

MANSON SCHOOL DISTRICT

STAFF HANDBOOK

2021-22

MANSON SCHOOL DISTRICT #19

P.O. Box A

Manson, Washington 98831



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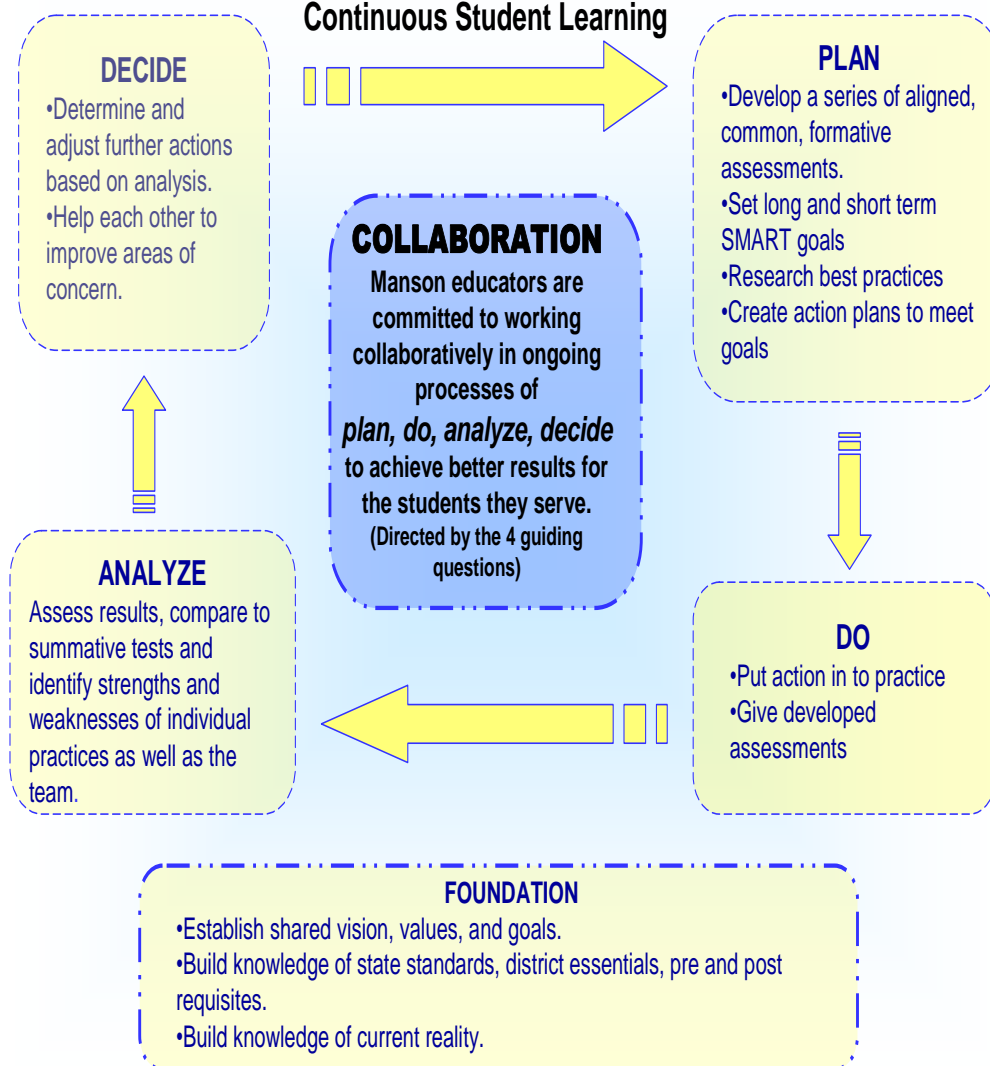
INTRODUCTION

The purpose of this handbook is to provide information to staff members concerning rules, regulations, and procedures, which have been established to provide for the efficient operation of Manson School District. A school, which is operated in an efficient manner, will be better able to provide the best education opportunity for its students. All staff members are required to be familiar and understand the contents of this handbook.

MANSON SCHOOL DISTRICT #19 MISSION STATEMENT

**THE MISSION
OF THE
MANSON SCHOOL DISTRICT
IS
“CONTINUOUS STUDENT LEARNING”**

Manson's Professional Learning Community Committed to a Focus on Continuous Student Learning



MANSON SCHOOL DISTRICT FACULTY/STAFF LIST

Voni (Yvonne) Walker, Superintendent 687-3140
Morgan Thornton, Business Manager
Eric Sivertson, Operations Manager/Athletic Director
Lorrie Cochran, Payroll/Personnel Coordinator
Joanie Belcher, Accounts Payable
Janice Stewart, Administrative Secretary
Dr. Heather Ireland, Middle School Principal/Director of Special Programs & Assessment..... 687-9585
Kamie Kronbauer, High School Principal
Josh Little, High School Secretary
Michelle Medved, Middle School Secretary
Ben Riippi, Elementary Principal 687-9502
Paula Kunkel, Elementary Secretary
Laura McDaniel, SPED/ECEAP/Special Programs Secretary

Transportation 687-3768
Hayli Thompson, Transportation Secretary
Steve Arnston
Donna Burgess
Douglas Davidson
Ellen Emter
Mike Simmons
Travis Sweeney
Jorge Valencia

ELEMENTARY FACULTY

Counselor	Stephanie Tichelaar
Music	Andrea Whitney
Physical Education	Jay Fox
Special Education	Carman Fretwell
Speech/Language	Sandra Clausen
ELD Coordinators	Kate Sperling
	Ann Wisdom
Math Specialist	RaeAnne England
Reading Coach	Cassandra Williams
Enrichment Teacher	Marcella Lindert
Preschool Staff	Maria Verduzco
	Honorina DeJesus
	Nancy Dalen
Kindergarten	Alicia Alexander
	Shana Beazley
	Brittany Sivertson
First Grade	Gregorio Benavides
	Adazelle Gomez
Second Grade	Diana Soliday
	Faviola Williams
Third Grade	Rosanna Pittman
	Kendra Farnsworth
Fourth Grade	Janine Sanborn
	Kendra Ellsworth
Fifth Grade	Steve Nygreen
	William Thompson
Options 6-8	Dane Johnson

ELEMENTARY SUPPORT STAFF

Secretary	Paula Kunkel	<u>Paraeducators</u>
Food Service/Attendance	Luz Segura	Avid Castro
Nurse	Michelle Rogge	Kaya Hadley
Nurse Assistant	Maria Zaragoza	Monica Marble
Home/School Liaison	Rosie Rodriguez	Gloria Martinez
Library	Heidi Griffith	Esther Peters
Custodians	Margarito Barrios	Johnny Rigg
Food Service	Margarita Gutiérrez	Mary Rios
	Heidi Lindsey	Gilberto Romero
	Olivia Castro	Jr. Valdovinos
	Ginger Ewing	Diana Willoughby
		Doni Reece
		Umbelina Valdovinos

HIGH SCHOOL/ MIDDLE SCHOOL FACULTY

Kevin Amsden	Middle/High School
Jo Aneshansley	Middle School
Matt Brown	Middle/High School
Phil Fournier	Middle/High School
Cameron Hardt	Middle School
Brenden Harthun	Middle/High School
Erik Helleson	High School
Dane Johnson	Middle School Options (housed at the elementary)
Anita Johanson	Middle School
Joey Johanson	Middle School/High School
Lauren Griffith	High School
Jennifer Koth	High School
Samantha Lovelace	Middle/High School
Ellen Picton	Middle/High School
Annette Quarre	Middle/High School
Wendy Schramm	Middle/High School
Susan Sears	Middle/High School CTE
Kathleen Sorenson	High School
Brad Soliday	High School
Heather Teague	Middle/High School
Jesse Villalobos	Middle School
Sarah Wiggum	Middle/High School PE
Ann Wisdom	Middle School

MS/HS SUPPORT STAFF

Doug Davidson	Custodian
Jose Fernandez	Technology Assistant
Josh Little	Secretary
Angel Gosvener	Paraeducator
Kelly Gosvener	Assistant Cook
Santiago Grageda	Custodian
Sabraa' Greenway	Paraeducator
Robin Hanson	Head Cook
Janet Jones	Food Service Clerk
Aaron Kollmeyer	Technology Assistant
Stan Lindert	Head Custodian
Gabriel Lopez	Attendance Clerk
Jorge Lopez	Paraeducator
Michelle Medved	Middle School Secretary
Rosie Rodriguez	Paraeducator/Home Liaison
Michelle Rogge	Nurse
Addie Grageda	Post-Secondary/Parent Coordinator
Trista Walters	Paraeducator
Lori Way	Technology Coordinator

MANSON SCHOOL DISTRICT NO. 19
ADMINISTRATIVE POLICY

NO. 5285

DRUG-FREE WORKPLACE ACT, 1988 and
DRUG-FREE SCHOOLS AND COMMUNITIES ACT, AMENDED 1989

The Manson School District No. 19 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs (including marijuana) in the workplace by any employee. Employees convicted for any of the above will be subject to disciplinary action up to and including discharge.

The Board directs the Superintendent of the school district to establish administrative procedures to comply with specific requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, as well as expectations for all employees as they pertain to the unlawful manufacture, distribution, dispensation, possession or use of drugs (including marijuana) in the workplace.

Legal

Reference: P.L. 100-690, Title V, Subtitle D--Drug-Free Workplace
Act, 1988
P.L. 101-226--Drug-Free Schools and Communities Act, 1989

Academic Honesty

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. Students who submit plagiarized work will receive no credit for the assignment. The second offense of cheating or plagiarism during the school year could result in failure of the course and five (5) days suspension. Parents/guardians will be notified whenever their student falsifies, alters, or destroys a school record or any communication between home and school. Even though students may face consequences, professional educators are expected to seek and understand the root cause for a student cheating.

Accident Reports

It is imperative that an accident report is completed and turned in to the office in the case of accidents involving injury to either staff or students. Accident forms can be obtained from the secretary. If a staff member sustains an injury, even if they think it is minor, please report it to the office. Sometimes even a seemingly minor injury can lead to later problems, and early notification can assist in insurance claims.

When you are scheduling your activity with the building secretary they will give you the Field Trip/Student Travel Checklist Form. Trips will not be approved without this form being completed.

Any activity that needs superintendent or board approval and/or endorsement must be submitted in writing to the principal at least two weeks prior to the activity and two weeks prior to the next scheduled board meeting. A statement including learning activities, goals, objectives, agenda and other pertinent information must be given to the principal. The principal will review and make a recommendation to the Superintendent for approval. Any activity sponsored by the Manson School District must have "money collected" go through the district or ASB books. Insurance coverage requires this.

Upon approval, it is required that the activity advisor and/or teacher notify staff at least one week prior to any disruption of the regular schedule. This would include any special program, assembly, presentation, field trips, pep rallies, etc. Prior notice will allow everyone to make adaptation to his or her lesson plans. Letters and advertisements should be sent out at least one week in advance to parents, administrators, staff and board members. This will enable everyone to support the school activities and our students. Please do not rely on word of mouth for parents and staff to be notified.

After School Activities

When students are staying after school for any reason (other than a preplanned activity), they must have prior approval in writing from parents. Students may opt to stay for Afters and take the Afters bus home. Teachers are responsible for directly supervising and arranging transportation for any students they keep after school.

Announcements – Elementary

Daily announcements are made in the Daily Bulletin, which is emailed each morning by the secretary. Daily announcements are also posted on the white board in the workroom. A Weekly Bulletin for staff and student information is printed each Tuesday. Please be sure to check it for the latest information on school activities. The expectation is that every staff member will read email bulletins as well as check the white board in the workroom each morning and afternoon.

Announcements – MS/HS

Daily announcements will be provided each morning via email. Information provided will be for staff use, and for students regarding upcoming events and information that needs to be sent home for parents. Staff wishing to have information in the daily bulletin should turn that information in to the school office by 8:00 a.m. All bulletins shall be read aloud during first period.

ASB Fundraising Procedures

Extra-curricular advisors please make sure that any fund raisers go through the proper channels! Failure to follow procedures will revoke fundraising privileges of the club or activity.

PROCEDURES:

1. Before you order any items, the purchase (items and amount) must be approved by the building principal. A purchase order number then may be obtained from the district ASB secretary.
2. No purchases will be paid by the ASB unless prior approval is obtained. The person ordering the item(s) will be financially responsible for those items not previously approved.
3. Advisors are responsible for keeping an inventory and giving a copy to the district ASB secretary.
4. In order to sell at any school functions, the class or club must make arrangements with the building principal. Arrangements for a money box must be made with the district ASB secretary three days prior to the function.
5. In order to sell items at any school activities and during the school day, not less than two members of the club or class must be available to sell. Elementary students may not sell in lieu of middle school or high school students. Students are responsible for the entire area they are selling in (putting away of chairs and tables plus picking up trash).
6. The moneyboxes must be returned to the building principal, athletic/activities director or building secretary at the end of the selling period. No moneyboxes are to be left in a teacher's personal desk. Money must be receipted the same day it is collected.

ASB Fundraising Procedures – Elementary

Extra-curricular advisors please make sure that any fund raisers go through the proper channels! The Elementary secretary and ASB advisor will process elementary fundraiser money.

ASB Fundraising Procedures – MS/HS

A notebook will be given to ASB advisors at the beginning of the school year with procedures outlined.

Assembly Supervision – MS/HS

During assemblies, pep rallies, etc. staff will be seated with their advisory students in their assigned area. Any staff that does not have an advisory group will also be expected to sit with students.

Attendance – Elementary

Attendance at the Elementary will be logged by the homeroom teacher each morning. The attendance will be submitted to the office **by 8:45 AM daily**, except on late-start Mondays, when it will be submitted by 9:45 AM. The attendance clerk will enter the absences and call the family to verify that the child is home with parents. Attendance must be accurate for safety concerns and for the counts required by state and federal programs.

If a student will be absent for an extended period of time (more than 2 days) at the parent's request, and if the parent has completed an extended absence form, the teacher will prepare school work for the student to complete at home.

Attendance – MS/HS

Attendance policies have been addressed in the student handbook. Attendance must be accurate because it is related to students meeting requirements for graduation. The teacher must log attendance each period into the computer. Attendance must also be kept in your grade books. If you have concerns regarding an individual student's attendance, please notify the counselor. Attendance may not be the basis for denial of credit.

Documentation must be available to show that students could not meet course objectives if absent in excess of ten days.

Students late to class should not be sent to the office. Please notify the students that they will be marked "absent unexcused" for that period if they are more than 10 minutes late. Students should be actively engaged in learning and when they are late and then sent back to the office, they are wasting too much time.

The Counselor will review the attendance printouts and schedule attendance committee meetings as needed. Also, each mid-quarter a meeting will be scheduled to review attendance. The attendance committee will be established yearly. The duties of the counselor will be to make sure letters are sent out to notify parents of excessive absences.

Tardies (late unexcused) will be handled by the individual teacher. You need to set your own methods of discouraging tardies and of consequences for late to class (points deducted or detention). Individual teachers will submit to the building principal by the second week of school, methods you will incorporate to deter tardies (late unexcused.) As was decided by staff, documentation will be the responsibility of the teacher.

AV Equipment

A classroom generally contains a document camera and overhead ceiling projector. If you need assistance of repair of these items, contact the building principal.

Bathroom and Drink Breaks – MS/HS

Do not let your students out of class unless it is the ultimate emergency. Encourage (demand) they use their 5-minute passing time to go to the bathroom and get a drink. Demand students leave their phone with the teachers before leaving.

Behavior at Events, Activities and Night Programs

In order to make sure the events and activities at our school are safe and enjoyable, the following guidelines have been established.

1. Students on school grounds during events and activities are expected to be inside the building. Security/supervision outside is not always available during an inside event.
2. Students will be admitted into the building only once during the event or night program. If they leave the building, it is expected that they leave school property and go home. The hallways are off limits other than to and from restrooms and concession areas. During evening studies, the commons, gym, and hallways are off limits unless under the direct supervision of the teacher.
3. During sporting events, Manson students are required to sit in the Manson home section of the gym.
4. Students who disregard the guidelines will be asked to sit with their parents for the remainder of the event or will be sent home.

ASB Class and Club Service Auctions – MS/HS:

1. Auctions should be held on a day other than holidays.
2. Money should be due at the auction. The money will be paid to the Treasurer or Assistant Treasurer. A list of payees will be provided to the office by the organization advisor. No pay- no service. Students who bid

and do not pay will lose the privilege of attending ASB/class assemblies for the remainder of the academic year.

3. The service should not make the member late for class.
4. The service must not be immoral or degrading.
5. Dress must be in good taste and the member must be able to function in a normal classroom environment (no diapers).
6. The auctioneer(s) must be approved by the administrator.
7. Questions regarding activities should be addressed to a member of the faculty.
8. Serious infraction will result in the forfeiture of the service fee and the loss of service hours.
9. Students who are to be sold must state prior to the sale things they will NOT be willing to do. (Religious exception, cross dressing)
10. Students may elect to purchase themselves rather than be sold.

Boundaries - Maintaining Professional Staff /Student Boundaries

The purpose of this procedure is to provide all staff with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

- A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.
- An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

Unacceptable Conduct

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography or inappropriate content to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing with students who are consuming alcohol, drugs or tobacco,
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Direct Message or Internet chat rooms, social media, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or without prior parent/guardian written approval.

Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home for non-educational purposes
- Social networking with students for non-educational purposes.

Reporting Violations

Staff members are required to promptly notify the principal (or other administrator) or the superintendent if they become aware of a situation that may constitute a violation of this policy.

Budget Requests

Budget requests for services/supplies by staff members will be submitted to the building principal on a requisition form. Requested purchase items must have a preauthorized purchase order. Any purchases made without prior approval may not be reimbursed and may become the responsibility of the staff person making the purchases.

Visa Card Staff Check Out Protocol - Elementary

1. Create Pink Requisition as with all purchase requests. Be sure to complete with totals, tax, shipping and budget code if known.
2. Give to principal for Approval.
3. Once approved:
 - a. Secretary will contact you with info to "check out" out the card.
 - b. Date and sign VISA card check out sheet in the Office.
4. Make purchase as approved --- KEEP all receipts!
5. Return VISA card AND receipts to office THE FIRST THING THE **NEXT BUSINESS DAY**.

PETTY CASH PROTOCOL (as of January 2018) - Elementary

1. Complete "**Petty Cash Funds Request**" Form – (new form as of January 2018)
2. Give to Principal for Approval.
3. Once approved:
 - a. Secretary will provide you with funds approved (may not be the same as amount requested – FYI)
 - b. Date and sign that funds were received
4. Make purchase as approved --- KEEP all receipts!
5. Return any extra money AND receipts to office THE FIRST THING THE **NEXT BUSINESS DAY**

Building Security

It is imperative for all staff members to secure their work space/offices when they leave the building. Check all windows thoroughly to make sure they are locked. Upon leaving the building, check the doors to make certain they are locked and secure. Staff members who leave the facility unlocked or "unalarmed" will be warned one time and the next time will lose their keys.

Building Security – Elementary

Anyone in the building after regularly scheduled custodial hours will sign-in on the sheet by the cafeteria door. The last staff person to leave the building will set the alarm. If the alarm will not accept the setting, all outside doors must be checked to verify they are closed and locked unless the Operations Director has indicated the alarm should not be set. If problems persist, notify the Principal or custodian.

Building Security – MS/HS

Coaches please keep locker room doors locked and NOT propped open at any time.

Building Use

The building is available for use by outside organizations after regular school hours. A building use form must be completed and approved by the Building Principal, Superintendent and Operations Director prior to scheduling. If problems or concerns arise by the use of the building by these groups, please see the principal.

Bus Procedures

Other than students who are being picked up by parents or walking (dismissed at 3:15), students are not to be excused from the building prior to dismissal time of 3:15 PM. Most district buses are tied into tight schedules that also involve students from the other school. If a student will be detained in a way that might cause him/her to miss a bus, the teacher should notify the office so that the bus driver can wait a few minutes, if possible. Please make it a priority to have students to the buses on time. Any student who is detained by a teacher and misses the school bus is under the direct supervision of that teacher. The responsibilities include notifying the parents of the detention and making arrangements for the students' transportation home.

Child Abuse

State law requires all school employees who have information regarding the physical, sexual, or emotional abuse of a child (or suspicion of such abuse) to make a report to Child Protective Services. This type of information is highly confidential and should not be shared with any other party, unless authorized by the principal or CPS.

Any staff member that suspects child abuse must follow these steps:

1. Report the suspected child abuse concern to the building principal. The building principal and staff member will confer and determine whether CPS should be contacted.
2. The principal or staff member will call CPS with the staff member present.

NOTE: In accordance with state law, reports to CPS or the local sheriff need to be made within 48 hours of a suspected incident.

Class Change - Elementary

Students shall be supervised while transitioning as a whole class to another activity in a different location. Teachers shall work together to determine how that supervision should take place.

Students walking to and from the secondary will be supervised by an adult. These transitions will be arranged by the participating teachers.

Class Change – MS/HS

At the end of each class period, teachers will monitor students leaving their classrooms and supervise students' hall behavior. Please be at the door to welcome the students and set the controlled tone for the day. Teachers should plan lessons that encourage learning "bell to bell" – the entire period.

Classroom Supervision/Student Welfare

It is expected that the staff conduct all school programs and operations in a manner that recognizes the health and safety of students. Each staff member shall be alert to any physical hazards that may exist in the facilities, program or schedule of their school and report them to the principal. All safety rules and hygienic standards in the educational and activity programs of the school shall be enforced.

Halls will be closed until 8:20 a.m. (9:25 on late start Mondays). If you are at a meeting (MDT or faculty) please lock your classroom unless a Paraeducator is in the room. Don't leave students in any classroom unattended. A teacher giving permission to a student to come to a classroom before 8:20 is asked to let the office know.

NO student should be out of class for any reason WITHOUT teacher permission. This permission should be for limited reasons.

Please be sensitive to instructional time and limit social conversation and telephone calls to planning time and the staff room. Teachers are expected to actively supervise the learning environment during the student instructional periods.

Classroom Supervision/Student Welfare - Elementary

Before school, students must have a hall pass to go to a classroom or the library. One breakfast supervisor will have the available passes.

During the school day, students must carry a hall pass to go to the nurse, office, counselor, library, or bathroom. Teachers should arrange an age-appropriate system for students signing out when they leave the classroom.

Students must be supervised by a certificated or classified staff member at all times, except when individuals or small groups of students are transitioning to interventions, or when students are going to the nurse, library, or restroom. If there is an emergency requiring that the teacher leave the classroom, the teacher shall call the office to have someone fill in during their absence.

Classroom Supervision/Student Welfare – MS/HS

Students will be allowed in the commons from 8:00 a.m. until 8:25 a.m.

When a student leaves a classroom, he/she should sign in and out denoting the time leaving and re-entering the class. Please retain this sign-out sheet with your attendance records. Forgetting materials, bathroom breaks, drinks, etc. are NOT reasons to be out of class.

Communication (written) with Parents

Regular newsletters or communications with parents should be submitted for translation three days before needed. At the elementary, copies of communications that are intended to be in communication folders on Tuesdays shall be provided to the office by the Friday before.

Electronic and Voice Mail, Computers and Internet Use

As a condition to use the Manson School District Electronic and Voice Mail, Computers and Internet access (herein after referred to as the system), each staff member using the system understands and agrees to the following terms and conditions. Violations of these terms may result in disciplinary action up to and including discharge.

All use of the electronic mail system, computers and internet, and voice mail (herein after referred to as the system) must be in support of education and/or research and consistent with the mission of the Manson School District (hereinafter referred to as MSD). The MSD reserves the right to prioritize use and access to the system.

Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and MSD policy. Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.

The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

No use of the system shall serve to disrupt the operation of the system by others (i.e., forwarding of chain letters to multiple users); system components including hardware or software shall not be destroyed, modified or abused in any way.

Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be for the purpose of job-related professional use only.

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.
- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system.
- The unauthorized installation, use, storage or distribution of copyrighted software or materials on MSD computers is prohibited.
- Diligent effort must be made to conserve system resources (i.e. users should frequently delete e-mail, voice messages and unused files).

Employees are reminded to be courteous to other users of the system and always conduct themselves in a professional manner. Voice mail and emails are sometimes misdirected or forwarded and may be heard or read by persons other than the intended recipient. Users should create communications with no less care, judgment and responsibility than they would use for letters written on MSD letterhead

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voice mail messages while using the speakerphone feature.

From time to time, the MSD will make a determination on whether specific uses of the system are consistent with the regulations states above. Under prescribed circumstances non-staff use may be permitted, provided

such individuals demonstrate that their use furthers the purpose and goals of the MSD. For security and administrative purposes, the MSD reserves the right for authorized personnel to review system use and file content. The MSD reserves the right to remove a user account on the system to prevent further unauthorized activity. The MSD's wide-area network provider reserves the right to disconnect the MSD to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

Confidentiality

The Family Rights and Privacy Act of 1974 specifically protect students' privacy. Information regarding Manson School District students should be kept confidential except for the exchange of information between professionals in the performance of their duty. in the records room.

The need for confidentiality and professionalism is something we all respect and should promote. Private conversations should not be held in public places, which include the work room and staff room.

Only teachers can enter grades in the grade book and no graded work, test scores, or evidence of progress may be displayed for public viewing.

Controversial Materials

(Materials, certain tests, questionnaires, etc. are covered under WAC 180-52-030).

No written or oral test, questionnaire, survey or examination shall be used to elicit the personal beliefs or practices of a student or his parents as to sex or religion except with the written consent of parent/guardian. (WAC 180-50-140) Any type of material involving instruction in sex education or human sexuality must be first cleared through the principal so appropriate measures may be taken to inform parents before students are involved. Any parent or legal guardian who wishes to have his/her child excused from this planned instruction may do so. Alternative educational endeavors shall be provided for those excused without causing the student any sense of embarrassment.

Copy Machine – Elementary

Please restrict color copying to those jobs that are absolutely necessary to be in color. Elementary students are not permitted to make copies unless under the direct supervision of staff with staff present.

Copy Machine – MS/HS

Secondary students will not be allowed to make copies during class time without staff member, student aide or adult aide supervision. The office staff will assist in the use of the machines.

Custodial/Maintenance Requests

Teachers who need special custodial/maintenance services should email the Operations Director and Cc (copy) their building principal.

Detention

If a teacher gives "after school detention", the teacher is responsible for communications with the parent/guardian and for supervision.

Discipline

In order to provide an orderly atmosphere conducive to learning, students are expected to behave appropriately. Teachers and staff can assist as supervisors/monitors of student behavior. Classroom rules should be posted in

the room should be minimal in number, and positive in approach. Student expectations should be clearly delineated and most discipline should be handled in the classroom in an atmosphere of respect and dignity. If a student's behavior is disrupting the learning of other students and the teacher's efforts to correct that behavior are unsuccessful, as soon as possible office staff should be called and the student removed from the classroom.

Dress

As professionals and positive role models, staff members should dress in a professional manner. Any dress code for students should not be violated by faculty members including revealing attire and hats. All clothing should be neat and clean in appearance. Sweats and shorts should be reserved for physical education classes.

Emergency Procedures

All staff is to be aware of the information in the Emergency Response Guide, which is hanging in all classrooms. Emergency drills will be conducted on a regular basis, as well as any requested by the fire department. Teachers are responsible for knowing the whereabouts of all students for whom they are responsible at all times. Should students be in the restrooms or in the halls when the alarm sounds, they should know to exit the building at the nearest exit door, then find their teacher outside or check in with a nearby adult. Teachers should take their attendance sheets with them to verify the present/absence of all students; missing children should be reported to the principal (or designee).

Earthquake Classroom Drills: (Notification we will be doing a drill)

If Indoors:

1. If the principal sounds an earthquake signal or if you see or feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves)
 1. Take cover immediately under desks, tables or other heavy furniture.
 2. Turn away from windows.
2. If cover is not available, stand in interior doorways, narrow halls or against weight-bearing walls.
3. Stay away from windows, light fixtures and suspended objects.
4. Remain calm reassuring students by speaking and by giving instructions in a firm, calm voice.
5. When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
6. Go to a designated safe, outdoor area, such as an athletic playing field or playground.
7. Account for all students. Take your attendance sheet and the emergency response guide hanging in every classroom.
8. Remain outside the building until authorized personnel have inspected it for safe re-entry.

If Outdoors:

1. Move away from the building if the principal sounds an earthquake signal or if you see or feel signs of an earthquake.
2. Go to a clear, open space if possible, such as a playing field.
3. Avoid utility poles, trees and overhead wires.
4. Remain calm reassuring students by giving instructions in a firm, calm voice.
5. Account for all students. Remain outside the building until authorized to re-enter.

Evacuation Procedures (Signal is the fire alarm)

1. Office receives a threat.
2. Building principal/supervisor is informed and initiates evacuation procedures. The signal for this will be the regular fire alarm.
 1. Evacuate building. Get at least 300 feet from the building.
 2. Account for all students and remain in designated area until contacted.

3. Take your attendance sheet and emergency response guide.
4. Remain calm and stay with students.
3. Secretary calls 911 (Land line and not cell phone)
4. Secretary informs Superintendent's office (even if fire drill).
5. Superintendent then:
 - a. Notifies other building (if necessary).
 - b. Communicates with Transportation Supervisor to arrange student transportation (if necessary).
 - c. Handles all media and citizen's requests for information.
6. No cell phones are to be used until the "all clear" signal has been given.

Evacuation Locations

1. High school students are to walk to the new bus barn under the supervision of their teachers. Students will not be allowed to go to their cars or remove them from the parking lot for any reason.
2. Elementary students go to the far end of the playground by the tennis courts.

Classroom Teacher and Paraeducator Responsibilities

1. Classroom staff will take their class lists when exiting.
2. Once evacuation or lockdown signal is given, staff should survey the room for foreign objects (packages, backpack left, etc.). Anything out of the ordinary (i.e. packages) should be reported to the office or door supervisor.
3. No person is allowed to return to the building, for any reason, until the "all clear" signal is given.
4. Students will be held at the play field (elementary) and new bus barn (secondary) until a decision is made to return students to school or home.
5. If there is a continued safety concern, students and staff will be transported to Singleton Park and remain there until a decision is made to return students to school or home. If it is determined to send students home, parents will be notified first by KOZI radio and then directly called.
6. All employees are to stay with students until they are sent home or returned to the building. In the event students are sent home, teachers will ride the bus with their classes.
7. Parents must sign out their children with the classroom teacher so accountability for all children can be maintained. If any students remain at the holding areas and are not picked up by parents, the school will transport them home.

Lock Down Procedures

1. A three-bell signal (high school) and/or a lock down announcement will be given.
2. Staff immediately head to their area of responsibility to allow students outside of the building the opportunity to get indoors unless the danger is indoors. In that case, exit door supervisors will use their best judgement about where to take the students that is secure. Staff will then secure the doors; including interior hallway fire doors. Students outside of the classroom (bathrooms, hallways, etc.) need to go to the nearest classroom.
3. Lock classroom doors and windows and pull shades immediately. Do not allow students outside the classroom.
4. Keep students away from doors and windows.
5. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
6. If gunshot or an explosion is heard, get everyone on the floor.
7. Remain in locked down classrooms until notified to release class.
8. The email system should be used, whenever possible, so teachers can get the facts of what is happening.

The same signal given to lockdown the building will be used to signal "all clear".

Fire Drill Procedures:

- Students should be taken to the location designated for that classroom in an orderly fashion and should remain under the supervision of the assigned teacher.
- Take your attendance sheet and the emergency response guide.
- Account for all students and remain in designated area until contacted.
- Remain calm and stay with students.

Students should turn their backs toward the school for safety purposes in case an explosion should occur. The importance of taking the fire drill seriously should be stressed to all students.

Emergency Student/Staff Information

The office should be notified of any change in student address, telephone numbers or parent custody, as soon as anyone becomes aware of such a change. If staff members learn of these changes before a parent has the opportunity to notify the office, please let the secretary know so that she can verify the change before a potential emergency occurs.

Staff members should make sure the office has appropriate address, telephone and emergency contact information on record for themselves. Changes should be reported to the secretary as soon as possible.

Equipment Check-out

An equipment check-out sheet is required to be filled out and approved by the building principal any time school property is taken from the premises. Employees assume financial responsibility for damage and repair required for any Manson School District equipment checked-out in their possession. Equipment is to be used for job related/educational purposes only.

Extra-Curricular Activities Practice – MS/HS

Coaches will notify players of the time of practice. If you go to the gym or other parts of the building or grounds, please leave a note where a student or parent may find you. Do not leave facilities before 3:20 p.m. unless it is a game situation.

Coaches may start practice at 3:30 p.m. with the exception that a scheduled meeting takes priority over practice. Students should be allowed to meet with teachers until 3:40 to gain academic assistance with a pre-authorization to miss the beginning of practice from their coach.

Staff Meetings – Elementary

Staff members are expected to attend regularly scheduled staff meetings. Be sure to check the “What’s Happening” to verify if it is an “all staff” meeting. If you are ill on a meeting day, please arrange with a colleague to pick up a set of materials for you.

Staff Meetings – MS/HS

Regularly scheduled faculty meetings will be held on weekday mornings at 7:40 a.m. as needed. Be sure and check the “What’s Happening” to verify if it’s an “all staff” meeting.

Family Activity Night

Wednesday night is family activity night. Staff shall avoid assigning homework on Wednesday to be completed

for Thursday. Students need to keep in mind that assignments made prior to Wednesday may still be due on Thursday. The school will try to avoid scheduling events or meetings after 7:00 p.m. on Wednesday evening.

Field Trips

A field trip check list form must be filled out and returned in the office for the principal's signature at least two (2) weeks prior to the proposed activity. When the form is turned in, you should notify the secretary in the office and inform the cafeteria staff if your trip requires that students be out of the building over the lunch period. Bus requests for the field trip should be turned in to the principal along with the field trip request form. Field trips may be scheduled between 8:30 a.m. and 3:15 p.m. unless special arrangements are made to avoid district dismissal schedules.

Field trips are required to have a ratio of one adult for each ten students. Parent volunteers may be used. A field trip permission form must be filled out and returned to the teacher before the proposed activity. Any time students are taken from school property parents must sign a field trip permission sheet.

All overnight trips for students or out of state trips for students or staff require extra paperwork and board approval prior to trip. The Board of Directors meets one a month and packets go out one week in advance. An entire packet, including medical forms, is available in the building office.

Fire Extinguishers

Adult personnel that supervise areas where extinguishers are located must immediately report the circumstances of an extinguisher being used. If the extinguisher is discharged during "horseplay", the program's budget will be billed for the recharge or the student will be responsible to pay for the recharge.

Flag Salute – Elementary

The flag salute shall be said daily during the morning announcements. This is a Washington State Law. Please teach proper flag etiquette and do not allow any disrespect. Students who choose to not say the pledge may stand respectfully and quietly.

Flag Salute – MS/HS

During 1st period the flag salute should be said with respect. This is a Washington State Law. Please say the salute before or after the bulletin has been read. This should be reflected in your lesson plans. Please teach proper flag etiquette and do not allow any disrespect.

RCW28A.230.140 United States Flag Procurement, display, exercises - National Anthem. The board of directors of every school district shall cause a United States flag in good condition to be displayed during school hours upon or near every public school plant, except during inclement weather. They shall cause appropriate flag exercises to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the pledge of allegiance.

Flammable and Hazardous Materials/Special Ventilation Projects

No processes will be permitted in classrooms, the art room or stage that require a "well-ventilated area". These processes must be taken to the shop finishing area or outside.

All flammable materials must be stored in a flammable cabinet. If you have flammable materials, please contact the principal as to where you may store these items. (Agriculture, science, art, drama, please check your areas

to make sure that all flammable materials are stored properly.)

The use of hazardous materials (rubber cement, paint, etc.) in the classroom is prohibited by law. All staff needs to be informed that many substances, which were in common usage in the past, have been shown to be harmful. The best way to determine if a substance may be harmful is to read the label. If the label says to use the product in a "well ventilated area" or with "adequate ventilation" the common classroom does not meet this requirement. Also, if the label says the product is harmful, elementary age children should not use the product. All products with labels such as these should not be accessible to students or located in classrooms. The health inspector makes a yearly inspection of each classroom.

Grading

Research has shown that teachers/school staff have tremendous power in setting expectations for students to achieve at a higher level. Students should be expected to do their best. Professional judgment should be used in grading special needs students based on their ability to perform and in alignment with their IEP goals.

Students may expect quiz and test results returned within 48 hours and projects and papers graded within 5 days. Effective school research states immediate feedback increases student achievement and success. The Manson School District staff will make every attempt to ensure the success of our students by giving immediate feedback.

Students should not be penalized for participation in any school sponsored activity. All absences for such activities must be allowed to be made up.

Please post your criteria for grading, make expectations clear to your students, and teach the skills that you will test. Grades recorded in grade books are the official documentation for the final grade given to a student. Please keep accurate records. Additional guidelines for grade books and plan books are:

1. Clearly identify subject area.
2. Clearly identify any special grading procedures.
3. Textbook/workbook numbers should be recorded.
4. Grade books and plan books must be available upon request.

Grading – MS/HS

Grading should be based on clearly defined standards and performance. Interventions and parent contacts should be made as soon as an assignment is missed. Late work will be taken in all classes with the understanding that a penalty will be imposed. Grades should be based on student learning rather than participation, attendance, or the amount of work a student completes. Teachers should establish clear expectations for meeting or exceeding standards in class and then grade students accordingly.

Grade Checks – MS/HS

Grade checks will be conducted weekly for all students. Students receiving an F grade will be listed on this report. These students will be notified and may be requested to attend study sessions after school.

Teachers will be available on an individual basis in their respective classrooms from 7:40-8:30 a.m. and 3:15-3:30 p.m. each day. It is wise to call and make an appointment to insure teacher availability.

Grade checks will also occur at the end of each mid-term and trimester. A copy of the mid-term, quarter and trimester grades will be sent home by mail.

Teachers will be responsible for notifying parents, at any time, when students drop one grade level (e.g. from A to B or B to C) or when students drop lower than a C average in their class. A copy of that notification will be given to the principal. Please refer to Administrative Policy #2420 and WAC 180-44-010, RCW 28A.04.120, RCW 28A58.101

Extra-curricular Eligibility – MS/HS

A student must maintain a 2.0 GPA and have no failing grades or incompletes as indicated by the current posted study table list to be eligible for any extra-curricular activity, field trip, etc. A student can make-up a grade and become eligible at any time. It is the student's responsibility to notify the dean of students when the grade has been changed with a note signed by, or an email from, the instructor. A student failing a class or having an incomplete at the end of a semester will be ineligible for a five (5) week period as established in the WIAA Manual. After the five (5) week period the student will be eligible if they have a 2.0 GPA and no F's or incompletes.

If an activity or field trip is a curriculum requirement and a student has a failing grade or incomplete in another class, that teacher and the student need to meet with the counselor to make further accommodations

Gym & Weight Room (Upper Deck) – MS/HS

All coaches and gym supervisors must make sure nothing is left in front of any door. All equipment should be properly stored. No items are to be stored in the stairwells.

During the sports seasons, physicals and athletic forms must be on file before participation is allowed. A staff member must supervise the gym and weight room at all times if students are in attendance.

Student Accommodations (Section 504)

As individual students are identified as needing a 504 plan, the classroom teacher may need specific training in the area of the identified disability or need (e.g. training from the school nurse on danger signs of an impending asthma attack, training from a physical therapist on correct positioning of a wheelchair-bound student at his/her desk, etc.)

Handling Body Fluids

Contact with body fluids (blood, drainage from cuts, feces, urine and nasal secretions) presents a risk for becoming infected with a variety of germs. Examples of illnesses, which can be transmitted through body fluids, are: colds, influenza, chicken pox, mononucleosis, AIDS, and hepatitis. Whenever possible, direct skin contact with body fluids should be avoided. Gloves are recommended when direct contact with body fluids is anticipated.

Some examples of situations where gloves should be worn are: treating bloody noses, handling clothes soiled with urine or feces, treating an open wound, and cleaning up vomit.

In some instances, unanticipated skin contact with body fluids may occur (e.g., when applying pressure to a bleeding injury outside the classroom). In these instances, hands should be washed with soap and water after the contact has occurred.

Hallway Behavior – Elementary

Hallways function as learning spacing at Manson Elementary. It is each teacher's responsibility to ensure that their students are silent when passing in the hallways.

Prohibition of Harassment, Intimidation, and Bullying (Administrative 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 intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristics 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 the intentional written, verbal, or physical 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 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. 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 or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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. The 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. The Manson School District Harassment, Intimidation or Bullying (HIB) form can be found on the district website, under Procedure 3207F.

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 Procedures 5011 and 6590, Sexual Harassment.

Notification of Threats of Violence or Harm (Administrative Policy #4314)

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The Superintendent is directed to develop and implement procedures consistent with this policy.

Sexual Harassment

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

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;

- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or

- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

Consistent with Policies 5011 and 3207, the district shall investigate and take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

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

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

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

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff is also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy and procedure will be reproduced in each student, staff, volunteer and parent handbook.

Sexual Harassment Procedure (District Policy 5011P and 6590P)

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential will be informed that the district will almost assuredly face due process requirements that will make available to the accused all of the information that the district has related to the complaint. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer may conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint. The following process will be followed:

- The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure.
- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and approve.
- 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 sexual harassment complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint. The school district and complainant may agree to resolve the complaint in lieu of an investigation. However, the compliance officer will investigate the allegations within thirty (30) calendar days.
- When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- The superintendent will respond in writing to the complainant and the accused within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether the district has failed to comply with sexual harassment laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and

4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

Level Two -Appeal to Board of Directors One

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

A. Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator.

Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing

or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents will be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

A copy of the district's sexual harassment policy must be included in any publication of the district or of a school that sets forth the rules, regulations, procedures, and standards of conduct for the school or school district. The policy must also be conspicuously posted in each school district, and provided to each employee, volunteer, and student.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or

Displaying offensive or inappropriate sexual illustrations on school property

Health Room Procedures - Elementary

If a student needs to visit the nurse, please send the student with a hall pass or note. If a student has been injured, an adult should communicate the injury to the nurse or health room assistant immediately. The health room staff will ensure proper communication with the family.

Health - Student and Staff

Procedures for Seizures:

Should a student experience a seizure while at school, please take the following measures:

1. Assist the student to the floor and position on his/her side.
2. Remove nearby objects, such as desks and chairs to prevent injury.
3. Loosen clothing around the student's neck if it is tight fitting.

4. Send a student to notify the principal and school secretary or nurse.
5. Time the seizure. If it lasts more than five minutes, call for emergency assistance.
6. Request the school secretary to notify parents immediately.

DO NOT

1. Place anything in the student's mouth.
2. Attempt to restrain the student's movement during the seizure.

Inspection of Building for Any Reason or On-site School Visitation

Anytime a person/persons are in the building for any type of inspection, the building principal shall be notified before the inspection begins. If the principal is not available, but in the district, the secretary will notify him/her of the inspection immediately.

If the principal is out-of-district, the head custodian will be notified and be present during the inspection. The building principal will be notified upon his/her immediate return, and be made aware of the findings.

If the principal and head custodian are out of the district either the operations manager, the superintendent or other administrator will be contacted. In this case, the assistant custodian shall be present at the inspection, and shall make a full and immediate report to the head custodian upon his return. The head custodian will report to the principal.

On-site visitations or visitors should sign in at the main office. All visitors will be provided with a name tag.

Keys

School keys and security codes must not be loaned to any person. Staff members should not loan keys to students. Failure to follow this procedure will result in the loss of key privileges. Keys will be checked out by the Operations Director.

Staff members who leave the facility unlocked or “unalarmed” will be warned one time and the next time will lose their keys. That staff member would be issued keys at the beginning of each school day and the keys would need to be checked back in at the end of the day.

REDROVER (LEAVE REQUEST/ABSENCE)

A certificated staff member's full day of absence is 7 hours and 20 minutes. A full workday is 7:40 a.m. - 3:30 p.m. Staff is expected to arrive on time and stay until 3:30.

A classified full day absence varies – please check with your supervisor for hours. All leave should be put into the REDROVER absence system as soon as possible. For personal leave, no more than two employees per building, pending the availability of substitutes, shall be on personal leave at once, unless approved by the building principal. When possible, staff are asked to check substitute availability prior to arranging appointments or personal leave.

Leaving During Work Day:

Any time a staff member leaves the building during the work day or leaves before the end of their scheduled work day, we ask that you sign out on the clipboard in the office. This will ensure that we are aware you are leaving and whether your substitute has arrived to cover your class, if necessary. Sometimes when we are covering for one period and using a staff member, that person is detained and cannot get there on time.

Library Pass

A library pass, which includes the objective for being in the library, will be given to students on an individual daily basis. Students will be sent back to class if they do not have a pass.

Class use of the library will be scheduled with the librarian as needed. The teacher is expected to remain with their students when using the library unless other arrangements have been made for coverage.

Students will be asked to pay for the replacement of books that they lose. If the lost books are returned, money will be refunded. Teachers will be provided overdue lists and/or overdue notices for students. Anyone who has not returned an overdue book will not be allowed to take home books until their overdue books are returned. They may still use books in the library or classroom.

Lockers – MS/HS

Encourage students to lock their personal belongings up...both in the halls and their PE lockers. Lockers are to be locked each night before leaving school.

Locker/Desk Searches

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to administrative policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to administrative policy governing personal searches.

A locker search form must be filled out regarding any student locker search. A form is included in your faculty handbook.

Canine searches will be held periodically. The search will be random and will check classrooms, lockers, and parking lots. Students whose belongings are triggered will be subject to search. The purpose of these searches is to assure that Manson School District is a safe and secure drug and weapon-free environment.

P.E. LOCKERS – MS/HS

Physical Education teachers and coaches must do a periodic check of lockers (possibly every Friday). Encourage students to take home soiled clothing and search through the lost and found clothing to claim their own clothes. Health and sanitary issues make this a mandatory procedure.

Mailboxes

Faculty/staff mailboxes are in the staff room. Please check your boxes daily and message board often. **Keep your mailbox emptied daily.**

Media Center– MS/HS

The library will be open from 8:10 a.m. - 3:20 p.m. daily except for late start days. The library schedule will be kept by the library staff.

Parent Conferences

Conferences are held in the early fall and spring of each year. Mid-term dates are listed in the annual Sourcebook/Calendar.

All classified staff that can provide Spanish translation are expected to participate in parent conferences. The hours will be paid as excess hours.

Parking Lot – High School

The Manson High School parking lot may not be used as storage for any equipment or cars. Car bodies may not be stored in this lot for any length of time.

Personal Property

Personal property items used for instructional purposes are covered under the provision of the Manson School District insurance company. Claims will not exceed \$1000.00 per occurrence. The district assumes no liability beyond coverage afforded by its insurance policy.

Personal items brought to school for non-instructional purposes are not included. These items are brought to school at owner's own risk.

Items of value that are used for instructional purposes should remain on district property only for the limited time in which they are being used. It should be noted that personal property is not covered by the Manson School District during the summer months, since it is not being used for instructional purposes. Property left during the summer months is at the owner's own risk.

Recess Responsibilities – Certificated and Classified Staff

Recess supervisors are to ensure that students walk to and from the fence around the playground. Supervisors are each to carry a radio, and are to monitor behavior and enforce expectations that are found in the Playground Handbook. Supervising staff should each cover specified zones during recess duty.

Referrals- Student Support & Intervention (SSIT) Assistance Team – MS/HS

The SSIT will consist of the building Principal, counselor, SPED teacher and teachers of the student. Referrals will be made to the counselor using the SSIT forms located on the Faculty Server. The counselor will contact the SSIT team and share submitted information from the referring teacher or person. Staffing will be Friday mornings from 7:40-8:15 a. m. as needed. Teachers will share intervention strategies they have used with the student and the parent contacts made. A record of these meetings will be maintained in the counselor's office who will also schedule a follow up meeting to check the progress of the recommendations

Referrals – Student Support and Intervention Team (SSIT) – Elementary

The SSIT will consist of the principal, school counselor, the student's teacher, and other pertinent staff, i.e. Reading, Math, or ELD specialist, SPED teacher, school nurse, or Paraeducator. Referrals will be made to the school counselor using a completed SSIT packet, found in the workroom or on the faculty drive. SSIT meetings will be held weekly.

Responsibilities of Teachers

Activities consistent with the roles of a teacher are the following: (1) Centering instruction on high expectations for student achievement, (2) Demonstrating effective teaching practices, (3) Recognizing individual student learning needs and developing strategies to address those needs, (4) Providing clear and intentional focus on subject matter content and curriculum, (5) Fostering and managing a safe, positive learning environment, (6) Using multiple student data elements to modify instruction and improve student learning, (7) Communicating and collaborating with parents and school community, and (8) Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning..

Room Care

Each teacher is responsible for the appearance of his/her teaching area. It is imperative that all staff help our students learn the importance of keeping our school campus clean and inviting.

School Board Meetings

The Manson School District Board of Directors usually meets on the last Monday of each month unless it is the LAST day of the month. These meetings will be held at 6:00 p.m. alternating between the elementary and MS/HS buildings.

Security System

Security system is in force during non-school hours (weekdays from 10:30 p.m. to 5:00 a.m.) and on weekends. Training will be given for new employees.

Software

Staff and students are to use only legally purchased computer software. It is illegal to use software that is illegally copied. It is a federal crime to use illegally copied software and could result in a fine of \$100,000 and a jail sentence. Please contact the principal if you have any questions regarding this policy.

Staff Hours

A full-time certificated staff's work day is 7 hours and 20 minutes. Hours are from 7:40 a.m. to 3:30 p.m. daily. **COACHES:** When you leave the school early for an early bus departure, please enter your absence into AESOP at least one day prior to the date and **notify the school secretary**. This will make us aware of the need of a substitute as well as giving us a record of time used for extra-curricular outings.

Staff Parking MS/HS

Parking for staff will be in front of the school building and in the upper and lower lots by the bus garage. All Elementary parking is in the upper and lower lots.

Staff Room Clean-Up - Elementary

At the beginning of the school year, all staff will be asked to sign up for two weeks of staff room clean-up duty, which includes wiping tables, and running/unloading the dishwasher. Each Friday, all unmarked items and perishables in the refrigerator should be thrown out.

Staff who have "give away" items, please display on the marked table in the staff room (not the work room counters). If not taken by the end of the day on Friday, those items will be discarded.

Study Sessions – MS/HS

Students who on the weekly progress report receive an F or are falling below a 2.00 will have the opportunity to

gain help at morning study sessions. Students may attend study sessions by appointment with classroom teachers during morning building time (8:10 a.m. - 8:30 a.m.)

“Afters” from 3:15 to 4:15 p.m. Monday through Thursday is also available to all students.

Student Dismissal from School

Under no circumstances will a child be sent home by a staff member without the parent/guardian’s permission. Written or telephone communication from the parent/guardian to the office is necessary in order for a student to be dismissed. (A note to the teacher is insufficient to release a child from school). Under no circumstances should a child be released to an adult other than the parent/guardian unless cleared by the office.

A sign-out sheet is located on the office counter for parents to use when removing their child during the school day. A written dismissal or an intercom message from the office is necessary before a teacher should release a child to anyone.

Student Medication

A written parent request and doctor referral must accompany all non-prescription and prescription medicines to be taken by students during school hours. Medicines must be brought to the office in the original bottle, labeled with the student’s name, name of medication, amount and frequency of administration, and the doctor’s name. The name of the dispensing pharmacy must also be included in the prescription label. All medications are kept locked in the office or health room. Do not agree to give your students aspirin, cough drops, etc. under any circumstances.

If a staff member learns of a student in possession of any medication, they are to notify the health room or office immediately.

Guest Teacher Folder – Elementary

Items to be in the Teacher Folder for Guest Teacher, provided by office:

Student handbook, school map, behavior procedures, staff directory, lunch and recess schedule, emergency procedures, and playground rules.

Teacher-provided items include:

1. Daily time schedule showing substitute responsibilities during transitions
2. Individual student schedules that vary
3. Student behavior agreements/contracts/plans as appropriate
4. Seating chart or other method for substitute to know student names
5. Buddy teacher who will check in with substitute in the morning and assist as needed
6. Signal used to gain students’ attention
7. Classroom routines and rules, including bathroom privileges
8. Positive recognition system
9. Classroom discipline steps
10. General lesson plans for emergencies
11. Specific lesson plans for planned absences

Supervision Guidelines for Staff and Substitutes

Schools are legally "in loco parentis", or the guardians of students in our care. We are responsible for the safety and well-being of students entrusted to us. This means that as we monitor picnics, playground recesses, field trips and activities, we are responsible adults. Therefore, the following guidelines are presented:

1. Be sure that students remain in visual contact.

2. Tell students what areas they are to remain in on outings or activities
3. Two (2) supervisors should always be present in out-of-school building activities. If an emergency arises where you must attend to a child, students must not be left alone.
4. Guidelines for emergency procedures in the handbooks should be followed:
 - a. If an accident occurs where immediate medical care is needed, the teacher should call 911 or notify the office and request them to call. In case of head, neck or back injury, do not attempt to move the student. Support head and neck, reassure student and seek immediate medical attention.
 - b. If the accident is not an immediate emergency, take the student to the office.
 - c. Complete an accident report and submit it to the principal.
 - d. During extra-curricular activities or field trips, the coach/advisor is responsible for seeing that appropriate medical care is provided.
 - e. Teachers are prohibited from giving any form of medication.
5. If a student must be transported to a hospital, a district employee must accompany that student if a parent or family member cannot be reached.
6. Use good judgment at all times--do not place students in a position where they may be harmed.
7. Report injuries/accidents of a serious nature to the building principal immediately, and prepare an injury/accident form as soon as possible after the incident.
8. Be responsible to see that parents are notified immediately (through the building principal/designee).
9. Be sure that your classroom is covered at all times. If you need to leave your classroom, please contact the office and ask for someone to stand in for you.

Survey Administration

Parent and Student Rights in Administration of Surveys, Analysis or Evaluation

Right to Inspect

Parent, upon request, shall have the opportunity to inspect the following;

1. Surveys created by a third party before the survey is administered or distributed by a school to students;
2. Instructional material used as part of the educational curriculum; and
3. Any survey document used to collect information from students.

Notice

At the beginning of each school year the district shall provide the emancipated student or parent notification in writing of the district policy and the specific or approximate dates of any student survey, analysis or evaluation scheduled during the school year.

Opt-Out

The notification shall include provisions to opt a student out of participating in:

1. Any protected information survey, regardless of funding;
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or selling to others; or
3. Involving any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school, and not necessary to protect the immediate health and safety of a student.

Tardy Policy – MS/HS

Students who are tardy or late for school (first class of the day) may be assigned lunch detention. Students will report to the designated room directly, taking a book to read or homework to do.

Telephone/E-Mail

Telephone calls (including cell phone calls) should be made during your planning time before and/or after school. Office staff will try only to take messages or forward the calls to your voice mail. If a telephone message is received for you when you are assigned to students, unless the message is urgent, the office staff will place the message in your mailbox. Please alert the office staff if you are expecting a call that needs your immediate personal attention.

Email should be checked at least daily. Messages requiring a response should be made within 24 hours.

To the greatest extent possible, messages for students will be delivered to your room during the last few minutes of the period.

Texting – Staff members should not communicate via text message with individual students for social/non-school related purposes. Inappropriate messages could lead to discipline and/or involvement of state authorities. Staff members are highly encouraged to include an administrator in their message when texting students or student athletes.

When using any electronic/internet communication with students, staff should ask themselves:

- Would I feel comfortable with parents of the student(s), a colleague, school administration, local/national media reading this message? If the answer is no...don't send the message.

Social networking (MySpace, Facebook, Twitter) with students is strongly discouraged as it blends the line between school staff member and a social friend.

Volunteers

Teachers are encouraged to invite volunteers to work with them in a variety of ways. Before they may begin working at school any prospective volunteers should be directed to the building secretaries or district office to complete required paperwork and background checks prior to working with students or in our buildings. All volunteers will sign-in at the office at each classroom visit. This is very important for insurance reasons and adequately documenting the number of volunteer hours.

Video Usage

Videos and films should be used for instructional purposes, as a method of achieving the teacher's instructional objectives. Lesson plans are to reflect the use of all videos and films.

Parents video release forms are required for all videos other than "G" rated. Teachers will be required to keep these forms on file for the school year.

MANSON SCHOOL DISTRICT
FACULTY HANDBOOK SIGN-OFF

I, _____, have read the Manson School District Faculty Handbook and am aware of and responsible for its contents.

Staff Member

Date

Due to the building principal by: _____.