Cape Flattery
School District # 401

2015-2016 School Year

Employee Handbook
2015-2016
EMPLOYEE HANDBOOK

FOR

2015-2016

“A Teaching and Learning Community on a Quest for Excellence”

Mission Statement

The mission of the Cape Flattery School District, in partnership with the Cape Flattery communities is to ensure that each student be given the opportunity to gain the knowledge, skill, and self-esteem necessary to become a contributing member of society.

NONDISCRIMINATION STATEMENT

Cape Flattery School District # 401 does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning Title VI, Title IX and Section 504, may be referred to the Coordinator for the Office of Civil Rights, Cape Flattery School District # 401, Box 109, Sekiu, WA 98381, or phone (360) 963-2329, or the Office of Equity Education, Superintendent of Public Instruction, Old Capitol Building, P.O. Box 47200, Olympia, WA 98504, or phone (360) 753-2560. You may also contact the Pacific Region Office for Civil Rights, Seattle Office, US Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099 or phone (206) 220-7900 TDD (206) 220-7907
Introduction

September 1, 2015

Welcome Back!

Another school year is upon us and once again I am looking forward to the continued academic success of our students! As this will be my last year with the Cape Flattery School District, I would like to take this opportunity to thank each of you for your continued dedication to the students, their parents, and our surrounding communities. I have been extremely fortunate to have had the opportunity to be part of the district for the past 28 years and can say, without a doubt, that it has been a true blessing to have worked with such a tremendously capable group of educators and support staff.

We have worked together to improve the educational services for the students in our district and we can now look back and celebrate our success and look forward to many continued years of high academic achievement for our students.

It has been a pleasure to serve as your superintendent; I have tremendous respect for each of you and appreciate the hard work that you do, day in and day out, to help each child find and unwrap their talents.

I am optimistic about my retirement and the eventual next phase of my life, but I am saddened about the departure from all of my colleagues and friends that I have worked so closely with over the years. Thank you for the opportunity to serve first as a teacher, then principal and finally superintendent within the district. I wish the very best for the Cape Flattery School District and look forward to learning of the new heights that you will accomplish in the future.

It is with deep respect and admiration that I wish each of you well as you continue to provide a first-class educational experience to the children of the Cape Flattery School District.

Keep up the good work!

Kandy ☺
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THE DISTRICT
Educational Philosophy

The Cape Flattery School Directors are committed to a belief of dedicated educational service to all children, and working toward meaningful partnerships with their families and the community. The School Directors expect that each and every employee of the District shall help all children to develop intellectually and emotionally to enable them to become contributing members of society. This can be achieved through the development of a school program with the scope to encompass the intellectual, physical, civic, social, and cultural needs of children in a democratic society.

The School Directors realize that an effective public school program must be clearly directed towards the common needs of all children, but shall also consider the unique differences and needs of each individual child as well. Every child that walks through the doors of any school in the Cape Flattery School District shall be treated with respect and given every opportunity to acquire an education.

The School Directors recognize that the guardianship of public education is a trust and obligation that is not to be taken lightly. The goals of public education are fundamentally the goals of a democratic society.

The School Directors believe that its purpose and objectives can best be achieved when the program of education is directed through written Board Policies based on the State statutes and the student and community needs of the Cape Flattery School District.
Our Vision
Every student, staff member, parent and community member takes pride in the schools of the Cape Flattery School District and are:
- Respectful of one another
- Responsible for one’s actions
- Responsive to the needs of others
- and committed to results that exceed expectations.

(Take care of yourself, take care of each other, take care of our school)

Our Mission
The mission of the Cape Flattery School District in partnership with the Cape Flattery Communities, is to ensure that each student be given the opportunity to gain the knowledge, skills and self esteem necessary to become a contributing member of society.

Our Beliefs
- Public education is a foundation of democracy and provides the tools to create a just society.
- Patriotism and citizenship are fundamental to our society.
- Education is a shared obligation of the student, family, school and community.
- Children learn most effectively when curriculum and instructional strategies are relevant to their own backgrounds, interests, and learning styles.
- Education must support all students in reaching their highest potential, in feeling successful, and in becoming educated, thoughtful, and caring adults.
- Accountability is the responsible of students, staff, parents, and community
Goal #1
Strong ties between the schools and their communities.

Goal #2
All students and adults show concern and sensitivity to others.

Goal #3
Instruction, standards, and assessment are continually focused on increasing student achievement.

Goal #4
Daily integration of technology by students and staff.

Goal #5
Fiscally responsible budget to ensure stability and increase student achievement.
**Curriculum, Instruction, and Assessment**

The Cape Flattery School District is dedicated to the success of all students. We believe that ALL students can and will meet the academic standards set forth by the Cape Flattery School District and the State of Washington.

What is Curriculum Alignment?
- Planned connection of the established curriculum based on the standards.
- Curriculum alignment ensures that what is taught matches what is tested and aligns with the GLEs- and beginning this year Common Core State Standards
- Full Implementation on the Common Core State Standards- Fall 2014
- Strengthening the correlation between state standards and instruction will lead to greater student success.

The Three “Cs” of Alignment
- Content-refers to the:
  - “Topic” of the learning, i.e., concepts, skills, strategies, and procedures
- Context-refers to the:
  - Ways in which the content may be learned, including the learning environment, instructional resources, and materials.
- Cognitive Demand-refers to the:
  - Type of cognition required of the student as referenced in Bloom’s Taxonomy of the Cognitive Domain.

State Curriculum and Course Alignment Resources are available by content area and grade level and may be accessed directly through [www.k12.wa.us/CurriculumInstruct/default.aspx](http://www.k12.wa.us/CurriculumInstruct/default.aspx)

This interactive resource provides the following:
- GLE Reports
- Links to GLE glossary
- Aligned instructional support
- Integration links to other content areas
- Support for classroom-based assessments
- Links to SBAC, MSP, HSPE, and EOC strands, learning targets, released items, and rubrics

What is Instruction?
Effective instructional delivery methods are based on the following:
- Students differ in their learning profiles
- Instruction should meet the student where they are and be adjusted through progress monitoring on a regular basis.
- Students are matched with tasks compatible with their individual learning profiles
- Students are given multiple options for taking in information, multiple options for making sense of the information and multiple options for expressing what they know.
- We have shifted to a standards-based classroom focus. We are looking at students and “evidence” of student learning.
- Knowing the learning target is always at the top of our list.
- Instructional adjustments are evident for students who have not reached proficient performance levels.

What is Assessment?

Assessment is the tool that we use to gather a wide variety of student data. We use assessment tools (both formative and summative) to assess “for” learning and to assess a moment in time “of” learning.

- Assessment results are used to guide instruction
- A variety of assessments are utilized to provide evidence of student proficiency towards the standards.
- Students know where they stand in relation to the performance level and what they need to do to improve.
- Evidence that students are self-assessing their own work against performance criteria.
- Where appropriate, students are given criteria for proficient work in advance of their performance.

When we assess “for” learning we use this data to drive student needs, instructional design, and curriculum alignment. The assessments currently used at the district level are: Smarter Balanced Tests often referred to as the SBAC, MSP (Measurement of Student Progress) for science, HSPE (High School Proficiency Exam), EOC (End of Course Exams), MAPS, and NAEP.

When we complete an assessment “of” learning we use the data to communicate with students and parents on their progress at any given time. This assessment is most commonly communicated in a report card format.

The assessment process is critical to all we do as a district. WE must continue to assess our students on a regular basis and use the data to adjust our curriculum and instruction delivery to better meet the needs of our student population.

If you would like more detailed information concerning any of the above topics please feel free to contact Kandy Ritter at 963-2056 or kriter@cfsd.wednet.edu
Accountability- Teacher Supervision and Evaluation

Staff will be evaluated according to their individual bargaining agreements. See CFEA and PSE bargaining agreements for further details. Beginning with the 2015-2016 School year the CEL (Center for ED Research) Model will be implemented as the district’s model for TPEP.

Bargaining Units

It is the responsibility of each staff member to be familiar with their individual bargaining unit’s written agreement and building representatives. The District abides by the Cape Flattery Education Association (CFEA) and Public School Employees (PSE) bargaining agreements. Any questions regarding bargaining agreements, please contact your building representatives.
STUDENTS
Board Policies

The welfare and education of students is the primary responsibility of all Cape Flattery School District employees. In addition to teaching and counseling, employees meet this responsibility by providing a clean, safe and comfortable environment, by providing food and by processing student records.

Graduation requirements and other instructional policies are defined in the Board Policy manual section 2000. Each Board Policy is posted on the District web page under Board Policies. Updated policies will be posted there when they are revised.

Board Policies dealing with students are included in the 3000 section of the Board Policy Manuals. Each employee is encouraged to review Board Policies when time permits or as a specific question or need arises, in order to guide his / her actions in an appropriate manner.
School Calendar

The School year calendar and school fiscal year are from September through August.

Each spring a calendar is developed for the new school year to begin in September. The calendar is formally adopted at a meeting of the Board of Directors.

The typical school year consists of 180 teaching days plus holidays, winter, and spring breaks. Any unplanned school closure may require that the school year be extended so that 180 teaching days are accomplished.

The District Office, building maintenance, and building custodial departments all continue operations throughout the summer break.

Visit our web-page for a copy. www.capeflattery.wednet.edu
Hot Lunch / Breakfast Program

Lunch Program

The lunch program is under supervision of the campus principal. Hot lunch is available to students and employees. Prices are established by the Board of Directors. For the 2015-2016 school year prices are as follows: K-6 $2.20; 7-12 $2.40; adult $3.25. Extra milk is $.50 for students and $.50 for adults. Extra hamburgers and hot dogs are $1.00.

Free and reduced lunches are available to students in some circumstances. Information and applications can be obtained in the building principal’s office. Forms may also be downloaded from the district’s web page: www.capeflattery.wednet.edu

Staff should report pupils not receiving an adequate lunch to the building principal who will investigate and apply appropriate options (such as free, reduced, or work for lunch).

Breakfast Program

Breakfast is available to students and employees at both schools. Prices are established as follows: K-6 $1.00; grades 7-12 $1.25; adults $1.75. Extra Milk for K-12 (.50); Extra Cereal K-12 (.50); Extra Juice K-12 (.50). Details about the program are available through the principal’s office.
Student Handbooks

Clallam Bay and Neah Bay Schools each publish and distribute annually a student handbook. The student handbooks provide comprehensive information regarding:

1. Student rights and responsibilities.
2. School rules
3. School activities

The schools’ student handbooks are an excellent resource for information about student conduct, rights and responsibilities and social/ extracurricular activities.

Each Employee shall review the student handbook. Questions regarding any aspect of the handbook should be directed to the building principal.
THE ADMINISTRATION
Cape Flattery School District # 401

Students of Cape Flattery S. D.

Teaching Staff of Cape Flattery S. D.

Support Staff of Cape Flattery School District

Principals
Mr. Mark Herndon, K-12 CB School
Mrs. Alice Murner, K-5 NB School
Mr. Matt Vandeluer, 6-12 NB School

Superintendent
Kandy Ritter
Budget
Curriculum and Instruction
Staff Development
Testing
Special Ed / Categorical
Legal / NCLB

Board of Directors
Don Baker
Daniel Elvrum
Tracey Rascon
Greg Colfax, Chairperson
John Stubbs, Vice-Chairperson

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District Organization and Operation

The organizational chart of the District promotes effective communication and an orderly and systematic means for identifying and solving problems.

Staff shall follow organizational patterns in order to resolve problems effectively.

Ground rules for dealing with staff and citizen complaints have also been established in policies 4220 and 5240. Procedures for dealing with staff grievances are outlined in the negotiated agreements. Every staff member shall have a copy of the appropriate agreement and follow the procedures outlined.
Principal

Each Building Principal is the administrator of his/her school. As such he/she is responsible for supervising and coordinating bookkeeping, budgeting, curriculum, extra curricular activities, discipline and coordinating with the District Transportation Supervisor.

Requests for travel and related reimbursement and for purchasing of supplies or equipment shall be directed to the building principal.

The building principal is the direct supervisor of all employees in his/her building. Personnel matters such as training requests, transfer requests, letters of resignation or retirement, and grievances are to be initiated through the building principal.

Permanent student records are maintained by the building principal.

Problems, concerns or ideas that affect the operation of the District should be brought to the attention of the building principal so that matters which affect the overall operation of the District can be reviewed, evaluated and/or improved on an ongoing basis.
Superintendent

The Superintendent is appointed by the Board of Directors. He/She is the chief administrating officer of the District. As such, the Superintendent is responsible to supervise and coordinate the activities of all schools in the District.

The building principals shall meet formally with the Superintendent on a regular basis. At the meetings the administrators and coordinators plan District functions in accordance with established school district policies and procedures.

The Superintendent reviews all leave requests, purchase requests and consultant contracts submitted through the building principals by certified and classified staff.

The Superintendent is the Secretary to the Board of Directors. As such, he/she prepares and distributes agendas and minutes for the meetings of the Board. The Superintendent cooperates closely with the Board of Directors in providing information regarding matters that require Board action.

The Superintendent is also the District’s Title IX Coordinator and can be reached by mailing the district office (Box 109, Sekiu, WA 98381) or calling (360) 963-2056.
Board of Directors

Five Board Members are elected by the community for four-year terms to direct the operation of the School District. The Board has final responsibility to approve all hiring, termination, resignations, payment of bills and payroll, budget requests, curriculum, facilities and other District matters.

The Board holds regular meetings on the fourth Wednesday of each month alternating between Neah Bay and Clallam Bay. These meetings are open to the public and staff. The formal agenda is made up of the following sections:

- Call to Order / Pledge of Allegiance
- Roll Call
- Introduction of Visitors / Public Questions and Comments
- Adopt Agenda
- Consent Agenda
- School Programs/ Presentations
- Professional Discussions (Learning Communities, Review of School Reform, Accountability, Research and/ or District Data)
- Old Business
- Action Items
- New Business
- Personnel Considerations
- Administrators / Board
- Executive Session
- Adjournment

The tentative Agenda and recordings of the Board Meeting Minutes are distributed each month throughout the communities, schools, and are posted on the District Webpage: www.capeflattery.wednet.edu

Current Board Members as of 08/01/2015 are:

- Daniel Elvrum  District I
- Greg Colfax, Chairperson  District II
- John Stubbs  District III
- Don Baker  District IV
- Tracey Rascon  District V
PERSONNEL
CAPE FLATTERY SCHOOL DISTRICT NO. 401

Employment Process

1. PRINCIPAL / SUPERVISOR:
   - Complete "Vacancy announcement Request" form
   - Forward completed form to superintendent

2. SUPERINTENDENT
   - Verifies budgeting of positions
   - If approved, "Vacancy Announcement" is typed by District Secretary
   - Listed internally and externally simultaneously

   a) Certified positions are advertised in placement offices in Colleges and Universities and on the internet. They are also posted in the local communities at the following locations: the schools, Makah Tribal Council, Makah Clinic, Clallam Bay Clinic, DSHS in Neah Bay, Makah Tribal Operations Office, Makah Tribal Personnel Office, Tribal Employment and the Post Offices. They are also posted on the District Web-page [www.capeflattery.wednet.edu](http://www.capeflattery.wednet.edu) (Look Under DEPARTMENTS / EMPLOYMENT or follow the QUICK LINKS on the HOME PAGE). Positions are posted and applications are accepted on-line.

   b) Non-certified positions: Classified advertising is done at appropriate media sources including the local locations listed above as well as on the District's Web-page [www.capeflattery.wednet.edu](http://www.capeflattery.wednet.edu)

Applications are collected on-line and in the district office until closing date.

One day after closing, forward complete (per instructions) applications to the management team screening committee.

3. MANAGEMENT TEAM:
   - (which may be selected by the superintendent or building principal)

   - Screens applications -- "Screening Review Sheet"
   - Checks references -- "Reference Blank" form
   - Interviews applicants -- "Certificated Interview Packet" or "Classified Interview Screening" form.
   - Forward "Payroll Status Change" to the District office with all applicant files
4. SUPERINTENDENT

- Acts on recommendation of the Screening Committee
- Approves / denies
- If approved, mails Intent to Hire Letter to candidate
- Places on Board Agenda and takes hiring recommendation to the Board.

5. BOARD OF DIRECTORS

- Takes recommendation of Superintendent for hiring
- Approves/ denies recommendation for hiring at next regular meeting

6. DISTRICT OFFICE

- Posts transcripts / registers teaching certificate
- Executes contract for certified employees (one or two year provisional contract, depending upon status of employee)
- Employee completes necessary personnel forms:
  - Verification of prior teaching experience requests
  - W-4 withholding
  - 2 copies of Social Security Card
  - Security Screenings, driver’s abstracts
- Enrollment Forms for:
  - Blue Cross or CCPS Medical Insurance Enrollment Forms
  - Dental
  - Vision
  - Retirement

- Added to Payroll
Certified positions
D.O. posts vacancy on the Talentedk12 web page. Follow the link from the district web-page. They are also posted in local papers.

Superintendent
Verifies budget

"Vacancy Announcement "
typed by D.O. Secretary

Certified vacancy listed on-line and locally (See list)
Web-page

Noncertified vacancies listed in the Forks Forum, Peninsula Daily News (as appropriate), and at the Makah Tribal Center, etc. (see list) Webpage

Applications are collected and prescreened at the district office until closing date. Interview file sent to site.

Building Level Screening Team
Screens Applications
Checks References
Interview Applicants: Makes selection and submits letter of recommendation.

Superintendent
Acts on recommendation of the Screening Committee
Approved / Denies
Denies: End of Process
Background check completed
Mails: Intent to Hire letter to candidate
Places on Board Agenda

Board of Directors
Takes Recommendation
Approves / Denies at next meeting

District Office
Verifies prior employment
Posts transcripts / registers certificates
Executes contract
Employee fills out paperwork

Vacancy does not get posted until vacancy announcement is approved by the superintendent

Cape Flattery School District # 401
Employee Handbook
2015/2016
Employment Process

Open positions in Cape Flattery School District are filled per a Board approved employment process as outlined in the flow chart on the previous page.

As indicated, openings must be identified by the principal and approved by the Superintendent before they are listed.

Advertisement of vacancies and completion of applications are coordinated through the District Office.

After screening of applications, finalists are interviewed. The principal initiates a recommendation to hire that is reviewed by the Superintendent before it is forwarded to the Board of Directors for official action at the next scheduled Board meeting.
Employment Requirements

Nondiscrimination Policy
Cape Flattery School District # 401, its faculty, administration and staff, comply with the spirit of equal opportunity and nondiscrimination. Individuals having responsibility for administering educational programs and activities comply with the district policy and applicable laws that prohibit discrimination. The policies are in accordance with:

1. Title VI of the Civil Rights Act of 1964, requiring that there be no discrimination on the basis of race, color or national origin in the operation of any federally-assisted program.

2. Title VII of the Civil Rights Act of 1964, as named by the Equal Employment Opportunity Act 1972, prohibiting discrimination in employment on the basis of race, color, sex, religion, or national origin.

3. Title IX of the educational amendments of 1972 prohibiting discrimination on the basis of sex in any educational program or activity receiving federal financial assistance.

4. Section 504 of the Rehabilitation Act of 1973 prohibiting illegal discrimination on the basis of handicap in any program or activity that receives or benefits from federal financial assistance.

Individuals and organizations who cooperate with Cape Flattery School District # 401 in its provision of contracts, grants, sub-grants, services, programs, or benefits are required to furnish Cape Flattery with written assurance of compliance with provisions of Title IX in the operation of those cooperative programs, projects or services.

Questions or special concerns in this regard should be directed to Mrs. Kandy Ritter, who is the District Compliance Officer. She is available through the District Office.

Recruitment
All permanent job openings, classified and certificated, are advertised internally through building principals, as well as externally. All openings are forwarded to the schools and throughout the community for posting in public places.

Applications
Applications for open positions are processed on-line and through the District Office. If no position is open when an application is received, it will be kept on file for one year, to be considered for openings that may occur. After one year, it is necessary for the applicant to resubmit an updated application. Once on file, applicants must submit a written request to have their applications pulled for current vacant positions.
Transfers
Employees wanting to transfer to another school within the district or to another job classification, should first contact their building principal. Transfers of certificated staff are defined by the CFEA agreement.

Hiring
After Board approval, the Building Principal informs the Personnel / Payroll Department in writing of the work schedule (number of hours, days) and the program to be charged for the new hire. (Payroll Status Form)

The new employee is directed to the District Personnel Office to complete documentation for the official personnel file and to receive information and application for employee benefits.

Probationary Period
As per CFEA or PSE union agreement and /or State Requirements

Employee Orientation / Training
Inservice education includes all of the collectively or individually planned experiences that contribute to the professional growth and personal enrichment of each staff member. The intended outcome is increased student learning because of improved teacher skill and knowledge.

The need for effective inservice education is fully recognized. Carefully planned and implemented inservice programs at the local school level are necessary if the schools are to meet the needs of our times.

It is the policy of the District to support inservice training, provide opportunities to attend pertinent conferences and workshops to obtain further education and training.

Certified staff development and training are addressed in the CFEA agreement.

Characteristics of desirable inservice education are as follows:

1. It should be a staff development program that is of practical value to each staff member and the School District.
2. It must be based on the identified needs of the students and the School District.
3. It must be a means of extending skill and knowledge through professional growth activities.
4. It must be ongoing and tailored to the content and process needs of the staff.
Staff interested in in-service programs should contact their Building Principal for procedures to be followed in developing and implementing inservice programs. All inservice programs and arrangements are to be submitted to the superintendent for approval.

**Termination of Employment**
Certificated staff resignation notices should be in writing and be turned in to the Building Principal before the deadline for contracts is due, unless another arrangement is made with the Superintendent. Contracts go out on or before May 15 of each year and are due back in ten days. Retirement should be arranged approximately three months before the expected payment day. Contact the District Personnel Office for details.

Classified staff resignation notices should be in writing and should be turned in to the Building Principal at least two weeks in advance. The notice should state the last day the employee intends to work. Retirement should be arranged approximately six months in advance of the anticipated retirement date. Contact the District Personnel Office for details.

District termination of employees will follow procedures outlined in the appropriate union agreement (CFEA or PSE).

**Maintaining Valid Certificate**
It is the responsibility of each certificated employee to maintain the appropriate Washington State certificate for their position. Information on the process and requirements for renewing or upgrading your certificate is available on the OSPI website at www.k12.wa.us/certification. The Human Resources Department at the District Office will attempt to send out courtesy reminders of expiring certificates and may also be contacted if you have questions about the process. It is the employee’s responsibility to provide the District Office with a copy of their valid certificate prior to the first day of school.

**Staff Attendance**
Timely and regular attendance is an expectation of performance for all Cape Flattery School District employees. To ensure adequate staffing, and to meet expected student academic outcomes employees need to report to work every day. Each and every staff member in the district is crucial to the daily success of our students.

In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested absences this includes late arrival or early departure. Administrators have discretion to evaluate extraordinary circumstances and determine whether or not to count the incident as an absence.

Regular attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive at work on time, failure to do so detrimentally affects employee morale, disrupts the daily building operations and most importantly severely impacts student performance.

We appreciate you trying your best to be in attendance every day and to adhere to your published work schedule.
Benefits

Medical, Dental and Vision Insurance Coverage
Benefits and eligibility are defined in the PSE and CFEA union agreements. Benefits are provided in accordance with the employees Full Time Equivalency. Full time employees are afforded the state maximum amount. Employees less than full time are given percentages based upon state guidelines. For additional information contact the District Personnel Office.

Credit Union / Tax Sheltered Annuities
The Washington School Employees Credit Union and tax sheltered annuities can be accessed by employees through a payroll deduction or direct deposit program. Information and applications are available in the District Personnel Office.

Paid Leave
Types and amount of leave available to employees are outlined in the union agreements (PSE and CFEA). Copies are available through the union president or the Building Principal.

Requests for approval of leave are submitted via the “Employee Leave” form. This form is completed by the employee, submitted to the Building Level Principal and forwarded to the Superintendent for final approval. All planned leave requests must be submitted to the Superintendent 3 days prior to the day of leave.

Extended leaves are requested via a letter to the principal who will forward the request to the Superintendent along with their recommendation to be placed on the agenda for the next regular Board Meeting.

Expense Reimbursement

The Expense Reimbursement form (Travel Expense Voucher) can be used to request reimbursement for items purchased with the approval of the Building Principal/Supervisor. Complete the Expense Reimbursement form by opening it from the web page and typing in the requested information. List items purchased in lower right corner under Detail of Other Expenses. Attach receipts for items purchased and submit the completed form with receipts to the Building Principal for approval and assignment of account code. The Principal will forward the approved claim to the District Office to be processed for payment. Forms should be received at the District Office by the 15th of the month. Reimbursements are paid through Accounts Payable which is approved at the regular board meeting each month.

Contact the district office for help completing the expense or advance travel forms.
Reimbursement for Travel Expenses

All requests for staff travel must be submitted through the Building Principal/Supervisor and then to the Superintendent for approval. All travel requests for official school business should be submitted to the Building Principal/Supervisor as early as possible and no later than seven calendar days preceding the trip. **Travel expenses as listed below are reimbursed by completing the Expense Reimbursement Form (Travel Expense Voucher) found on the web page. All travel expenses can be included on one form and must be submitted to the District within 15 business days of return from travel.**

**Registration:** Registration should be done in advance by requesting a purchase order to be issued. If necessary, a district credit card may be used or the employee may request reimbursement of registration by submitting a receipt.

**Lodging:** Lodging arrangements should be made in advance through the District Office or the Principal’s Office by issuing a purchase order or using an approved district credit card. **Employees are responsible for obtaining a receipt/folio from the hotel and submitting it to the District Office upon their return.** If it is necessary for the employee to pay for the hotel, submit the Expense Reimbursement Form along with a receipt to request reimbursement for the charges. Reimbursement may be limited to the approved government rates for hotel accommodations by location.

**Meals:** Meals are reimbursed on a per diem rate based on the location of travel. Meal expenses are reimbursable only after the traveler is in travel status for three hours beyond the traveler’s regular scheduled working hours for one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler’s regular scheduled working hours for the day. To be reimbursed for a meal you also must be in travel status during the entire meal period. Check with the District Office at 963-2809 for meal periods and meal rate by location. Submit the completed form including reason for travel, location, dates, leave and return times to the Building Principal for approval and assignment of account.

**Meal Reimbursement for non-overnight travel is taxable and will be paid through payroll.**

**Mileage:** The District has several vehicles designated for use by staff for travel. Mileage is reimbursed at the approved government rate currently as follows:

- Use of Private Vehicle when District vehicle is available: .23 per mile
- Use of Private Vehicle when no District Vehicle is available: .57.5 per mile
- Use of Private Vehicle when District Vehicle is assigned: .12.5 per mile

Include miles driven on the completed Reimbursement Form and submit it to the Building Principal for approval and assignment of account.
Advance Travel

Travel Advance are available for overnight travel only and must be requested through the District Office at least one week prior to travel. The Advance Travel Expense Fund Request is available on the District Web Page and assistance for completing the form is available through the Principal’s Office or the District Office. Upon completion of travel, you will need to complete a Reimbursement Form (Travel Expense Voucher) verifying the details of the travel. **Any unexpended advance travel funds must be returned within 10 days.** Additional travel expenses (meals, mileage, lodging, ferry, parking etc.) can be included for reimbursement as well. The amount of the travel advance will be deducted from the reimbursement check.

You must complete the reimbursement form by the 15th of the month following your travel even if you are not requesting reimbursement for any additional expenses.

All forms may be found on the District Webpage under For Staff Forms: www.capeflattery.wednet.edu

Lunch Program

Hot lunches are available to employees through the school cafeteria. For information, contact your Building Principal and/or Food Service Secretary.

Housing

The District owns limited housing facilities that are leased to School District staff on a first-come-first-served basis. It is the policy of the Cape Flattery School District Board of Directors to grant teachers first priority use of available teacher housing. School District housing has a one (1) year time limit per renter. Housing is provided on a one (1) year temporary basis until the employee can locate other suitable housing. The Cape Flattery School District is not in competition with other local landlords.

Details on housing are available through the District Office. Rent payments, lease agreements, maintenance problems, etc., shall be directed to the District Office.
Reporting Time

Payroll information and forms are coordinated through the Principal’s Office. Overtime is only available to certain classifications and requires prior approval by the Building Principal.

Contractual Employees

For teachers and other certificated staff, the contract and/or status form serve as the necessary paperwork for time reporting. Pay for contractual work, including extra-curricular assignments are divided equally over the months between the start of the assignment and the end of the fiscal year (Fiscal year runs September to August). Additional Teacher Workdays, also known as Optional Days or Tri-days have been replaced with Responsibility Pay. Teachers will perform and keep personal record of additional work as outlined in the CFEA Agreement. In exchange, they will receive a percentage of their annual salary in 12 equal payments (Sept-Aug). Submission of their personal record of the time detail will only be required by the administration if a State or Federal Auditor requests it. Time sheets are required when a certificated staff performs certain eligible tasks as outlined in the CFEA (Cape Flattery Education Association) Agreement, including covering another’s classroom or attending an in-service outside contractual hours. Time sheets are processed with the current pay periods which run the 16th through the following 15th.

Leave Slips - are now on line. They can be found on the Forms page of the district webpage: www.capeflattery.wednet.edu

Employee Access: Staff have access to Employee Access via the Skyward system. This new program allows the staff member to see payroll earnings and information pertaining to payroll. The log in can be found on the Payroll Page on the District Website: www.capeflattery.wednet.edu. If you need a username or password, contact the payroll department or the district contact for Skyward. Either should be able to assist you in getting a username and password. For staff already using the Skyward system, your current username and password will allow you access to Employee Access. Click Employee Access from the list at the top right hand side of the main screen.

Substitute Teachers

Hours for substitute teachers are recorded on a Timesheet- which includes when the sub worked, who they subbed for, and the hours worked. All timesheets are approved by the administrator of the building.

Payroll Month/Pay Periods

Time and attendance forms, including time sheets and leave slips are turned into the district office on the 15th of each month. All hourly pay, including substitutes and extra assignments are submitted and processed based on the pay periods, which run from the 16th of the previous month to the 15th of the current month. Salary installments, i.e. 1/12th salary payments are based on the payroll month, which runs from the 1st to the last day of the month. If a person is on extended leave without pay or is separating from employment, the
district will process the pay beyond the 15th, the last day of the pay period and will process pay based upon the payroll month.

Pay Rates
There are 4 salary schedules. Schedule 1 is the certificated annual salary schedule and it is identical to the State Salary schedule. Schedule 2 is the certificated administrative schedule. Schedule 3 is the classified hourly rate schedule and Schedule 4 is the extra-curricular salary schedule. Copies of all schedules are available either at the principal’s office or the District Office.

Certificated substitutes (teachers) are paid a base rate of $100 per each day that the substitute works more than 4 hours. Certificated substitutes are paid $50.00 per day when the substitute works 4 or less hours. In addition to the base rate, certificated substitutes receive a travel allowance for traveling from their residence to the campus as follows: $10.00 for traveling between Neah Bay and Clallam Bay; $15.00 for traveling out of district to Clallam Bay; $25.00 for traveling out of district to Neah Bay. Residences in between Clallam Bay and Neah Bay are determined to be local to one of the communities based upon the school bus routes.

Pay Checks and Earnings Detail Statements
Payroll checks are distributed on the last working day of each month. In December, the last working day for the majority of the staff is at the commencement of winter break, so this is an early payroll. It is the only early pay day of the year. See webpage for pay dates.

Earnings Detail statements are what are distributed to employees participating in payroll direct deposit. They contain all of the details of that month’s pay, the same that is found on the stub of a pay check.

It is strongly recommended that you enroll in the district’s payroll direct deposit. At this time we have nearly 100% staff enrollment. To enroll, attach a deposit slip to the Direct Deposit Form (see Forms page under “For Staff” on the District Web-Page: www.capeflattery.wednet.edu). The process of enrolling in a direct deposit program can happen the 1st month of enrollment if paperwork is received early enough. Direct deposit is available to all staff and substitutes.

Payroll Deductions
Optional payroll deductions are available for many programs such as:
Life, Cancer, Disability, Long-term care, Insurance Premiums
Savings and Loan Payments to Washington School Employee’s Credit Union
Charity Donations to United Way or the Humane Society
Pre-Paid Legal membership payments
Union Dues Payments to CFEA and PSE (closed shops/dues are mandatory)
MHA/HUD Payments
Flex Health Care Savings Accounts
And Deferred Compensation Programs (DCP)
Then there are the garnishments which the district is required by court orders to withhold certain portions of your pay and send on to the court system. These are mandatory and non-negotiable. They include Child Support payments and bad debt recoveries. The employee via court order may also be charged a processing fee for the garnishment to be paid to the district. **Please be aware that Board Policy 5315 states that disciplinary action, including termination can be taken if an employee receives more than 2 garnishments in a school year.**
EMPELOYEE RESPONSIBILITIES

Code of Professional Conduct for Educational Practitioners
Public Relations

All school employees are viewed by students, parents and community as representatives of the beliefs and policies of the school.

Staff are expected to deal with students, parents, and community in a manner indicating cooperation and respect in a mutual effort to provide the best possible education to students.

*Information and communication is critical to good public relations. Teachers, classified staff, and administrators need to keep parents informed regarding students’ progresses and disciplinary issues.*

The Board of Directors holds regular monthly meetings (4th Wednesday) which are open to staff and community. Time is set aside on the agenda to deal with communications and requests from the audience. Following the meetings of the Board of Directors, the “Board Minutes” outlining actions taken at the meeting, are distributed to the schools and communities.

The Superintendent has an open door policy for staff and community. Appointments to see the Superintendent can and should be scheduled through the Secretary to the Superintendent (963-2068).

Specific policies regarding Community Relations are included in the 4000 section of the Board Policy Manual available in the Building Principal’s Office.
Confidentiality

During the employee’s work in the School District, there may be occasion to learn things that are confidential or sensitive. It is the employee’s obligation to exercise appropriate professional judgement with regard to information about students and employees. *Never discuss confidential or sensitive information either inside or outside the school where it could be heard by unauthorized persons.*
Solicitation

All solicitation must first be cleared with the Building Principal.

Solicitation of students will be administered as follows:

A. It is the policy of the Board that the schools may not be used for advertising purposes by any community or non-school agency without the approval of the Board.

B. The Superintendent may cooperate in furthering the work of any nonprofit community-wide social service agency provided such cooperation does not infringe on the school program.

C. The Superintendent may also authorize the use of educational materials with the advertiser’s name if in his judgement the materials are valuable to the education of the children and promotional aspects are not obtrusive.

D. Teachers shall not permit advertising to be distributed to the pupils at the school nor should they make announcements of outside events unless cleared with the Principal or Superintendent.
Safety

Safety policies and procedures are established and reviewed by the District Safety committee composed of employee representatives, Building Principals, and the Superintendent. A “Safety Program” with detailed information is available in the building principal’s office.

In the event of an accident potentially or actually resulting in staff or student injury, the supervisor / building administrator should be notified immediately. He / she will then institute the process outlined in the “safety program” manual. Accidents, no matter how minor, are to be reported to the supervisor within 24 hours.

As an employee of the Cape Flattery School District, you are responsible to:

1. Observe all district safety and health rules and apply the principles of accident prevention in your day-to-day duties.
2. Report any job-related injury, illness or property damage to your supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to your supervisor or Safety Committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping / tripping hazards.
6. Know the location of fire /safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor to consume them while on school district property. School district property includes any school building or any school premises (rented or owned used for school functions) and any school- owned vehicle used to transport students to and from school or school activities.
9. Refrain from fighting, horseplay, or distracting your fellow workers.
10. Remain in your own work area unless you are instructed otherwise.
11. Operate only the equipment for which you are authorized and properly trained. Observe safe operating procedures for this equipment.
12. Walk at all times on school premises (no running) and take no unauthorized short cuts.

13. Follow proper lifting procedures at all times.

14. Ride as a passenger in a vehicle only if it is equipped with a rider’s seat and seatbelt.

15. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.

16. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement or around electrical equipment.

17. Actively support and participate in the school’s efforts to provide a safety and health program.

Nearly all workers in Washington are covered by industrial insurance for job-related injuries, diseases, or death. This insurance is designed to cover medical expenses and to partially make up for wages lost while a worker is recovering from work-related injuries.

While most employers purchase insurance from the Department of Labor and Industries’ workers’ compensation benefit program, your employer is self-insured. A self-insured employer is one who has adequate resources to cover the costs of an on-the-job injury. You will work with your employer, rather than Labor and Industries, to file your claim for benefits. Knowing how the system works is important.

*Employees of Self-Insured Businesses: A Guide to Industrial Insurance Benefits*
School Equipment

All employees shall be responsible for all school equipment and the following should be observed:

1. Report all damages and repairs needed to Maintenance through the Building Principal.
2. Employees should use school equipment only after instruction in proper usage.
3. Employees observing a misuse of equipment should provide assistance and/or report the incident to their supervisor or Building Principal so that proper instruction can be provided.

Mandatory Trainings

State Law requires all school staff to attend mandatory trainings annually. Each year, districts struggle on when and how to best hold such trainings. These trainings include such topics as: sexual harassment, blood borne pathogens, asbestos awareness, bullying, child abuse, bus safety, kitchen safety, and conflict management.

In order to best streamline the process and ensure compliance, Cape Flattery School District will begin using the Safe Schools Module. The Safe Schools Module is an online safety training program for school employees.

Each employee will have an individual log in. Each staff member will see a list of required trainings that they will need to complete on-line. The modules are usually 20-60 minutes in length. Some have quizzes at the end of them.

To log in go to this internet address:

http://capeflattery.wa.safeschools.com/login

Your username will be your e-mail address
Your password will be the first 5 letters of your login

The system will track the completeness of each staff member’s required training modules.

Happy Training©
Asbestos Notification

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Cape Flattery School District’s Asbestos Management Plan is available in the main office of each district building. In addition, a master copy of the plan is available at the Cape Flattery School Dist. Office 13 193 Hwy 112 Sekiu, WA 98381. Questions may be directed to, Kandy Ritter 963-2056 or Bob Cain 963-2894.

Pesticide Notification, Posting and Record Keeping Requirements

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, “Notice: Pesticide Application.” This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, “Notice: Pesticide Application,” and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

PLANNED USAGE OF PESTICIDES

Cape Flattery School District may use a Round-Up type of Pesticide for weed control once a year along fence lines. If this pesticide is used it will be applied during the summer months when students and staff are not present.
SKYWARD
Attendance / Electronic Grade books

All teachers will be required to use the selected electronic reporting system for attendance and grading. That system is the Skyward Student Information System (also referred to as Educator Access). Elementary teachers will take attendance through this system. High School Teachers will be required to track attendance and use the grade book portion of the system as well. No other third party software will be supported, nor should it be used. All teachers are required to attend the trainings needed to ensure sufficient use of educator access.

Teachers can access the Skyward Educator Access Home Page at the following address:

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wcapefls71/seplog01.w

Teachers will have their own user names and passwords. These are to be kept confidential and not shared with other staff and definitely not students!

Grade book reports/ assignment reports/ and student progress reports shall be printed and submitted according to local school policy and or principal request.

Check with your local school building secretaries for grading timelines.
Family Access

Family Access is a web-based program for parents and guardians. It allows parents to see certain data contained in the District’s Student Information System, such as student demographic information, schedules, attendance, discipline and food service information. Parents will also be able to see grade book assignments if their students are in middle or high school. Administrators and Teachers should use caution when entering comments in either the grade book or in the discipline sections of Skyward.

Family Access also contains a Message Center- where messages can be placed from teachers, administrators or district staff.

Please note, Family Access should not be used as the only means of communication with guardians. It is meant to enhance, not replace, current procedures for parent / guardian communication.

Student Access

Student Access is similar to Family Access- only it is used for Students. It allows students to see certain data contained in the District’s Student Information System, such as demographic information, schedules, attendance, and food service information. It also will allow students to see their grades through the grade book. Students will be able to track any assignments or missing assignments as well. Teachers and staff should use make sure all assignments have the checkmark next to “post to student access” CHECKED. This will allow the student to see all of the assignments. Please ensure that both “Post To” boxes are checked so that parents see the same assignments as their students see.
TECHNOLOGY
Cape Flattery School District
Network and Internet Use Agreement

Internet access is available through the Cape Flattery School District network to students and teachers in the District. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Network and Internet access requires efficient ethical and legal utilization of network resources. If a district user violates any of these provisions, his or her access will be terminated and future access will be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions
1) Acceptable Use- the use of your access must be in support of education and research and consistent with the educational objectives of the District. Use of other organizations’ network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

2) Privileges- Network and Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of access privileges. (Each student who receives access will participate in a discussion with a District faculty member pertaining to the proper use of the network.) The District and Network administrators will determine what is inappropriate use and their decision is final. Also, the network administrators may withdraw access at any time as required. The administration, faculty and staff of the District may request the network administrator to deny, revoke, or suspend specific user access.

3) Network Etiquette- You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
   a) Be polite. Do not become abusive in your messages to others.
   b) Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
   c) Do not reveal your password, personal address or phone number or those of any students or District staff.
   d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
e) Do not use the network in such a way as to disrupt the use of the network by other users.

f) All communications and information accessible via the network should be assumed to be private property.

4) Warranties- The District makes no warranties of any kind; whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or the Internet, you must notify a system administrator or building administrator. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to log-on to a network as a system administrator will potentially result in disciplinary action and cancellation of Network Internet privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the CFSD network and the Internet.

6) Vandalism- Vandalism will result in cancellation of Network and Internet access privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet resources, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7) Questions or Concerns- Please contact the Principal of your school.

Keep these pages for future reference.

See Board Policy 2022 Electronic Information for further information.
Badges

For the safety of students, parents, and community members, all school district employees should wear their district identification badges while at work. These badges include the employee’s picture, name and position held within the district. The badges will help students recognize school employees during crisis situations. Badges allow for visitors and parents to recognize school employees should they need assistance or questions answered. It also will help school officials recognize and track visitors, substitutes and volunteers.

In these uncertain times, the school district is taking necessary precautions to ensure the safety of the students and staff. Please do your part by wearing your identification badge. Should you need a new badge at any time- please contact the District Office.
Van Driver Training

The District has several motor pool vehicles that can be used by school employees, when traveling on district business (including workshops, meetings, and required out of district trainings). A valid driver’s license is required to drive the van for such purposes.

However, additional requirements are mandatory if an employee is transporting students, regardless of the travel time or destination. In order to transport students, a staff member must complete the following (annually):

- Van Driver Training Course (series of on-line courses done through Safe Schools)
- Must have a valid First Aid Card
- Medical Statement for Type II drivers
- Disclosure Form
- DOL Driver’s Abstract (form signed by staff member, submitted by district)
- Submit a copy of current and valid Driver’s License

The paperwork and online training is required every year. Please take care of completing the paperwork in plenty of time, as the DOL is allowed up to 6 weeks to process driving abstracts. Staff will not be allowed to transport students in district vehicles until abstracts have been received and approved.

Please notify the transportation department of any mechanical problems as soon as possible. The transportation department can be reached at (360) 963-2083 or the main District Office line at (360) 963-2329.

Mileage Logs are in each vehicle. Please complete all requested information on the log sheet. These mileage sheets are used to determine regular maintenance schedules and they ensure accurate reporting for auditing purposes. Completion of these logs is not an option. Please record not only your destination, but also the reason for your trip. Your help in completing them accurately is greatly appreciated.
Identifying and Prohibiting Boundary Invasions

Since it may not be possible to determine whether boundary invasion behaviors are in fact sexual grooming until it is too late, boundary invasion behaviors engaged in by school employees, which are inappropriate or have questionable educational benefit, are prohibited.

The purpose of this Directive is:

- to protect the safety and welfare of students and school personnel;
- to identify and enforce a standard of conduct for district employees and volunteers also deemed code of ethics;
- to provide direction in the reporting and investigation of violations to the code of ethics;
- to provide for disciplinary proceedings in conformity with district progressive discipline policy to address inappropriate conduct by district employees, and volunteers.

Violations of code of ethics includes but is not limited to: behaviors, gestures, expressions, communications, or a pattern of communication with a student that are unrelated to the educator's job duties and which may reasonably be interpreted as encouraging the student to form an unhealthy or exclusive emotional attachment to the educator, including statements of love, affection or attraction or adoption of educator’s personal belief systems, etc.

“Boundary invasion behaviors” include, but are not limited to, the following conduct by school employees in relation to students:

- Taking an undue interest in a student (i.e., having a "special" friend or a “special relationship” with a particular student).
- Favoring certain students by giving them special privileges.
- Intentionally allowing the student to get away with inappropriate behavior.
- Giving gifts or money to the student.
- Engaging in peer-like behavior with students.
- Touching students for no educational or health reason, i.e. being overly “touchy”.
- Hugging, kissing, or other physical contact including when the student does not want this attention.
- Having personal secrets with a student.
- Initiating or extending contact with students beyond the school day and school approved activities.
- Taking the student on outings, away from protective adults, including personal outings.
- Visiting the student’s home without supervisor’s approval.
- Inviting individual students to the teacher’s personal home.
- Being alone with the student behind closed doors at school.
- Talking to the student about the educational practitioner’s personal problems.
Talking to the student about the student’s personal problems to the extent that the adult becomes a confidant of the student when it is not the adult’s job to do so.

- Engaging in talk with students containing sexual innuendo or banter.
- Telling sexual jokes to students.
- Talking with a student about sexual topics that are not related to a specific curriculum.
- Showing pornography to the student.
- Giving students rides in staff member’s personal vehicle.
- Using e-mail, text-messaging, social networking sites, or instant messaging to contact and/or discuss personal topics or interests with students.
- Invading the student's privacy (e.g., walking in on the student in the bathroom).
- Or any combinations of the above or similar conduct.

When evaluating whether communications constitute inappropriate boundary invasion, District administration may consider the following:

- the nature of the communications;
- the timing of the communications;
- the extent of the communications;
- whether the communications were made openly or secretly;
- the extent that the educator attempts to conceal the communications;
- if the educator claims to be counseling a student, the District may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
- any other communications tending to show that the educator solicited a romantic relationship with the student;

If it is determined that an employee or volunteer engaged in or solicited any prohibited acts, including but not limited to inappropriate boundary invasion, sexual contact or romantic relationship, with a student or minor as defined in this directive, the employee will be subject to immediate discipline.

Consideration:
The following factors may be considered in seeking, proposing, or making a decision under this directive:
- the seriousness of the violation;
- whether the misconduct was premeditated or intentional;
- attempted concealment of misconduct;
- prior misconduct;
- if this demonstrates a repeated pattern or is it a single event
- whether the sanction will deter future violations; and
- any other relevant circumstances or facts.
SUPPLIES / EQUIPMENT ORDERS

Forms are completed electronically
Budgeting

Budgeting for the new school year begins early in the current school year to allow sufficient time for staff input and planning.

**Fall**
Superintendent gathers enrollment information from the first several months of school. Meetings are arranged with parent committees, IPP committee, and administrators to begin the process for budgeting for the next school year.

**February**
Staff begins the planning process with each Building Principal and Superintendent. Predicted needs and resources are evaluated. Staff assignments are reviewed and adjusted. Capital equipment needs are identified and prioritized.

**March**
Principals/staff/site councils continue the budget planning process. Data regarding needs and resources are refined. Staffing review and capital equipment requests continue to be evaluated.

**April**
Final A.S. B. Fund Budgets are due to the District Office by the last working day in April. The General Fund Budget process continues as in March.

**May**
Any reduction in force for the future school year must be instituted by May 15. Final input regarding staffing and other expenditure budgets are due in the District Office along with the total plan of service.

**June**
The Board of Directors reviews preliminary budget. The budget figures are updated if required by new legislation or special funding.

**July**
The final budget is taken to the Board of Directors meeting for formal adoption.

**August**
The final budget as adopted is forwarded to the E.S.D. and to S.P. I. For approval for the school year that begins in September.

**School Year**
During the school year, budget changes may be accomplished by moving budgeted expenditures from one account code area to another within the same fund. These changes must be justified and approved by the Superintendent.
**Purchasing**

Books and instructional supplies are ordered in the spring to ensure receipt by the beginning of the school year.

Audiovisual equipment and instructional materials are available through the school libraries. Staff should contact the library personnel for checkout instructions and details of materials / equipment available.

All questions regarding purchasing / purchase orders are to be directed to the Building Principal and his /her clerical staff. Copies of purchase orders are available through the Building Principal.

Purchasing must be coordinated with close budget monitoring to avoid account shortfalls.

**ALL PURCHASES REQUIRE PRIOR APPROVAL BY THE BUILDING PRINCIPAL. UNAUTHORIZED PURCHASES SHALL RESULT IN EMPLOYEE LIABILITY FOR PAYMENT.**

**PLEASE NOTE:** New procedures for submitting purchase requisitions were instituted several years ago. As a general reminder on how to complete a purchase requisition electronically please see the step-by-step directions on the following page. Please remember that no handwritten forms will be accepted for processing.

**Grant Funds**

From time to time employees of the district might seek additional funding sources to assist our students in the learning process. Involvement in raising financial aid in the “name of the district or school” requires an alignment with State Law and District Policy and Procedures. Grants and aides acquired in this way must conform to the accounting procedures of the district. As such funds may be sought; the following procedure must be followed:

Applications may not be submitted to granting organizations until this request is approved by the district. A copy of the grant application must be submitted to the district office when the application is submitted to the granting organization.
Follow these steps if the purchase does not require any attachments (i.e. Quill)

(if your purchase does require attachments- Follow Steps 1-3 and PRINT a Hardcopy of your request and send to Principal- It will be forwarded to Evie via Pony and will take longer to process)

Step 1:
Go to www.capeflattery.wednet.edu
Click on District Forms- Travel
Scroll Down Click on Purchase Requisition  (Look in the bottom left hand corner for the date of revision- the most current is 8/2009)
Choose Enable Macros (or the formulas won't work)

Step 2:
Fill out Vendor Information
Fill out Ship To Information
Fill out Mark For Information
Fill out Quantity (the number of sets or individual # of that particular item you are ordering)
Fill out Unit (i.e. Box, each, dozen)
Fill out Price for each
Fill out Order Number if applicable
Fill out a brief Description of the Item you are ordering
(The total price should calculate for you- if you enable the macros)
Check Spelling© hit the button with ABC and a checkmark

Step 3:
Teacher saves the Purchase Req. to their hard drive
Go to File (on the main menu)
Choose Save As
From the Drop Down Box Choose C:
Choose My Documents
Choose Purchase Orders for 2015-2016*
Give the file a name
(Example: PO for Quill- supplies)
*if you created a file folder for all of your purchase orders

Step 4:
Open your E-mail
Compose new message to your principal
Find the button that looks like a paperclip in Outlook
In the box that says Look In: Outlook choose the down arrow
Choose C:
Choose My Documents
Choose Purchase Orders for 2015-2016 Folder
Choose the PO you want to attach.
Hit Attach
The purchase order is now attached to your e-mail message
Send to your Principal or their designee for approval

Step 5:
You Are Done- there is no step # 5.  Your Principal will then approve the purchase by assigning a budget code to the PO and forwarding it to Evie.

IF FOR ANY REASON E-MAIL IS NOT WORKING- YOU MAY FAX THE PURCHASE REQUISITION ONLY AFTER APPROVAL IS GIVEN BY PRINCIPAL.
To save the Purchase Requisition to your Desktop (create a template)

Go to www.capeflattery.wednet.edu
Click on District Forms - Travel
Scroll Down Click on Purchase Requisition  (Look in the bottom left hand corner for the date of revision - the most current is 8/2009)
Choose Enable Macros (or the formulas won't work)

Once the Form is Open
1) Choose File from the Main Menu
2) Choose Save as
3) Choose Desktop (look at the top of the screen- notice it says Save In - click the down arrow next to that box and choose Desktop (it is usually the first option on the list))
4) Click Save

This will place the purchase requisition on your desktop. Make sure you delete older versions of the form if you have them on your desktop. (Right click on the icon you want to delete- choose delete).

Receiving Supplies and Equipment

When an order is received, the packing slip should be checked to indicate items received / not received. The verified packing slip (and invoice if included) are then forwarded to the principal’s office to be checked against the purchase order.

The principal’s office forwards the packing slip and completed purchase order (indicating okay to pay) to the District Accounts Payable Clerk.

Completed invoices with packing slip and purchase order copy are processed once a month for the regular meeting of the Board of Directors where they are approved for payment.

Since, payment is processed only once a month, missing documents may delay reimbursement to the supplier by a month. Your cooperation in returning packing slips, purchase orders and invoices to the principal promptly is appreciated.
APPENDIXES

A. Glossary of Terms
B. Employee Benefits
C. List of Administrators and Support Staff
D. Board Policy 5012 Sexual Harassment
E. Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying
F. Board Policy 5201 Drug Free Schools, Community and Workplace
G. Board Policy 5253 Maintaining professional Staff/ Student Boundaries
H. For Salary Schedule and Sample Travel Forms visit the District's Web-page at:
   www.capeflattery.wednet.edu
APPENDIX A - Glossary of Terms

Building Principal – the principal or vice principal of each of the schools: Clallam Bay K-12 and Neah Bay K-5 and Neah Bay 6-12.

Campus Principal - the principal of each campus: Clallam Bay K-12 and Neah Bay K-5 and Neah Bay 6-12 principals.

CFEA – Cape Flattery Education Association. Certificated employees union.

Certificated Employees – an employee in any position requiring State of Washington certification. Includes teachers, counselors, librarians, principals, and superintendent.

Classified Employees – an employee in a position not requiring certification. Including para-educator, bus driver, clerical, food service, custodial and maintenance.

District Office – Cape Flattery School District Office. Includes the Superintendent and his/her office personnel.

F.T.E. – Full time equivalent. Used in budgeting staff and for determining eligibility for benefits.

For teachers, one F.T. E. equals 7.5 hours per day, 180 days or 1,350 annual hours.

For Classified employees, one F.T.E. equals 8 hours per day, 260 days per year or 2,080 hours.

For Classified Medical Benefits - one F.T.E. equals 8 hours per day, 180 days per year or 1,440 annual hours.

O.E.S.D. – Olympic Educational Service District. E.S.D. 114 serves as a mediator between the Superintendent of Public Instruction and the Cape Flattery School District. There are nine E.S.D.’s in Washington State. Each serves several school districts.

P.S.E. – Public School Employees. Classified employees union.


Temporary Employee – A certificated employee hired for one school year or less. A classified employee hired to fill a position of a regular employee not on pay status, but on extended leave with a commitment to return to the position.
APPENDIX B – EMPLOYEE LEAVE

**Sick Leave:** Each staff member receives 10 days of sick leave at the beginning of the school year. The balance of unused sick leave gets carried forward and added to next year’s allotment and may eventually be converted to cash under the health incentive provisions of your union agreement. New employee’s receive a pro-rated amount of days if they start later in the year.

**Vacation/Annual Leave:** Only 12-month staff earns vacation leave. 12-month staff includes most maintenance/custodial staff and most District Office staff. Unlike other leaves, vacation is not “front-loaded”. Employees must go their first 12 months without any vacation leave. Earned days are then given upon their hire date anniversary.

**Personal Leave:** Certificated and Classified: 3 days per year. Personal Leave cannot be used during the first two weeks of school, to extend a vacation or to extend a weekend. Substitutes must be available and no more than 2 employees per building can be on personal leave on the same day. Classified: This is interchangeable with emergency leave, classified staff receive 3 days of personal or emergency leave. Personal Leave cannot be granted for reasons associated with earning extra compensation. Up to 2 days of unused personal leave will accumulate to sick leave carry forward balance.

**Emergency Leave:** Certificated: Up to 2 days shall be granted and deducted from sick leave. Emergency must be a problem where pre-planning was not possible.

**Bereavement Leave:** Certificated: Up to 5 days for absence caused for the death of an employee’s child, spouse, step-parent, grandparent, grandchild, sibling, parent-in-law, or significant other living within the employee’s immediate household. Such leave may also be granted for serious illness of an employee’s child, spouse or parent. One day may be granted by the Superintendent for special relationships on a case-to-case basis, provided the absence is deducted from sick leave and substitutes are available. Classified: Up to five days for the death of an employee’s child, spouse, step-parent, grandparent, grandchild, sibling, parent-in-law, legal dependant, siblings-in-law, step-siblings, and aunt or uncle.

**Family Illness Leave:** Certificated: May use accrued sick leave or personal leave to care for a child with a health condition that requires treatment or supervision, or a spouse, parent, parent-in-law, or grandparent with a serious health condition. Classified: May use accrued sick leave to care for a child, step-child, spouse, parent, etc. with a health condition that requires treatment or supervision.

**Jury/Judicial Leave:** In the event an employee is summoned to serve as juror or appear as a witness in court for the District or is summoned as a co-defendant with the District, such employee shall receive a normal day’s pay for each day of required presence in court; provided, however, that any compensation received for such service from the court shall be paid to the District (does not include mileage compensation). A copy of your court summons must be attached to your leave slip. In the event an employee is a party in a court action not related in support of the District, such employee may request a leave of absence.

**Military Leave:** Military Leave shall be granted in accordance with the law. Military Orders must be attached to leave slip. Expected length of absence and estimated return date should be on the leave slip, when possible.
**APPENDIX C**

**District Administrative Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kandy Ritter</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Sondra Demko</td>
<td>Secretary to the Superintendent</td>
</tr>
<tr>
<td>Lore Taber</td>
<td>Payroll &amp; Employee Benefits</td>
</tr>
<tr>
<td>Evie Wonderly</td>
<td>Accounts Payable / Personnel/ District Bookkeeper</td>
</tr>
<tr>
<td>Amanda Flores</td>
<td>Food Service</td>
</tr>
</tbody>
</table>

**Clallam Bay Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Herndon</td>
<td>K-12 Principal</td>
</tr>
<tr>
<td>Karen Dukes</td>
<td>Secretary</td>
</tr>
<tr>
<td>Kim Gregory</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

**Neah Bay School Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Vandeluer</td>
<td>6-12 Principal</td>
</tr>
<tr>
<td>Alice Murner</td>
<td>K-5 Principal</td>
</tr>
<tr>
<td>Kim Hottowe</td>
<td>Secretary</td>
</tr>
<tr>
<td>Judi Halttunen</td>
<td>Secretary</td>
</tr>
<tr>
<td>Mavis Donoghue</td>
<td>Secretary</td>
</tr>
</tbody>
</table>
APPENDIX D

Board Policy
BP 5012 (formerly BP 6590)
Personnel

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. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment 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 are 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 are 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 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. The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References: 3207 - Prohibition of Harassment, Intimidation and Bullying 3210 - Nondiscrimination 3240 - Student Conduct 3421 - Child Abuse, Neglect and Exploitation Prevention 5010 - Nondiscrimination and Affirmative Action

Legal References: RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies WAC 392-190-056-058 Sexual harassment

Adoption Date: 01/24/2001  REVISED / Renumbered: 11/2011  REVISED 12/2014
Cape Flattery School District
**Procedure**

**BP 5012**

**Personnel**

**Sexual Harassment**

**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.

- 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.

- 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.

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 sued 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, 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.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Management Resources: 2014 - March Issue

Cape Flattery School District- Revised 1/2015
Prohibition of Harassment, Intimidation and Bullying

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

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

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

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

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

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

**Interventions**

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

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

**Students with Individual Education Plans or Section 504 Plans**

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

**Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

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

**Compliance Officer**

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

Cross References:

- 2161 – Special Education and Related Services for Eligible Students
- 3200 - Rights and Responsibilities
- 3210 - Nondiscrimination
- 3211 - Transgender Students
- 3240 - Student Conduct

Cape Flattery School District # 401
Employee Handbook
2015/ 2016
3241 - Classroom Management, Corrective Actions Or Punishment
5011 - Sexual Harassment

Legal References:
RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee
WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure — School districts.

Management Resources:
2014 – December Issue
Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014)

Management Resources:
2010 - December Issue
2002 – April Issue Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

Adoption Date: May 29, 2002
Cape Flattery School District
Cape Flattery School District
Harassment, Intimidation, and Bullying Reference Sheet

WHAT DO I DO?

• Report

• Document

• Report

WHO DO I CONTACT?

• Your building or district administrator or supervisor

The Board of Directors of Cape Flattery School District is firmly committed to having a safe, civil, and positive educational and work environment that encourages respect, dignity and equality for students, patrons, parents/guardians, applicants, volunteers, contractors and employees.

STATE LAW AND DISTRICT POLICY

In 2002, Washington adopted a law prohibiting harassment, intimidation and bullying in Washington Schools. In 2007, Washington amended the law to include electronic forms of harassment, intimidation and bullying. Note: This law is student to student. However, all employees are expected to treat other adults with respect, professionalism, and civility.

What is harassment, intimidation and bullying? Simply put, harassment is a repeated negative behavior that takes advantage of another person. The negative behavior may involve physical violence, name-calling, shunning, shaming, threatening, and/or cyber-bullying. Hitting, name-calling, shunning, and shaming are all forms of bullying.

What is Cyber-bullying? Cyber-bullying is bullying using electronic devices to initiate repeated negative behavior towards another person. Electronic name-calling, shunning and shaming are all forms of cyber-bullying. So are spreading rumors, gossiping and making threats online. Schools are permitted to discipline students who engage in cyber-bullying if it disrupts the orderly operation of school.

To restate- for an action to be considered, it needs to meet the following definition:

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:
1. Physically harms a student or damages the student’s property; or

2. Has the effect of substantially interfering with a student’s education; or

3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

4. Has the effect of substantially disrupting the orderly operation of the school.

WHAT IS MY ROLE?


Statutes/Regulation/District Policies

RCW 28A.300.285 - Harassment, intimidation, and bullying prevention policies.
RCW 28A.600.480 - Harassment, Intimidation, Bullying Law - Reporting of harassment, intimidation, or bullying - Retaliation prohibited.
RCW 28A.635.090 - Interference by force or violence - Penalty
RCW 28A.635.100 - Intimidating any administrator, teacher, classified employee, or student by threat of force of violence unlawful - Penalty

District Policies 3207: Prohibition of Harassment, Bullying & Intimidation;

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Cape Flattery School District # 401 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning Title VI, Title IX and Section 504, or may be referred to the Coordinator for the Office of Civil Rights, Cape Flattery School District # 401, Box 109, Sekiu, WA 98381, or phone (360) 963-2329, or the Office of Equity Education, Superintendent of Public Instruction, Old Capitol Building, P.O. Box 47200, Olympia, WA 98504, or phone (360) 753-2560. You may also contact the Pacific Region Office for Civil Rights, Seattle Office, US Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099 or phone (206) 220-7900 TDD (206) 220-7907
APPENDIX F

Board Policy
BP 5201
Personnel

Drug-Free Schools, Community And Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

"Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

For these purposes, the board declares that the following behaviors will not be tolerated:

A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.

B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.

C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.

D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine
whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member’s violation of this policy at the district’s discretion or take other actions as the district deems appropriate.

Cross References:  Board Policy 4215  Use of Tobacco and Nicotine Substances on School Property
Board Policy 5203  Staff Assistance Program
Board Policy 5280  Termination of Employment

Legal References:  RCW 69.50.435  Violations committed in or on certain public places or facilities—Additional penalty—Defenses—Construction—Definitions
21 U.S.C. § 812  Controlled Substance Act
20 U.S.C §§ 7101-7118  Safe and Drug-Free Schools and Communities Act


Adoption Date: 01/24/2001  REVISED: 1/2005  REVISED: 10/28/2009
REVISED: 1/10/2012  Cape Flattery School District

Cape Flattery School District # 401
Employee Handbook
2015/2016
MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. The Cape Flattery School Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

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

The Cape Flattery School Board of Directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:
- RCW 28A.400 Crimes against children
- RCW 28A.405.470 Crimes against children - Mandatory termination of certificated employees - Appeal
  - Recovery of salary or compensation by district.
- RCW 28A.405.475 Termination of certificated employee based on guilty plea
<table>
<thead>
<tr>
<th>Section Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>RCW 28A.410.090</td>
<td>Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.</td>
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<tr>
<td>RCW 28A.410.095</td>
<td>Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.</td>
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<tr>
<td>RCW 28A.410.100</td>
<td>Revocation of authority to teach - Hearings.</td>
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- **Adoption Date:** May 26, 2010
- **Cape Flattery School District**
Appendix H

Board Policy
BP 4215
Community Relations

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine, electronic smoking/vapor devices, “vapor pens”, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members shall be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

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

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

Cross References: Board Policy 3200
Board Policy 3241
Policy 3416
Policy 5201
Board Policy 5280
Student Rights and Responsibilities
Classroom Management, Corrective Actions or Punishments
Medication at School
Drug-Free Schools, Community and Workplace
Termination of Employment

Legal References: RCW 28A.210.310
Prohibition on use of tobacco products on school property
RCW 70.155.080  Purchasing, obtaining or possessing tobacco by Minors — Civil infraction
RCW 28A.210.260  Public and private schools – Administration of medication – Conditions.
RCW 28A.210.270  Public and private schools-Administration of Medication-Immunity from liability- Discontinuance, procedure

Management Resources:

Policy and Legal News, February 2014  Use of Tobacco and Nicotine Substances policy updated to address vapor devices

Policy News, December 2010 Addressing the Use of “Electronic” Cigarettes
Policy News, October 2010  Electronic Cigarettes

Adoption Date: 01/24/2001  REVISED: 11/2010  REVISED: 01/26/2011, 5/2014
Cape Flattery School District
I, __________________________, an employee with the Cape Flattery School District # 401, hereby acknowledge receipt of a current copy of the Employee’s Handbook. I agree to abide by its contents at all times.

____________________________________  __________________
Employee’s Printed Name                  Date

____________________________________
Employee’s Signature

Please print this page - sign and return it to the District Office by September 15, 2015. Thank You.