sick leave to long-term substitutes who are in the same assignment greater than 20 consecutive days. In these instances, substitutes will submit a **Paid Sick Leave Request Form** to payroll. Additional information regarding paid sick leave is available on the "Payroll and Benefits Services" homepage.

Washington State and Federal Bureau of Investigations Background Checks: All employees must be fingerprinted for the purpose of a Washington State and F.B.I. background check. This will be done at the expense of the substitute. Please inform the substitute coordinator if you have been fingerprinted within the last two years as you may not need to be re-fingerprinted. Your employment is contingent upon completion and approval of the background checks.

Open Positions: Any employee, including substitutes must apply for any open position using the district's online application system. Open positions can also be viewed using the district's online application system.

2019-20 PAYROLL SCHEDULE

PAY PERIOD DATES

PAYDAY DATES

Monday, August 12, 2019 -
Tuesday, September 10, 2019



Monday, September 30, 2019

Wednesday, September 11, 2019
Thursday, October 10, 2019



Thursday, October 31, 2019

Friday, October 11, 2019 -
Friday, November 8, 2019



Wednesday, November 27, 2019

Tuesday, November 12, 2019 -
Tuesday, December 10, 2019



Monday, December 30, 2019

Wednesday, December 11, 2019-
Friday, January 10, 2020



Friday, January 31, 2020

Monday, January 13, 2020 -
Monday, February 10, 2020



Friday, February 28, 2020

Tuesday, February 11, 2020 -
Tuesday, March 10, 2020



Tuesday, March 31, 2020

Wednesday, March 11, 2020 -
Friday, April 10, 2020



Thursday, April 30, 2020

Monday, April 13, 2020 -
Friday, May 8, 2020



Friday, May 29, 2020

Monday, May 11, 2020 -
Wednesday, June 10, 2020



Tuesday, June 30, 2020

Thursday, June 11, 2020 -
Friday, July 10, 2020



Friday, July 31, 2020

Monday, July 13, 2020 -
Monday, August 10, 2020



Monday, August 31, 2020

Pay periods begin on the 11th of each month except when the 11th is a weekend or holiday, then it begins on the first working day following the 11th. Pay periods end on the 10th of the following month except when the 10th is on a weekend or holiday, and then it ends on the last working day preceding the 10th.

GENERAL EDUCATION ASSIGNMENT SUMMARIES

Class-size: Assisting the teacher with instruction and activities in a classroom that has exceeded established student/teacher ratios. You will also assist the teacher with general tasks such as: making copies, cutting, sorting, etc.

Students: Kindergarten to fifth grade.

Culinary Arts: Help with the supervision of students, assist with baking and lunch preparation, and working in the dish room. Food handler's card is required.

Students: Ninth to twelfth grade.

Early Childhood Education Assistance Program (ECEAP) Teacher or Teacher Assistant: Assisting staff with instruction and activities in the classroom with preschool aged students, some of whom have special needs. Provide supervision on the playground. Assist in meeting classroom requirements such as classroom clean up, student hygiene, active student supervision, and providing student support during meals. May also assist in recording student data.

Students: Ages four to five years old.

ELL (English Language Learners): Assisting the teacher with instruction and activities in a classroom with students who are learning English. Knowledge of foreign languages is not required. You may also assist the teacher with general tasks such as: making copies, cutting, sorting, etc.

Students: Kindergarten to twelfth grade.

Health Room: Assisting in the health room by; recording the names of students who are referred to the health room; providing minor first aid assistance; and if trained, dispensing medication as necessary. This can include, assisting students with the necessary self-help requirements such as toileting (including lifting and transferring). Provide supervision of students as assigned by the principal or supervisor.

Students: Kindergarten to twelfth grade.

Library: Assist teachers with instruction and activities within the library. Provide supervision of students as assigned by the principal or supervisor. You may also have miscellaneous clerical duties.

Students: Kindergarten to twelfth grade.

Reading/Math: Assist teachers with instruction and activities in the classroom involving math and/or reading. Usually involves individualized, independent, or small group instruction.

Students: Kindergarten to twelfth grade.

Office Personnel: Answer telephones; operate computers and office equipment; take attendance; assists staff, parents, and students; and perform other clerical duties as assigned. Supervise student conduct and activities on the playground, in hallways, and the bus loading/unloading area. Completion and successful passing of a district clerical test is required.

Students: Kindergarten to twelfth grade.

Playground/Recess: Supervising student conduct and activities and ensuring student safety on the playground, in hallways, and the bus loading/unloading area.

Students: Kindergarten to fifth grade.

SPECIAL EDUCATION ASSIGNMENT SUMMARIES

Early Childhood Education (ECE): Assisting teachers with instruction and activities in the classroom with preschool-aged students who have special needs. Provide supervision on the playground. Assist students with the necessary self-help requirements such as changing, diapering, toileting (including lifting and transferring), etc. May also assist in recording student data.

Students: Preschooler (3-5 year olds) with and without special needs.

Resource Room: Assisting teachers with instruction and activities in the classroom with students who benefit from individual and/or small group instruction to help them access general education. These students are often “pulled out” of their general education classroom to receive instruction in the resource room. You may also assist students with necessary self-help requirements, such as changing, diapering, toileting (including lifting and transferring), etc. May also assist in recording student data.

Students: Kindergarten to twelfth grade.

Pathways: Assisting teachers with instruction and activities in the classroom with students who demonstrate emotional/behavioral difficulties. Supervision of student conduct and behavior, in both formal and informal areas on or about the school premises. Assist in implementing positive behavior support plans. Work with students in small groups in their areas of need. Assist students with completing assigned school work. May also assist in recording student data.

Students: Kindergarten to twelfth grade.

Structured Learning Center (SLC): Assisting teachers with instruction and activities in the classroom with students who have special needs including cognitive, academic, physical, and/or health impairments. These students usually require a high level of supervision and a modified or specialized curriculum. Supervision of student conduct and behavior, in both formal and informal areas on or about the school premises. Assist students with self-monitoring of behavior. Assist students with necessary self-help requirements such as changing, diapering, toileting (including lifting and transferring), etc., consistent with procedures prescribed with assigned program. Assist in implementing positive behavior support plans. Work with student one on one or in small groups in their area of need. Assist students with completing assigned school work. May also assist in recording student data.

Students: Kindergarten to twelfth grade.

Special Education - Transition Assistance Program (TAP): Assisting in every way listed in the SLC description above, but instructional focus is based around promoting independence in a community based setting.

Students: 18 to 21 years old who have completed 4 years of high school.

Special Kids (1-on-1): In any one of the listed special education assignments, directly supporting one individual student with the implementation of their specifically designed academic and behavioral program while promoting student independence.

These are general descriptions and not limited to the tasks listed.

The Role of the Para-Educator

Many characteristics are needed and required in being a successful Para-educator in the classroom. The following six characteristics are identified as being significant in the para-educator's daily interactions with students. While there are certainly several other characteristics, it is following characteristics that stand out in helping all students become independent and successful learners.

- **Stand back and keep a low profile:**
 - Allow students to problem solve on their own, but lend assistance when they are struggling.
 - Help all students when needed.
- **Be aware of prompts:**
 - Physical prompts (moving a student) are some of the most intrusive prompts there are. When physical prompts are used, students will learn that they don't move until you move them.
 - Visual and Verbal prompts are used daily. The goal is to reduce the number of prompts used, as student become active learners.
- **Relationships are important:**
 - It is important to all students that they develop connections with their classmates and peers. Teaching all students how to be a friend is important, to ensure their social success in the classroom and throughout their lives.
- **Teach self-advocacy:**
 - Teaching students that they can let us know when they do or don't need our help and letting them know that it is OK, to let us know.
- **Find ways to connect:**
 - All students learn in individual and unique ways; finding ways to connect with each student's individual learning style is critical for success of the para-educator and the student.
- **Teach the unwritten rules:**
 - Our lives and daily routines at school are filled with unwritten rules. Rules such as, when to hold a door open, when to talk with an inside-voice, etc...
 - Some students will struggle with learning and/or knowing these rules, however they can be taught.

OFFICE PERSONNEL ASSIGNMENT PROCEDURES

The Auburn School District utilizes a web and phone-based substitute system called Absence Management to display/list and/or contact substitutes for available jobs. Utilizing the substitute system substitutes can, accept and cancel jobs, select the schools in which they do or don't want to work, and schedule non-workdays. All jobs for substitute office personnel are accepted and/or assigned through the use of the substitute system.

Available Substitute Jobs - Available substitutes are able to view on-line substitute jobs usually 30 days in advances and listen to jobs up to 7 days in advance by phone. However, the substitute's school preference selections, jobs already accepted/rejected, and scheduled non-workdays can also affect a substitute's ability to see/hear available jobs for a specific day or days.

Preferred Substitute List – Substitutes who are included on a school's or employee's "Preferred Substitute" list, will have increased visibility (opportunity) of 45 days in advance (school's) or 120 days in advance for specific employees, to view and accept available substitute jobs on-line.

Assigned Substitutes - Employees can make prior arrangements (prearranged) with substitutes. The employee can enter an absence into Absence Management and assign the prearranged substitute. The substitute will receive a confirmation number via email and can then view and/or listen to the substitute job on-line or by calling the substitute system at 1-800-942-3767.

Absent/Cancelling - Substitutes who have accepted a substitute job in Absence Management and need to cancel a same day or multiple-day job in the system **after 6:00 a.m., must call the substitute coordinator immediately.** The district prefers that substitutes avoid **job shopping.** In other words, don't drop one job to accept another or accept jobs that are not at preferred schools, just to fill the work calendar and later cancel, to accept jobs at preferred school(s).

Change of Job Assignment - Principals may change the job assignment of substitutes to fit the educational needs within their building.

The Absence Management system calls available substitute during the following times:

	<u>Current Day's Assignments**</u>	<u>Future Assignments**</u>
Weekdays	5:00 a.m. – 1:00 p.m.	4:00 p.m. - 11:00 p.m.
Saturday	None	None
Sunday	None	4:00 p.m. - 11:00 p.m.
Holidays	None	4:00 p.m. - 11:00 p.m.

**Substitutes may further adjust/reduce the above calling times by accessing their substitute homepage and clicking on the "Preference tab" and then selecting call times.

Each substitute's Absence Management homepage has a help  symbol to access the Learning Center where tutorial videos, frequently asked questions, and other useful information is found to aid in using the substitute system. The substitute coordinator may also be contacted via email at jshropshire@auburn.wednet.edu or by phone at useful 253-931-4919.

PARA-EDUCATOR ASSIGNMENT PROCEDURES

Substitute para-educators for the Auburn School District are contacted by the substitute coordinator. Calls are usually placed between 6:30 a.m. and 8:00 a.m. each morning. When called, you will be told all the available assignments including: location, name of the employee you will be substituting for, assignment description, start and end times, and any special dress requirements. You will have the option of accepting an assignment that best suits your interests or declining the assignments.

When you arrive at the building

1. Report to the building office manager.
2. Sign in (even if on a continuing assignment).
3. If the assignment involves playground supervision, ask about rules and discipline procedures.
4. Find the locations of the restrooms and staff lounge.

Beginning your assignment

1. Introduce yourself to the staff members you will be working with.
2. Inquire about the assignment expectations, making sure you have a clear understanding of the objectives.
3. When working with students, introduce yourself. Have students use your proper name (Mr., Mrs., Ms.).

Ending the day

1. Check out with the teacher/supervisor, making sure you have completed your assignment.
2. Report to the office manager.
3. Turn in any passes, whistles, walkie-talkies, etc.
4. Sign out.
5. Make a few notes about your day to keep for future reference. Include the hours worked.

NOTES

- Classified substitutes must work at least one day a week or the equivalent of four days per month to remain on the substitute list, unless other arrangements are made by contacting the substitute coordinator.
- When assigned a substitute job and you become sick or are unable to work, **call** the substitute coordinator **first** and as **early** (6 a.m. is preferred) as possible.
- The substitute coordinator offers all substitute assignments. Do not accept assignments through a principal, individual teacher, or para-educator without consulting with the substitute coordinator. **Office managers can confirm assignments with substitutes.**
- Work the assigned hours as established with the substitute coordinator. Assignments of five and one-half hours or more include a thirty minute unpaid lunch (**not optional**).
- Principals may change your assignment to fit the educational needs within their building as necessary.
- It is a good idea to keep a date book or calendar to keep track of how many hours you worked and who you worked for.

If you do not wish to be called for an assignment on a certain day or period of time, contact the substitute coordinator by phone or email at 253-931-4919 or jshropshire@auburn.wednet.edu.

IMPORTANT FACTS YOU NEED TO KNOW

Confidentiality: Any request for information regarding students or families from outside school sources should be referred to the school principal. Please be diligent in protecting the privacy rights of students and families.

Computer/Internet/Mobile Device/Laptop Use: Use of district computers and access of the Internet should be avoided while in direct supervision or instruction of students, unless such use is necessary to complete the lesson plan as provided. Use of mobile devices and laptops should also be avoided while in direct supervision and instruction of students.

Personal Property: Teachers and staff have personal property in their classroom. Do not access, use, or remove any personal property in the classroom.

Students on Medication: Students are prohibited from taking medication without being under the immediate supervision of *trained staff*. If a student brings medication to class, notify the principal immediately.

Supervision Requirements: All teachers and guest teachers are primarily responsible for the supervision of assigned students, however all employees are responsible for safety of students at all times. **Always maintain visual contact with the students and never leave them unattended without another staff member present.** Students will not be released directly to anyone other than school personnel without permission from the office staff.

Child Abuse, Neglect, and Exploitation: Anyone having reasonable cause to believe that a child has been non-accidentally physically or mentally injured, neglected, or sexually abused, they are required by law to report their suspicions. Refer to policy 3421 on page 22 for details regarding the reporting of suspected child abuse or neglect.

Harassment, Intimidation, and Bullying: Harassment, Intimidation, and Bullying is prohibited in the Auburn School District. Refer to policy 3207 on page 21 for details regarding Auburn School District's board policy prohibiting harassment, intimidation, and bullying.

Maintaining Professional Staff/Student Boundaries: All employees are to maintain the highest professional, moral, and ethical standards in their interaction with students. Employees are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. Refer to Policy 5253 on page 23.

Nondiscrimination and Affirmative Action: Discrimination in any form is prohibited in the Auburn School District. Refer to policy 5010 on pages 23-25 for details regarding Auburn School District's board policy supporting Nondiscrimination and Affirmative Action.

Sexual Harassment of Students: Sexual Harassment is prohibited in the Auburn School District. Refer to policy 3205 on pages 26-27 for details regarding Auburn School District's board policy prohibiting sexual harassment. Policy 5011 also prohibits Sexual Harassment of Employees.

Supplemental Instructional Material: If bringing supplemental instructional materials to schools for use, substitutes must ensure these materials support instruction and have approval from the building principal prior to their use when required. Refer to page 20 for details regarding the use and introduction of supplemental instructional materials.

Tobacco Use: The Auburn School District prohibits tobacco use on all district property and in district vehicles. Refer to Policy 4215 on page 25.

Important Facts (con't)

Use of Physical Force: Do not touch a student in a disciplinary manner unless necessary to defend that student, yourself, or others from imminent physical harm. Refer to WAC 392-400-235 on page 17. If a discipline problem arises which cannot be calmly addressed, notify the principal immediately.

Weapons and Drugs: The Auburn School District has a zero tolerance policy regarding weapons and drugs on school grounds. If a student is suspected to be in possession of a weapon or drugs or appears to be under the influence of drugs, notify the principal immediately. Further, if a student suggests inflicting physical harm on another individual, notify the principal immediately. Refer to Board Policies 4210 on pages 27-28 and 5201 on pages 28 and 29.

Wellness Program: In an effort to support the district's wellness program and policy, staff are encouraged not to use food as a reward. Substitutes should avoid giving food or candy to students.

Emergency Preparedness and Procedures

- Lockdowns – active shooter vs. outside threat
 - Active shooter in building refer to run/hide/fight video
 - Outside threat/lockdown/modified lockdown, each building calls it something different, however:
 - Lock doors to classroom
 - Close window shades
 - Turn off lights
 - Communicate per building policy all students accounted for and whether to continue instruction or not
- Run/Hide/Fight (RHF) – video: <https://www.auburn.wednet.edu/Page/20973>
- 911/Medical emergencies – active shooter, call 911 then notify office, seizures or other medical emergencies contact office, they will call 911.
- Evacuation – maps should be located on the wall in each classroom or in the substitute packet. Evacuate room, lock door on way out, take attendance of students you are responsible for, report to administrators as they come around.
- Shelter in place – directions will be given via loud speaker, close all windows, do not leave the building.
- Emergency supplies – video:
<https://drive.google.com/file/d/0B0SVH0GaweiKd0lYZjQyazFCYWs/view>

GENERAL INFORMATION

Accidents and Injuries: Always use common sense when an accident or injury occurs. Attend to the injury and send a reliable student to the office (or nearest staff member) for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas, physical education, shop, and science classes.

The Auburn School District has a standard accident form that must be completed when an accident or injury occurs to any student or employee. Forms are available from the office manager.

Appropriate attire: Substitutes should wear attire that presents a professional appearance that is befitting of the age, grade level, subject area, and responsibilities of the substitute assignment. Avoid the use of perfumes, colognes, and fragrances which will cause allergic reactions in staff or students. Most elementary school assignments may involve playground/recess supervision, be aware that we rarely have indoor recess, so please dress accordingly.

Cell Phone Use: Cell phones must be off or silenced and will not be used while in the classroom, in office areas, on the playground, or while involved in the supervision or instruction of students. Emergencies happen, please check with school staff before using your cell phone at school. Personal long distance phone calls are not to be made using district phones.

Inclement Weather: When winter weather approaches, substitute para-educators should listen to a local radio station or television for school closures, late arrivals, or limited transportation announcements. If you have been given an assignment and the Auburn schools are closed or starting late, your assignment will be altered accordingly. It is your responsibility to keep up-to-date on any school changes due to weather; however, we will try to keep you informed in as timely a manner as possible. Substitute Office personnel should arrive at the originally scheduled time if safe to do so. Contact the substitute coordinator at 253-931-4919 if you have any questions regarding your revised reporting time.

Long-term assignments: Long-term assignments are those assignments in which you substitute for the same employee and/or in the same assignment for twenty consecutive days or more. Following completion of this type of assignment, it is suggested that you ask co-workers, teachers, and/or administrators for letters of recommendation that can be included in your personnel file.

Student Photographs/Videos: Absent parent permission for the particular purpose, staff members may not take, send, share, or post pictures, text messages, emails, or other materials that personally-identifies district students in electronic or any other form of personal technology.

Student Illness: If a student becomes ill, whether in the classroom or on the playfield, they should not be sent to the office or restroom alone. Either send a reliable classmate with the ill student or get help from another staff member. Make sure the teacher is aware that the student has left the classroom.

Substitute Parking: Avoid parking in visitors or reserved spaces and use staff parking areas where available. If unsure about the location where you should park, please ask the office staff.

STUDENT DISCIPLINE

If a student becomes non-compliant, there are several techniques you should try that may prevent the situation from escalating to a need for disciplinary action.

Proximity – Standing near a disruptive student, while continuing to instruct, will often change their behavior.

Maintain a calm manner - It is better to make a request in a soft, firm voice rather than a loud voice. Making eye contact will help convey your message.

Don't take it personally – It is important to stay emotionally detached and remain professional.

Use a positive approach - Requests for a student to start an appropriate behavior are better than negative requests to stop misbehavior.

Use of humor and sarcasm – Be cautious with the use of humor, as it can produce unintended consequences due to the age and/or cultural differences of students. The use of sarcasm can create a negative learning environment and any humor or sarcasm that singles out an individual or groups should be avoided. Be direct with your request for positive behavior.

Give the student time to comply - After you make a clear request for positive behavior from a student, give them a brief moment to comply. Be sure to maintain eye contact and restate the request in a calm manner if necessary.

Avoid giving threats or ultimatums - Try a calm, matter-of-fact approach void of emotion or sarcasm. Reinforce the idea of consequences when a student makes the choice to misbehave.

If the student remains non-compliant after trying all the above-mentioned techniques, you will need to implement the specific building's discipline procedures. Sending the student to a different classroom for a short period of time (processing) or to the office are two examples of handling student discipline. Please speak with the office manager prior to the beginning of class to learn the building's procedures.

You should never touch a student while trying to enforce disciplinary procedures unless necessary to defend that student, yourself, or others from imminent physical harm.

Corporal Punishment, (the use of physical punishment) is strictly prohibited by Washington Administrative Code (WAC) 392-400-235.

WAC 392-400-235

Discipline - Conditions and Limitations

Discipline may be imposed upon any student for violation of the rules of the school district that have been established pursuant to this section, subject to the following limitations and conditions and the grievance procedure set forth in WAC:

1. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
2. School districts may not suspend the provision of educational services to a student as a disciplinary action.
3. Corporal punishment which is defined as any act which willfully inflicts or willfully causes the infliction of physical pain on a student, is prohibited.

Corporal punishment does not include:

- a) The use of reasonable physical force by a school administrator, teacher, school employee, or volunteer as necessary to maintain order or to prevent a student from harming him/herself, other students and school staff or property;
- b) Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student; or
- c) Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects.

PERSONAL ACCIDENT REPORTING PROCEDURES

Any employee having a work related accident or injury, completion of an accident/incident form is required. The Accident/Incident report is available **online**.

The report **must** be completed online by going to the Auburn School District Website at www.auburn.wednet.edu, select **FOR STAFF**, and then select Filing Staff Accident/Incident or Workers Comp Claim.

Next click on: **CLICK HERE To Report an Incident**; click on the tab **Submit a New Incident**; then select **Auburn School District (171-00-282)**.

Employees who have sought or intend to seek medical care for an injury, please ensure to select **“Yes”** when the form states: Please select **“Yes”** you if you have sought or intend to seek medical care and want to submit a claim for workers’ compensation benefits. Employees will receive an email with a claim number, when indicating they have sought or intend to seek medical attention.

When the Accident/Incident report is completed, a copy will be electronically forwarded to Human Resources and the report will then be forwarded to the appropriate supervisor for input. Once the supervisor has filled out the report, it is automatically transmitted to Human Resources and Puget Sound Workers’ Comp Trust, when applicable.

For questions regarding an accident/incident report, please call Human Resources at (253) 931-4932. For questions regarding workers’ compensation claims or benefits, please call Puget Sound Workers Comp Trust at (425) 917-7638.

Important Fact:

- Your employer cannot deny you the right to file a claim and cannot penalize you or discriminate against you for filing a claim.

DISTRICT POLICIES

**You may obtain all Auburn School District policies from the district
web site, www.auburn.wednet.edu**

Supplemental Instructional Materials

Supplemental Instructional Materials are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to: books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials shall be selected in conformance with:

- Applicable state and federal laws,
- The stated goals and/or standards of the district, and
- Procedures established by the instructional materials committee.

The principal or professional staff of the district are responsible for approving all instructional and supplemental instructional materials.

Staff and guest teachers will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of the students.

It is expected that staff and guest teachers thoroughly preview such materials and to give due consideration to the text, complexity, developmental level of students; appropriateness of language or images; bias against racial, gender, ethnic, or other social groups; and other sensitive issues.

Videos, movies, DVDs and films are categorized as supplemental instructional materials and therefore, must extend or support instruction. Substitute teachers should not show movies or stream online content, without them being indicated in or supporting a lesson plan and/or having prior approval of the building principal.

Staff must adhere to copyright guidelines. There are three criteria to exempt a showing of a copyrighted movie or DVD in a school from copyright law. They are:

- The showing takes place in a classroom setting.
- The teacher is in attendance.
- The film/video is an element of the current curriculum being taught.

Internet streaming video, video games, and other media format materials may be used only if appropriate for educational purposes. All usage requires principal approval and prior parental notice. Only those that are allowable under the district's internet usage guidelines are acceptable for use.

Prohibition of Harassment, Intimidation, and Bullying – Policy 3207

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentionally written, message or image, including those that are electronically transmitted; a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating and/or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status.

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

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, 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.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. This policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 3205, Sexual Harassment of Students Prohibited.

Child Abuse, Neglect, and Exploitation Prevention - Policy 3421

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

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

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

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

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

Staff need not verify that a child has, in fact, been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances. School staff shall not make any student available for an investigative interview, with government officials, unless the child consents. If the child is under 12 years of age and the request is from law enforcement officials, the law enforcement official must obtain parental consent, a court order, a warrant, or stipulate the existence of exigent circumstances.

Maintaining Professional Staff/Student Boundaries – Policy 5253

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedures, the terms “district staff,” “staff members,” and “staff,” also include volunteers.

The Auburn Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall proactively discuss these circumstances with their building administrator or supervisor.

The Auburn Board of Directors supports the use of technology to communicate for educational purposes. However, district staff are prohibited from communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

Nondiscrimination and Affirmative Action- Policy 5010

Nondiscrimination

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

The board shall designate a staff member to serve as affirmative action/Title IX compliance officer.

Policy 5010 (con't)

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, disabled, 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 group--aged, disabled, 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 applicant or staff member with disabilities 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.

Policy 5010 (con't)

- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 - 1. The test or criteria is clearly and specifically job related; and
 - 2. 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 an uniformed service, on the basis of that participation in an 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.

Use of Tobacco on School Property - 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 shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy and school district employees are responsible for the enforcement of the policy.

Sexual Harassment - Policy 3205

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

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

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

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

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. 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. The district will take these steps every time a complaint alleging sexual harassment comes to the attention of the district, either formally or informally.

Policy 3205 (con't)

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

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

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process. Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Regulation of Dangerous Weapons – Policy 4210

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

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

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

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

Policy 4210 (con't)

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

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

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

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

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Drug-Free Schools, Community and Workplace – Policy 5201

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:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal chemical substances, including marijuana (cannabis) and anabolic steroids in any amount or in any manner on district property at any time. Or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, 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 which may adversely affect that staff member's ability to perform work in a safe or productive manner, is required to report such use of medication to his or her supervisor.

Policy 5201 (con't)

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 will inform the federal granting agency within 10 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, 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.