



**Othello School District**

# **EMPLOYEE**

# **HANDBOOK**

2023-2024



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# ABOUT THIS HANDBOOK

The information presented in this handbook is intended only to inform and explain, and the information applies to all employees working for the Othello School District (OSD). OSD currently has collective bargaining agreements (CBA's) with two bargaining units. Some terms of conditions of employment vary. The Othello School District by its Board of Directors, has adopted various district operating policies and procedures, including the 5000 series, which is devoted to human resources issues. This manual is an effort to summarize State and Federal legal requirements and School Board Policy.

**However, if you are covered by a Collective Bargaining Agreement (CBA), you should also refer to your CBA.** The sections that are OSD policy will begin with the heading sections, and then list the OSD Board Policy number.

This handbook is also intended to be a guide and summary of the policies of the Othello School District. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies described. All district policies and any updates that have been approved by the school board are posted on the District website at <https://boarddocs.com/wa/othello/Board.nsf/public>. Some subjects in this handbook, such as benefit plans and information are covered in detail in official policy documents. Please refer to those documents and or contact Human Resources for any questions you may have for specific information. **This handbook does not create any contractual rights; either expressed or implied, to remain employed with OSD. It does not guarantee any fixed terms and conditions of your employment.** Please note that policies within these pages are subject to change at any time.

## **NEGOTIATED AGREEMENTS**

The following associations represent Othello School District employees:

**Othello Education Association (OEA)**-Teachers and other certificated staff.

**Public School Employees (PSE)**-Secretarial, Technology, Health Services, Para-Professionals, Dining Services, Transportation, Custodial, Maintenance, and Security workers.

**Othello Administrators Association (OAA)**-Certificated and Non-Certificated Administrators

**Othello Directors Association (ODA)**- Operation Directors (Transportation, Maintenance, Food Service, Technology, Safety)

Employees represented by these groups may pay a representation fee or may join the association and pay union dues.

Employees may contact these associations at:

OEA-Colette Simpson [colettesimpson@othelloschools.org](mailto:colettesimpson@othelloschools.org)

PSE-Rebekah Posey [rposey@othelloschools.org](mailto:rposey@othelloschools.org)

OAA-David Spencer [dspencer@othelloschools.org](mailto:dspencer@othelloschools.org)

ODA-Marian Shade [mshade@othelloschools.org](mailto:mshade@othelloschools.org)

Non-PSE employees are not represented by a formal association.

Copies of the negotiated agreements which cover the employee are given at the time of orientation and located on [othelloschools.org](http://othelloschools.org).

## Mission Statement

The mission of the Othello School District is to educate and empower all students.

## Vision Statement

We create and cultivate a safe environment of respect and rapport, where instruction is intentional, engaging, challenging, and accessible for all students.

## Unpacking our Vision for Instruction

We **create** and **cultivate** a **safe environment** of **respect** and **rapport**, where **instruction** is **intentional**, **engaging**, **challenging**, and **accessible** for all students.

	Key Term	Meaning
Environment	Safe	<ul style="list-style-type: none"><li>● Personally and physically nurturing</li></ul>
	Create	<ul style="list-style-type: none"><li>● Build with hard work, cooperation and determination</li></ul>
	Cultivate	<ul style="list-style-type: none"><li>● Prepare and use for growth and nutriment</li><li>● Seek or promote or foster relationships</li></ul>
	Respect	<ul style="list-style-type: none"><li>● A feeling of deep admiration for the people and institution which is created by their abilities, qualities, or achievements</li><li>● Non judgemental</li><li>● Treating others as you would like to be treated</li></ul>
	Rapport	<ul style="list-style-type: none"><li>● Harmonious relationship</li><li>● Concerned understanding for each other's feelings or ideas</li><li>● Patience in regards to varying backgrounds</li><li>● Change to a better state or condition</li><li>● Make connections</li><li>● Students and parents feel as though they have a voice</li></ul>
Instruction	Intentional	<ul style="list-style-type: none"><li>● Deliberate</li><li>● Long and <u>careful</u> consideration</li><li>● Standards driven</li><li>● Revised Bloom's for all modalities of learning</li><li>● Designed with goal in mind</li></ul>
	Engaging	<ul style="list-style-type: none"><li>● Personally valuable</li><li>● Authentic/meaningful/relevant</li><li>● Real world experiences when applicable</li><li>● Integration of multiple subject areas</li></ul>
	Accessible	<ul style="list-style-type: none"><li>● Differentiated- standard is the same, but multiple access and entry points, considering types of learners (modalities), considering extension activities</li><li>● Accommodations</li></ul>

		<ul style="list-style-type: none"> <li>● Maximizing limited resources</li> <li>● Intentionally looking and planning for barriers</li> <li>● Every student has access to...</li> <li>● Appropriate and updated materials provided by the district</li> <li>● Multiple intelligences/learning styles</li> <li>● ELL students</li> <li>● 21st Century Teaching and Learning Approach</li> </ul>
	Challenging	<ul style="list-style-type: none"> <li>● Having critical conversations to help validate feelings, leading to improvement</li> <li>● Task predicts performance</li> <li>● Diverse content alignment to standards</li> <li>● Logical progression of difficulty; building up; scaffolding</li> <li>● Depth of Knowledge (DOK)</li> <li>● Stretches student's thinking</li> <li>● Slightly above student's current level- knowledge, skills – Zone of Proximal Development (ZPD)</li> <li>● Not comfortable; bar moves as you grow</li> <li>● Comprehensible input, just beyond current level to foster vocab development</li> <li>● Task aligned and built to address desired outcome</li> <li>● Gradual release of responsibility</li> <li>● Highly Capable Student Consideration</li> </ul>
<b>Students</b>	All	<ul style="list-style-type: none"> <li>● ALL- every single one!</li> <li>● Equitable but not necessarily the same</li> <li>● Regardless of Status, Language and Ethnicity</li> <li>● Accountability</li> <li>● All staff understand the importance of ALL students being in core settings.</li> <li>● Students with disabilities have access to high quality instruction regardless of where the service is provided</li> </ul>

## Policy No. 5003 Employee Conduct

The following list of rules sets forth the required general employee conduct. All rules of Othello School District No.147 now in force or hereafter adopted shall be observed by all employees. Administrators are authorized to subject an employee who violates any rule to discipline which may include verbal or written warning or reprimand as appropriate to the infraction. The superintendent may suspend an employee during an investigation and pending a hearing, if the superintendent deems the suspension to be reasonably necessary to protect the best interests of the district, and may exercise such other powers concerning discipline and termination as are authorized by law.

### **An employee shall not:**

1. Falsify or omit material information from District records or any report or statement required of or submitted by the employee.
2. Use language or actions which are offensive or profane to a person of ordinary sensibilities.
3. Damage, negligently or intentionally, property of the District, another employee or student.
4. Take, use, convert or possess without authorization funds, equipment, materials or services of an individual or of the district for purposes not related to the District.
5. Endanger, negligently or intentionally, the safety of oneself or another person.
6. Provoke a fight or participate in a fight, except to take such defensive measures as may be necessary to protect oneself or anyone else who is the subject of an unprovoked attack.
7. Induce or attempt to induce any district employee or student to commit an unlawful act or to act in violation of any rule, regulation or policy applicable to the employee or student.
8. Carry a weapon on employer's time or premises. School Resource Officer, that has weapons authorized, are to abide by Policy 4210, Regulation of Dangerous Weapons on School Premises.
9. Violate any rule, regulation or statute or other legal enactment applicable to the employees.
10. Illegally manufacture, distribute, dispense or possess any controlled substance, use alcohol at work, work under the influence of alcohol, or work under the influence of any controlled substance unless the substance is prescribed by a doctor and does not impair the employee's ability to function in his or her position.
11. Fail to perform any responsibilities lawfully imposed upon the employee or fail to follow any lawful directives issued to the employee.
12. Be tardy without authorization.
13. Be absent without authorization or approved excuse.
14. Threaten, intimidate, harass (including sexual harassment), coerce or abuse, either physically or verbally, another employee, patron or student.
15. Violate safety rules or safety practices or fail to use required safety equipment.
16. Distribute materials, circulate petitions or collect contributions on the employer's time or premises without proper authorization.
17. Require or pressure student, staff or parents to purchase equipment, supplies or services from the employee in a private remunerative capacity.

This listing represents the general guidelines of employee conduct for Othello School District No. 147 and is not inclusive. Individual schools or departments may also have written rules which employees are expected to follow. A violation of the above rules may be sufficiently serious to constitute cause for termination of employment.

In addition, a situation may occur which is inherently offensive but no specific rule applies; in such a case an employee is subject to reasonable discipline which may include termination.

Reference: DOP 5003

# **Policy No. 5005 Employment: Disclosures, Certification Requirements, Assurances and Approval**

## **Federal Immigration Law Compliance for Staff**

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member will present necessary documents which establish eligibility to work and attest to his/her eligibility as required by federal immigration law. The superintendent/designee will certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification will be made on the I-9 form issued by the federal Immigration and Naturalization Service.

## **Child Support Reporting for Staff**

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

## **Sexual Misconduct Release Form for Staff**

Pursuant to state law, the district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington state if the laws or policies of another state prohibit disclosure or if the out-of-state district denies the request.

### **Disclosure Of Crime**

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34 ) to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor: or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure will be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet will specify all crimes committed against persons.

### **Background Check for Staff and Volunteers**

**Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:** Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card.

### **All Other Staff and Volunteers:**

Staff and volunteers without unsupervised access to children will undergo a name and birth date background check with the Washington State Patrol.



If a volunteer has undergone a criminal record check in the last two years for another entity, the district will request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

#### Conditional Employment:

New hires will be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions, the candidate will not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

#### Record Check Data Base Access Designee

The superintendent is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's record check data base. Fingerprint record information is highly confidential and will not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) will be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check data base.

#### Certification Requirements

The district will require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just cause for termination of employment. State law requires that the initial application for certification will require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

#### Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent will give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

#### Board Approval

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

#### Cross References:

Policy 1610 - Conflicts of Interest [1st Class] [2nd

Class] Policy 5251 - Conflicts of Interest

Policy 5252 - Staff Participation in Political

Activities Policy 5006 - Certification Revocation

Policy 5281 - Disciplinary Action and

Discharge Policy 5520 - Staff Development

Policy 5610 - Substitute

Employment Policy 6530 -

Insurance

#### Legal References:

RCW 9.96A.020 Employment, occupational licensing by public entity - Prior felony conviction no disqualification - Exceptions



RCW 28A.320.155 - Criminal history record information — School volunteers  
 RCW 28A.400.300 - Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between school  
 RCW 28A.400.301 Information on past sexual misconduct - Requirement for applicants - Limitation on contracts and agreements - Employee right to review personnel file  
 RCW 28A.400.303 - Record checks for employees  
 RCW 28A.350.050 - Teacher must qualify before warrant drawn and issued or registered — All districts  
 RCW 28A.405.060 - Course of study and regulations — enforcement — Withholding salary warrant for failure  
 RCW 28A. 405.210 - Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Notice — Opportunity for hearing  
 RCW 28A.410.010 - Certification — Background check  
 RCW 9.96A.020 - Employment, occupational licensing by public entity — Prior felony conviction no disqualification — Exceptions  
 RCW 28A.660.035 Partnership grant programs - Priority assistance in advancing cultural competency skills  
 RCW 43.43.830 - Background checks - Access to children or vulnerable persons - Definitions  
 RCW 50.44.050 - Benefits Payable, Terms and Conditions  
 RCW 50.44.053 - Definition of “reasonable assurance”  
 P.L. 99-603 - Immigration Reform and Control Act of 1986 (IRCA)  
 P.L. 104-193 Personal Responsibility and Work Opportunity Reconciliation Act of 1996  
 Chapter 162-12 WAC - Preemployment Inquiry Guide (Human Rights Commission)  
 WAC 180-16-220 - Supplemental Basic Education Program  
 Approval Requirements  
 Ch. 181-79A WAC - Standards for Teacher, Administrator and Educational Staff Associate  
 Certification WAC 180-82-105 - Assignment of classroom teachers within districts  
 WAC 180-82-110 - Exceptions to classroom teacher assignment policy  
 Ch. 181-85 WAC - Professional certification — Continuing education requirement  
 WAC 392-300-050 - Access to record check data base  
 WAC 392-300-055 - Prohibition of redissemination of fingerprint record information by education service districts or school districts  
 WAC 392-300-060 - Protection of fingerprint record information by education service district and school districts  
 WAC 446-20-280 - Employment — Conviction Records

#### Management Resources:

2017 - July Issue  
 2010 - October Issue  
 Policy News, October 2005 - Public Disclosure  
 Policy News, October 2005 - Sex Offender Reporting  
 Requirements Policy News, April 2004 - School Employee Sexual Misconduct  
 Policy News, October 2001 - Updates from the State Board of Education  
 Policy News, August 1998 - District Must Report New Hires  
 Policy News, February 1999 - Local Boards Decide Endorsement  
 Waivers Policy News, June 1999 - School Safety Bills Impact Policy

## Policy No. 5010 Nondiscrimination and Affirmative Action

### Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status or 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.

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

### Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

### Employment of Persons With Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination, and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
3. The district will not make use of any employment test or criteria that screens out persons with disabilities unless the test or criteria is clearly and specifically job related. Also, the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available
4. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
5. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or, performs, has

performed, applies to perform, or has an obligation to perform service in an uniformed service, on the basis of that participation in an uniformed service. This includes in initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:

Policy 2030 - Service Animals in  
Schools Policy 5270 - Resolution of  
Staff Complaints Policy 5407 - Military  
Leave

Legal References:

RCW 28A.400.310 - Law against discrimination applicable to district's employment  
practices RCW 28A.640.020 - Regulations, guidelines to eliminate discrimination —  
Scope  
28A.642 - Discrimination prohibition  
RCW 49.60 - Discrimination — Human rights commission  
RCW 49.60.030 - Freedom from discrimination — Declaration of  
civil rights RCW 49.60.180 - Unfair practices of employer defined  
RCW 49.60.400 - Discrimination, preferential treatment  
prohibited. Chapter 73.16 RCW - Employment and  
Re-employment  
WAC 392-190 Equal Education Opportunity - Unlawful Discrimination Prohibited  
WAC 392-190-05292 Public School Employment - Affirmative Action Program

200 USC §§1681 - 1688 Title IX Educational Amendments of  
1972 42 USC 2000c – 2000c-9 -Title VII of the Civil Rights  
Act of 1964  
42 USC 2000h – 2000h-6 - Title IX Educational Amendments  
of 1972 42 USC 12101 – 12213 - Americans with Disabilities Act  
29 USC 706  
8 USC 1324a and 1324b - (IRCA) Immigration Reform and Control Act of 1986  
38 USC §§ 2021 -2024 - Uniformed Services Employment and Reemployment  
Rights Act 45 CFR 84 Sec 504 - Vocational Rehabilitation Act of 1973  
34 CFR § 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance  
38 USC §4212 Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

Management Resource

2018-May Issue  
2017- April Issue  
2013-December Issue  
2011-June Issue  
2011-February Issu  
Policy News, August 2007 - Washington's Law Against Discrimination  
Policy News, June 2001 - State Updates Military Leave Rights

## **Policy No. 5011 Sexual Harassment**

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

### **Definitions**

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

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

### **Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects.

The district will take prompt, equitable and remedial action within its authority every time a report, complaint or grievance alleging sexual harassment comes 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. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

### **Retaliation and False Allegations**

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

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

### **Staff Responsibilities**

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines

and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator.

All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

### **Notice and Training**

The superintendent will develop procedures to provide information and education to district staff, , 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, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

### **Policy Review**

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, volunteers and parents in the review process.

#### **Cross References:**

Policy 3205- Sexual Harassment of Students Prohibited  
Policy 3207 - Prohibition of Harassment, Intimidation and Bullying  
Policy 3210 - Nondiscrimination  
3211 - Gender Inclusive Schools  
Policy 3421 - Child Abuse, and Neglect Prevention  
Policy 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  
20 U.S.C. §§ 1681-1688

#### **Management Resource:**

2022 - June Issue  
2015 - July Issue Policy Alert  
Policy News, December 2014 - December Issue  
Policy News, October 2010 - Policy Manual Revisions

## **Policy No. 5021 Conflicts Between Policy and Bargaining Agreements**

Except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district's policy, the law provides that the terms of the collective bargaining agreement will prevail in regard to the staff covered by that agreement.

When a matter is not specifically provided for in the appropriate negotiated contract, the district's policies will govern.

Cross Reference:

Policy 5020 - Collective Bargaining

Legal References:

RCW 41.59.910 - Construction of [public employment] chapter — Effect on existing agreements — Collective bargaining agreement prevails where conflict

## Policy No. 5050 Contracts

The district will contract annually with each applicable staff member. Such contract will be in conformity with state law and the policies and negotiated agreements of the district. The contract will be binding on the district and on the staff member and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided elsewhere in board policy or in negotiated agreements.

The contracts for certificated staff will be written for a period not to exceed one year. Upon the recommendation of the superintendent contracts for selected classified staff may be in writing and/or for a specific period of time not to exceed one year. Otherwise the employment of classified staff shall be on a month-to-month basis commencing from the first day of work.

Supplemental contracts, which are not subject to the continuing contract statute, will be issued for services to be rendered in addition to a staff member's normal "full-time" assignment.

### A. Certificated Staff Contracts

The district, upon recommendation of the superintendent and approval by a majority of the board of directors, will offer a certificated staff contract to the applicant so recommended and approved, such contract to state the salary to be paid based upon the applicable salary schedule, the number of days of service, effective date and term of the contract and to include the following statement: "failure to return this contract within ten (10) days of the above date of issuance shall constitute a resignation or nonacceptance of employment or re-employment." The contract will also include the following statement:

"This contract replaces the prior individual contract for the \_\_\_\_\_ school year." And when applicable: "This contract shall be subject to the terms and conditions of any collective bargaining agreement between the district and the organization certified or recognized as the negotiating representative for the certificated staff employed by the board. In the event that any of the provisions of this individual staff member contract shall be inconsistent with the provisions of any such collective bargaining agreement, then the terms of the collective bargaining agreement will prevail.

### B. Provisional Employment

The district will issue to certificated first, second, and third-year teaching or other non-supervisory certificated staff a "provisional contract" for "provisional employees" who are subject to non-renewal of employment as provided by law for such staff members. Staff who have completed a two year provisional term with another Washington State school district will be provisional employees only during their first year with the district. Such "provisional contract" will include the following rider: "It is understood and agreed that the staff member has not completed three years of employment in a Washington State public school district and at least one year of employment in the district in a teaching or other non-supervisory certificated position and that the provisions of RCW 28A.405.220 are applicable during the first three years of certificated employment of the staff member by the district or year of employment with the district if the staff member has completed at least two years of employment in another Washington State public school district."

### C. Retire-Rehires and Persons Replacing Certificated Staff on Leave

The district will issue one-year, non-continuing contracts to persons who have retired from a certificated position in the state of Washington and are returning to employment under the "retire-rehire" provisions of state law. The district will issue "replacement employee" contracts upon the recommendation of the superintendent and action of the board, to certificated staff who replace certificated staff who have been granted leaves. Such contracts will be for the duration of the leave only and are not subject to the terms of the Continuing Contract Law. Such contracts will clearly state the terms and conditions of the contract. These contracts will include the following rider:

"It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405. In accordance with the provisions of RCW 28A.405.900, this contract shall expire automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210."

### D. Adjustments



The district will provide for the review and adjustment of certificated staff contracts on the basis of information filed with the personnel office by October 1. The staff member will provide the personnel office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

E. Supplemental Employment Agreements

The district will issue separate supplemental employment agreements to certificated staff for service to be rendered in excess of a normal "full-time" assignment or for service to be rendered beyond the scheduled staff day or for service to be performed beyond the scheduled staff year. Supplemental contracts will also be issued for co-curricular activities and special responsibility assignments. Separate agreements will not exceed one year and if not renewed will not constitute an adverse change in contract status. Salary for services performed under supplemental employment agreements shall be paid according to the current salary schedule for supervision of co-curricular activities or, in the case of extended time assignments, according to the applicable provisions for payment for the services rendered.

F. Consultants

Staff consultant services may be obtained when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the Superintendent or designee for action. Compensation will be determined by the Superintendent or designee, but normally may not exceed that paid to a regular staff member with comparable duties. The honorarium paid to a consultant will be determined by the Superintendent or designee, taking into account cost incurred and benefits derived therefrom. Compensation classification of a consultant on a personal services contract or payroll will be determined in compliance with the guidelines of the Internal Revenue Service.

G. Title 1 Employees

All teachers working in a program supported with Title 1 funds who were hired on or after the first day of the 2002-2003 school year, shall be highly qualified, as defined by federal law and regulations.

All paraprofessionals providing instructional support in a program supported by Title 1 funds hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:

1. Completed at least two (2) years of study at an institution of higher learning;
2. Obtained an Associate's or higher degree; or
3. Met a rigorous standard of quality through a formal state or local assessment.

Paraprofessionals who are hired primarily as translators or solely to conduct family involvement activities do not need to meet the new requirements. However, they must have earned a secondary school diploma or its recognized equivalent.

Cross References:

Policy 5280 - Separation from employment

Legal References:

RCW 28A.330.100 - Additional powers of the board

28A.400.300 - Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfer between schools

28A.400.315 - Employment contracts [not retroactive]

28A.405.210 - Conditions and contracts of employment Determination of probable cause for non-renewal of contracts —Notice — Opportunity for hearing

28A.405.220 - Conditions and contracts of employment — Non-renewal of provisional employees — Procedure

28A.405.240 - Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to

28A.405.900 - Certain certificated employees exempt from chapter provisions

20 U.S.C. 6319

## **Policy No. 5201 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.

For purposes of this policy, the "workplace" is defined to mean the site for the performance of work done in connection with a federal grant. The "workplace" includes any district building or any district property ; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

### **Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled chemical substances including marijuana (cannabis) and anabolic steroids .
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount or in any manner, and at any time in the workplace .
- C. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including immediate termination.
- D. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

### **Notification Requirements**

Any staff member who is taking prescribed or over-the-counter medication will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, 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 shall inform the federal government within ten days of such conviction, regardless of the source of the information.

### **Disciplinary Action**

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 termination . 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 violating this policy at the district's discretion or take other actions as it deems appropriate.

#### **Cross References:**

Policy 4215 - Use of Tobacco, Nicotine Products and Delivery  
Devices Policy 3423 - Parental Administration of Marijuana for  
Medical Purposes Policy 5203 - Staff Assistance Program

Policy 5280 - Separation from Employment

Legal References:

41 USC §§ - Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989

20 USC §§ 7101-7118 - Safe and Drug-Free Schools and Communities Act

21 U.S.C. 812 - Controlled Substance Act

RCW 69.50.435 - Violations committed on school bus or in or near school grounds or school bus route stop

Management Resources:

2019 - July Policy

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- February Issue 2011

- December Issue

Policy News, February 1999      Bus drivers still tested for marijuana

## Policy No. 5211 Transfers

### A. Voluntary Transfer

Vacancies will be posted in each school building. The district will provide an opportunity for a staff member to apply for a transfer to another position. The superintendent will be responsible for such decisions. Factors considered in transfers will include, but are not limited to:

1. The staff member's background and preparation for the position;
2. The instructional requirements and best interests of the district;
3. The availability of other equally or better qualified applicants from within or outside the district;
4. The desires and welfare of the applicant; and,
5. The staff member's length of service in the district and in the position presently held.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

### B. Involuntary Transfers or Reassignments

Notice of an involuntary transfer or reassignment will be given to the certificated staff member as soon as practical. Except in an emergency, such notice will be given by the last regularly scheduled day of school.

When an involuntary transfer becomes necessary, decisions will be based upon the staff member's area of experience, training, length of service with the district, and any relevant state and federal statutes and regulations.

Opportunity will be given for the staff member to discuss the proposed transfer or reassignment with the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and will be given preference over other, equally qualified applicants.

#### Cross Reference:

Policy 5021 - Applicability of Personnel Policies

#### Legal References:

RCW 28A.150.230 - Basic Education Act of 1977 — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide

RCW 28A.405.230 - Conditions and contracts of employment — Transfer of administrator to subordinate certificated position — Procedure

RCW 42.23.030 - Interest in contracts prohibited — Excepted cases

RCW 42.23.040 - Remote interests

WAC 180-16-220 - Supplemental Program Requirements

## **Policy No. 5215 Assignment and Transfer of Certificated Administrative Staff**

Administrative staff are responsible to the board through the superintendent. The board will approve the initial assignment of administrative staff at the time of employment. All such assignments will be consistent with the endorsement(s) of the respective principals.

The superintendent will have the authority to reorganize and/or rearrange the specific responsibilities of the administrative and supervisory staff in a manner that will provide for the effective operation of the district. The superintendent will, in considering any assignment or transfer, base a decision on such factors as the desired performance and/or expectations inherent in the position, the staff member's background and preparation, the staff member's past performance, and the impact on other facets of the district's operations.

A certificated staff member who is being transferred at the expiration of his/her employment contract to any administrative or non-administrative position for which the annual compensation is less than the position currently held by the administrator will be notified in writing by May 15, or June 1 if the omnibus appropriations act has not been passed by the legislature by May 15, of the reason for the transfer and the position to which he/ she will be transferred.

If a written request is made to the board within 10 days, the staff member will be given the opportunity to meet informally with the board in executive session to refute any facts upon which the determination of transfer was made and to support his/her request to reconsider the decision of the superintendent. The board will render its final decision within 10 days of the informal meeting.

Principals are not subject to transfer to a subordinate position after three consecutive years of employment as a principal in the district or after the first year in the case of a principal who has been employed for three or more consecutive years as a principal in another district in the state of Washington.

### **Legal References:**

RCW 28A.405.230 - Transfer of administrator to subordinate certificated position

## Policy No. 5251 Conflicts of Interest

Staff members will not engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Such activities where a conflict of interest may exist include, but are not limited to:

- A. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff member's relationship to the district is in any way utilized to influence the sale;
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment. In such instances, the district shall retain a proprietary interest;
- C. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage tutoring for fee from the staff member;
- D. Using or providing for others a list of names and home addresses obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts;
- E. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a member of his/her family is under consideration for approval for district use;
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member;
- G. Using the interschool mail to promote sales of a product in which a staff member has a financial interest;
- H. Providing a staff or student directory for use in promoting sales of a product or service;
- I. Purchasing or otherwise acquiring surplus district property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.

Written permission from the superintendent or principal is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes;
- B. A certificated staff member, such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Legal Reference:

WAC 181-87-090 - Improper remunerative conduct

## **Policy No. 5253 Maintaining Professional Staff/Student Boundaries**

### **Purpose**

This policy provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers.

### **General Standards**

The Board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

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

The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the appropriate professional boundaries between staff and students in and outside of the educational setting, and consistency with the educational mission of the district.

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy.

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

### **Use of Technology**

The Board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business, district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. The District discourages staff from 'friending' and/or 'following' students on social media. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

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

### **Legal References:**

Title IX of the Education Amendments of 1972

Chapter 9A.44, RCW - Sex offenses

Chapter 9A.88, RCW - Indecent exposure – Prostitution

RCW 28A.400.320 - Crimes against children – Mandatory termination of classified employees – Appeal – Recovery of salary or compensation by district

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 or conviction of certain felonies – Notice to superintendent of public instruction – Record notices

RCW 28A.410.090 - Revocation or suspension of certificate or permit to teach – Criminal basis – Complaints – Investigation – Process

RCW 28A.410.095 - 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

RCW 28A.410.100 - Revocation of authority to teach – Hearings Chapter

28A.640, RCW - Sexual Equality

Chapter 28A.642, RCW - Discrimination Prohibition

Chapter 49.60, RCW - Washington State Law Against Discrimination

Chapter 181-87 WAC - Professional certification – Acts of unprofessional conduct

Chapter 181-88 WAC - Definitions of sexual misconduct, verbal and physical abuse – Mandatory disclosure – Prohibited agreements

Cross Reference:

Policy 3205 - Sexual Harassment of Students Prohibited

Policy 3207 - Prohibition of Harassment, Intimidation and Bullying

Policy 3210 - Nondiscrimination

Policy 3421 - Child Abuse and Neglect

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## Policy No. 5253P Maintaining Professional Staff/Student Boundaries Procedure

Many educators or volunteers who cross the line of professional boundaries may not consciously begin with predatory motivation in mind. Instead, they allow themselves to develop a special relationship with a student that results in situations where their professionalism is compromised. Sometimes, this leads to sexual misconduct. All of this can be prevented by maintaining professional boundaries with students.

Educators, volunteers, students, parents, and other concerned adults are the key to stopping unprofessional conduct against students. Hence, the following information will help you to help protect students, your school, and the profession.

### Reporting Violations

All school staff members or volunteers must promptly notify the supervisor of a staff member or volunteer suspected of engaging in a boundary invasion toward a student.

Staff members should:

- Not wait before reporting suspicious behavior or try to determine whether there is an innocent explanation;
- Not confront or discuss the matter with the staff member at issue or with anyone else, but maintain confidentiality to protect privacy and avoid rumors; and
- Document for their own records, that they notified an administrator, including to whom and what they reported.

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member or volunteer may be engaging in inappropriate boundary-invasion conduct with a student.

### Boundary Invasions

A boundary invasion is an act or pattern of behavior by a staff member or volunteer that does not have a bonafide health, safety, or educational purpose for the student. Such situations are the opposite of maintaining professional boundaries with students.

Staff members and volunteers shall not engage in boundary invasions of students, which include, but are not limited to the following:

- A. Any type of inappropriate physical or sexual conduct with a student or any other conduct that violates the board's policies regarding student welfare, the educational environment, or conduct toward current or former students. Inappropriate physical conduct includes hugging, kissing, or being "overly touchy" with students without any legitimate educational or professional purpose;
- B. Showing intimate or unduly revealing photos to a student or asking a student to provide intimate or unduly revealing photos;
- C. Taking inappropriate photographs of a student, or taking an inordinate number of photographs of a student;
- D. Any kind of flirtatious or sexual communication with a student;
- E. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship. This includes, but is not limited to, favoring one or more students with special privileges, allowing the to remain in the classroom during non-class times, unilaterally removing a student from another class or activity, or engaging in "peer like" behavior with one or more students;
- F. Providing alcohol, drugs or tobacco to students or failing to report their use of these substances;
- G. For non-guidance/counseling staff, allowing or encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members shall to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- H. Sending students on personal errands unrelated to any education purpose;
- I. Banter, allusions, jokes or innuendos of a sexual nature with students;
- J. Favorably commenting on a student's appearance if it is unduly revealing or if the comments have no educational value;
- K. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- L. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- M. Maintaining personal contact (including "friending" or "following") a student on any social networking application or device;
- N. Sending phone, e-mail, text, instant messenger, or other forms of written or electronic communication to students

when the communication is unrelated to school work or other legitimate school business. If staff members have educational or legitimate school business to conduct, they shall include a parent/guardian and a school administrator on the communication. If staff members receive a student's communication, the staff member shall reply by including the student's parent/guardian and an administrator. Staff members should use school e-mail addresses and phone numbers and the parents' phone numbers for communications with students, except in an emergency situation;

- O. Exchanging or providing personal gifts, cards, or letters with an individual student;
- P. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Q. Giving a student a ride alone in a vehicle in a non-emergency situation or failing to timely report that occurrence
- R. Providing a student with information or views about other students or staff members without a legitimate professional purpose;
- S. Asking a student to keep a secret or not to disclose any inappropriate communications or conduct;
- T. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom or a hotel room on a field trip);
- U. Being alone with an individual student out of the view of others; and/or
- V. Any home visits unless other adults are present, the student(s) are invited for an activity related to school, and the student's parent/guardian and an administrator are informed and have consented.

### **Investigation and Documentation**

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member may be engaging in conduct that violates this policy or procedure.

Staff members are required to promptly notify the principal or the supervisor of the employee or volunteer suspected of engaging in appropriate conduct that violates this policy or procedure.

When an administrator receives information that a boundary invasion has occurred or might have occurred, the administrator must document, in writing, the concern and provide a copy of the documentation to the *Executive Director of Human Resources*. The Executive Director of Human Resources will see that the matter is investigated and documented, and if a boundary invasion has occurred without a legitimate educational or safety purpose, that appropriate action is taken and documented. The Executive Director of Human Resources will maintain a file documenting reports of this nature which are made.

### **Reminder about Reporting Sexual Abuse**

In some situations, the person engaging in boundary invasions with a student may also have engaged in child abuse or sexual abuse, which is defined in board policy and procedure 3421, Child Abuse and Neglect. Remember that according to law (RCW 26.44.020) and Board Policy 3421, all school personnel who have reasonable cause to believe that a student has experienced sexual abuse by an adult or student are required to make a report to Child Protective Services and/or law enforcement. (See Board Policy 3421). Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

### **Disciplinary Action**

Staff member or volunteer violations of this policy may result in disciplinary action up to and including dismissal. Violations of this policy may occur by ignoring professional boundaries as well as failing to report another staff member or volunteer who is ignoring professional boundaries. In any disciplinary situation, the Superintendent should consider whether the conduct violates the Code of Professional Conduct in Chat. WAC 181-87 and whether a report to the Office of Professional Practices is warranted.

### **Training**

All staff members and volunteers will receive training on appropriate staff/student boundaries within three months of employment or the beginning of service. Such initial training may be online training. Site administration and classified employee supervisors shall see to it that more detailed, live training covering this entire procedure shall occur every two years for all schools and work sites. Site administration and classified employee supervisors will also address professional boundaries at staff meetings early in the year.

### **Dissemination of Policy and Reporting Protocols**

This policy and procedure will be included on the district website and in all employee, student, and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol. The district shall also provide a copy of this policy and procedure to students and their parents during each school year.

Management Resources:  
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## **Policy No. 5700 Staff Use of Social Media**

The Othello School District recognizes that social media is a tool that can be used to promote and enhance communication goals of the agency and its programs. Social media includes communication with students, employees, and guests for educational purposes using agency-provided websites, platforms, resources or documents. Personal, individual expression via social media outside of the workplace is respected.

The District also recognizes the potential for confusion where personal use of social media by staff includes contact with students within OSD programs. Social media technologies (including but not limited to Facebook, Twitter, YouTube, LinkedIn, Snapchat) continue to grow exponentially in both their popularity and ease of use as constant channels for communication. As a result, there is a possibility for unintended consequences, miscommunication, or abuse during social media interaction with students.

The following is the District's expectations for professional use of social media, including the need to maintain professional boundaries.

### **Expectations for Staff Use of Social Media**

Staff members are to comply with these expectations in their interactions with students, OSD employees and community members via social media technologies.

#### **Confidentiality**

When a staff member utilizes social media, whether personal or within the context of his/her work with the District, he/she should not post confidential information about the district, its students, alumni, or fellow employees. Staff use of digital images of students or school operations (educational activities) outside of their professional role is prohibited. Good judgment should be used and the district policies should be followed on maintaining professional boundaries. Additionally, federal privacy requirements, such as the Family Educational Rights and Privacy Act (FERPA) and, if applicable, the Health Insurance Portability and Accountability Act (HIPAA) must be followed at all times.

#### **Professional Boundaries**

Unprofessional behavior online could impact a staff member's standing both at Othello School District and any related professional certifications or licenses. Absent a pre-existing personal relationship independent of one's professional role as a staff member (e.g., parent of the student, family member of the student, longtime family friend to the student and his/her parents etc.), personal social media contacts with students should be avoided.

### **Using Social Media for Educational Purposes**

Staff members wishing to utilize social media with students within the context of district operations and its educational mission should:

1. Secure approval by the Superintendent or designee(s) in advance;
2. Reasonably apprise student's parents or guardians of its use; and
3. Recognize that such use should always remain under district supervision and be subject to monitoring.

If, through use of social media, postings or commentaries by staff members present a reasonable possibility of substantially disrupting district operations, or create a professional concern regarding compliance with district policy or maintaining appropriate professional boundaries, the postings or commentaries should be reported to the program director for follow-up. This expectation is not intended to preempt or impact personal freedom of expression in private use of social media, but to address any concerns that may arise impacting the student environment.

### **Maintenance of Separate Professional and Personal Email Accounts**

District employees who decide to engage in professional social media activities will maintain separate professional and personal email addresses. District employees will not use their personal email address for professional social media activities. The professional social media presence utilizes a professional (district) email address and is completely separate from any personal social media presence maintained by the district employee.

### **Reporting Concerns**

Matters or concerns related to a staff member and his/her individual post(s) or communication to students via social media must be reported to the Superintendent or his/her designee(s) so that the District can follow up and, as appropriate, offer support, clarification, or direction.

## **Policy No. 3207 Prohibition of Harassment, Intimidation and Bullying**

The Board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members 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:

- A. Physically harms a student or damages the student’s property;
- B. Has the effect of substantially interfering with a student’s education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;  
or
- D. 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, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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

### **Training**

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

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:**

Policy 2161 - Special Education and Related Services for Eligible Students  
Policy 3200 - Rights and Responsibilities  
Policy 3210 - Nondiscrimination  
Policy 3240 - Student Conduct  
Policy 3241 - Classroom Management, Corrective Action and Punishment  
Policy 5011 - Sexual Harassment

### **Legal Reference:**

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

### **Management Resources:**

Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014)  
Policy News, December 2014 Issue  
Policy News, December 2010 Issue  
Policy News, April 2008 Issue  
Policy News, April 2002 Issue

## Policy No. 3421 Child Abuse, Neglect and Exploitation Prevention

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff will be alert for any evidence of such abuse, neglect or exploitation.

For purposes of this policy, the term "child" means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district's database.

"Child abuse, neglect or exploitation" means:

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

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it. Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

Subject to the definition above, staff should not focus on a person's mental status to determine if she or he has committed child abuse, neglect, or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

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

The superintendent will develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All staff are responsible for reporting all suspected cases of child abuse, neglect, and exploitation to the proper authorities and/or the appropriate school administrator. Under state law, staff are free from liability for reporting a reasonable suspicion of child abuse, neglect, or exploitation. However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

### Cross References:

Policy 3226 - Interviews and Interrogations of Students on School Premises

Policy 4265 - Community Education Program

Policy 4310 - Relations with the Law Enforcement and Child Protective Agencies

### Legal References:

RCW 13.34.300 - Failure to cause juvenile to attend school as evidence under neglect petition  
RCW26.44.020 - Child abuse — Definitions  
RCW26.44.030 - Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Interviews of children — Records — Risk assessment process  
RCW28A.620.010 - Community education provisions — Purposes  
RCW28A.620.020 - Community education provisions — Restrictions  
RCW43.43.830 - Background checks — Access to children or vulnerable persons  
RCW28A.320.160 - Alleged sexual misconduct by school employee — Parental notification — Information on public records act.  
RCW28A.400.317 - Physical abuse or sexual misconduct by school employees — Duty to Report — Training  
WAC 388-15-009 - Definition of child abuse, neglect or exploitation  
AGO 1987, No. 9 - Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

Management Resources:

2015 - June Issue

2010 - April Issue

Policy News, February 2007 - Physical Abuse and Sexual Misconduct Notice Requirements

Policy News, June 1999 - 23% of districts out-of-compliance on child abuse policies

***NOTE:*** Policies and procedures herein are subject to change. For current OSD policies and procedures, please refer to the District Operating Policies listed on [www.othellooschools.org](http://www.othellooschools.org) or contact the Human Resources Department.

## DISTRICT OFFICE HOURS

OSD District Office hours are:

7:30 a.m. – 4:30 p.m. Monday-Friday

Hours at individual schools or specific departments may vary. Contact your building or department administrator for student and/or department hours.

## SCHOOL BOARD

Ken Johnson, President  
Sharon Schutte  
Lindsay Prows  
Thalia Lemus  
Kelli Cutter

[kjohnson@othello.schools.org](mailto:kjohnson@othello.schools.org)  
[sschutte@othello.schools.org](mailto:sschutte@othello.schools.org)  
[lprows@othello.schools.org](mailto:lprows@othello.schools.org)  
[tlemus@othello.schools.org](mailto:tlemus@othello.schools.org)  
[kcutter@othello.schools.org](mailto:kcutter@othello.schools.org)

School Board Meetings are held in the Districts Board Room located at the District office, 1025 S 1<sup>st</sup> Avenue at 7:00 p.m. on the second and fourth Monday of each month (with some exceptions). The public is invited to attend all public Board meetings. Questions concerning Board meetings may be directed to the Superintendent's Executive Assistant, Marrisa Garza, at 509-488-2659, extension 1003.

## EXECUTIVE CABINET

Superintendent, Dr. Pete Perez  
Assistant Superintendent, Jessica Schenck  
Executive Director of Human Resources, Sandra Villarreal  
Executive Director of Business Services, Amy Suarez

[pperez@othello.schools.org](mailto:pperez@othello.schools.org)  
[jschenck@othello.schools.org](mailto:jschenck@othello.schools.org)  
[svillarreal@othello.schools.org](mailto:svillarreal@othello.schools.org)  
[asuarez@othello.schools.org](mailto:asuarez@othello.schools.org)

## DIRECTORS

Instructional Improvement Director, John Wiseman  
CTE/School to Career Director, Amy Parris  
Federal Programs Director, David Spencer  
Special Education Director, Heidi Wagner  
Director of Transportation, Marian Shade  
Asst. Director of Transportation, Holly Gross  
Director of Maintenance, Gregg Fultz  
Director of Dining Services, Janette Root  
Assistant Director of Dining Services, Mandy McDonald  
Director of Safety & Health Services, Timothy Taff  
Director of Athletics, Jenny McCourtie  
Director of Technology, Rodrigo Ozuna  
Director of Communications & Public Relations, Ed Petersen

[jwiseman@othello.schools.org](mailto:jwiseman@othello.schools.org)  
[aparris@othello.schools.org](mailto:aparris@othello.schools.org)  
[dspencer@othello.schools.org](mailto:dspencer@othello.schools.org)  
[hwagner@othello.schools.org](mailto:hwagner@othello.schools.org)  
[mshade@othello.schools.org](mailto:mshade@othello.schools.org)  
[hgross@othello.schools.org](mailto:hgross@othello.schools.org)  
[gultz@othello.schools.org](mailto:gultz@othello.schools.org)  
[jroot@othello.schools.org](mailto:jroot@othello.schools.org)  
[mmcdonald@othello.schools.org](mailto:mmcdonald@othello.schools.org)  
[ttaff@othello.schools.org](mailto:ttaff@othello.schools.org)  
[jmccourtie1@othello.schools.org](mailto:jmccourtie1@othello.schools.org)  
[rozuna@othello.schools.org](mailto:rozuna@othello.schools.org)  
[epetersen@othello.schools.org](mailto:epetersen@othello.schools.org)

## **BUILDING ADMINISTRATORS**

<b>Early Childhood Center</b>	Jennifer Garza, Othello Preschool Principal
<b>Scootney Springs Elementary</b>	Denise Mirich, Principal Eliza Fish, Assistant Principal
<b>Wahitis Elementary</b>	Justin Johnson, Principal Seamus McPartland, Assistant Principal
<b>Hiawatha Elementary</b>	William Sheffler-Von Bracht, Principal Jessica King, Assistant Principal
<b>Lutacaga Elementary</b>	Christina Benjamin, Principal Paul Oursland, Assistant Principal
<b>McFarland Middle School</b>	Carlos Gonzalez Jr, Principal Brenda Dunn, Assistant Principal Jenny Hokanson, Assistant Principal
<b>Desert Oasis High School</b>	Josh Tovar, Principal
<b>Othello High School</b>	Kathryn Acheson, Principal Scott Swartz, Assistant Principal Joshua Meek, Assistant Principal Kelly Cutter, Assistant Principal

## EMPLOYEE DRESS CODE

Employees serve as role models for the students and as representatives of the Othello School District. Consistent with these roles, all employees shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Administrators and administrative support employees are expected to project a professional image and shall adhere to standards of dress and appearance appropriate for an office/business environment.

Teachers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress that are compatible with an effective learning environment.

Physical education teachers and coaches shall wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it disrupts the classroom, learning activities, or the workplace environment.

Othello School District takes school safety seriously. Our Safe Schools Initiative incorporates the elements of Positive School Culture, Staff Training, Functional Exercises, Physical and Digital Safety Protocols and Emergency Response Measures. All visitors will be identifiable by a temporary ID badge and staff will wear their ID badge at all times. Staff are asked to 'Say Something, if they See Something' from suspicious behavior to unidentified persons and unidentified packages. Only by working together can we create a safe environment for our students and our future.

# SCHOOL CLOSURES AND DELAYS (INCLEMENT WEATHER)

## Alerts and Notifications

School closures and delays due to severe weather, power outages, and other emergency situations are always a possibility and you may find the latest information by checking these sources:

- [www.othelloschools.org](http://www.othelloschools.org)
- OSD Facebook page
- Phone and Text alerts
- School Closure Delay Information Line 509-488-4862

Should weather (or other emergency conditions) result in disruptions to our normal school schedules, employee absences will be dealt with according to the following rules:

1. Year-round employees are expected to work during any school closure regardless of whether the closure is for two hours or the entire day. If conditions prohibit reporting for work, the employee must contact their supervisor and request permission for leave.
2. 186-day employees are expected to work during school delays, but will not work when school is closed. Employees will have to make up the day (or hours) when school is rescheduled.



## PAY PERIODS

Payday is the last business day of each month. Payroll checks are deposited directly into the employee's bank account. An employee may access their current and past payroll stubs by logging on to Employee Access in Skyward.

## EMPLOYEE ACCESS STEP-BY-STEP INSTRUCTIONS

From the OSD website <https://www.othelloschools.org/> click on the "Staff Access" button




This will take you to the Skyward homepage. Enter your login ID and Password. Make sure "All Areas" is selected in the "Login Area".



If you don't know your Login ID, please contact your building secretary as they will have a list that includes login ID's and email addresses for all employees. If you don't know your password, please click on "Forgot your Login/Password?"



Click on “I’m not a robot” and enter your Login ID and click submit:



**SKYWARD®**

**Forgotten Login/Password Assistance**

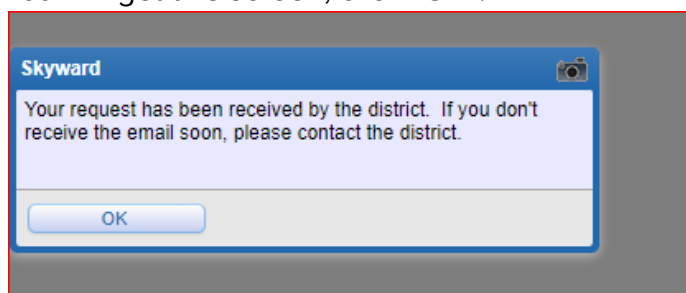
Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

☐ I'm not a robot

reCAPTCHA  
Privacy · Terms

Email or User Name:

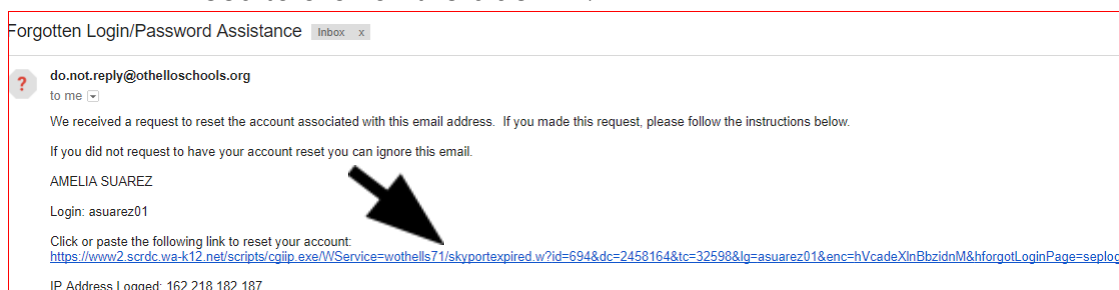
You will get this screen, click “OK”:



**Skyward**

Your request has been received by the district. If you don't receive the email soon, please contact the district.

You will get an email from [do.not.reply@othelloschools.org](mailto:do.not.reply@othelloschools.org) sent to your email on your profile. You will need to click on the blue link:



Forgotten Login/Password Assistance Inbox · x

**do.not.reply@othelloschools.org**  
to me

We received a request to reset the account associated with this email address. If you made this request, please follow the instructions below.

If you did not request to have your account reset you can ignore this email.

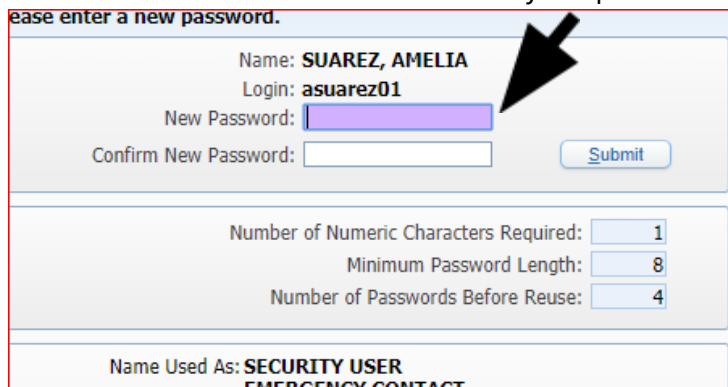
AMELIA SUAREZ

Login: asuarez01

Click or paste the following link to reset your account:  
[https://www2.scrdc.wa-k12.net/scripts/cgip.exe/WService=wothells71/skyporexpired.w?id=694&dc=2458164&tc=32598&lg=asuarez01&enc=hVcadeXlnBbzidnM&hforgott\\_loginPage=seplug0](https://www2.scrdc.wa-k12.net/scripts/cgip.exe/WService=wothells71/skyporexpired.w?id=694&dc=2458164&tc=32598&lg=asuarez01&enc=hVcadeXlnBbzidnM&hforgott_loginPage=seplug0)

IP Address Logged: 162.218.182.187

Follow the instructions on how to set your password:



**Please enter a new password.**

Name: **SUAREZ, AMELIA**

Login: **asuarez01**

New Password:

Confirm New Password:

Number of Numeric Characters Required:

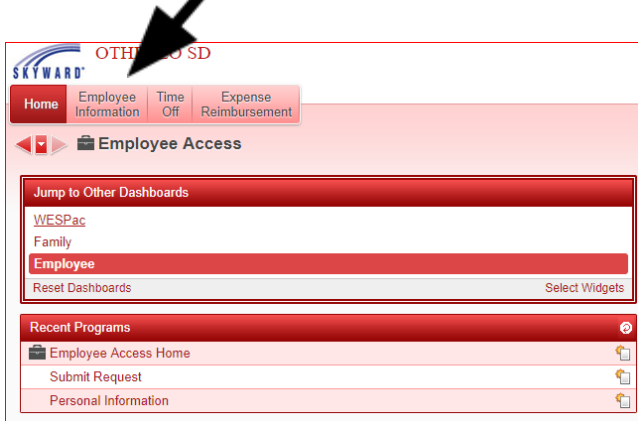
Minimum Password Length:

Number of Passwords Before Reuse:

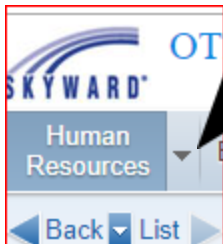
Name Used As: **SECURITY USER**  
**EMERGENCY CONTACT**

You will get a notice that it was submitted correctly and it will take you to the skyward. Login to all areas (as indicated above).

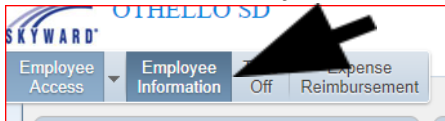
If you ONLY have Skyward access to “Employee Access” you will get this screen (click on Employee Information):



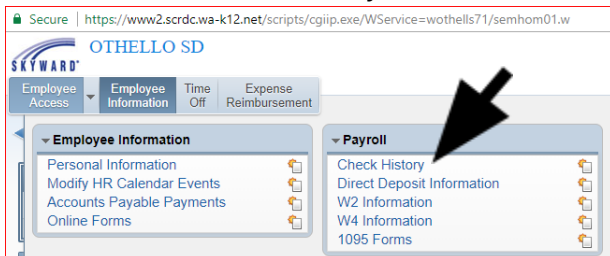
If you have access to other Skyward Areas, you will need to click the down arrow from your skyward homepage and select “employee access”:



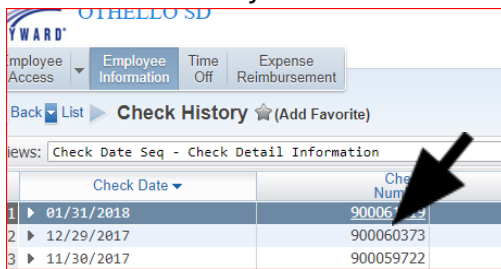
Once you are logged in to Employee Access, you will be able to find your pay stub by clicking on “Employee Information”:



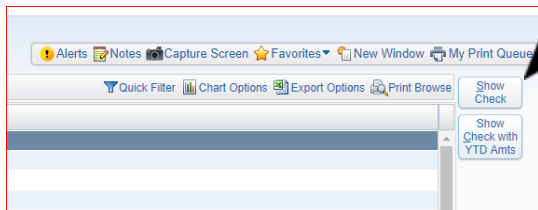
Then click on check history:



Select the month you wish to view:



Then click “Show Check”



Your pay stub will now appear for you to view or print.

If you are not able to log in, please contact Anji Garza at extension 1004 for further assistance.

## **SALARY SCHEDULES**

Each new employee will be given a copy of the applicable salary schedule and negotiated agreement at the time of hire or on orientation day. Any pay rate concerns please contact Human Resources or the Payroll Department.

## **PAYROLL DEDUCTIONS**

In addition to any mandatory deductions (FICA, federal withholding, etc.) automatic deductions are also made for retirement, if applicable. Other deductions are available for insurance and other benefits.

## **UPDATING EMPLOYEE INFORMATION**

If an employee needs to update their name, address, phone number, direct deposit, W4 or any other pertinent information please contact the Human Resources Department for assistance.

## **SAFESCHOOLS**

To promote and facilitate employee, student, and overall safety, we have partnered with SafeSchools to utilize their computer based learning modules for all OSD staff. Each OSD employee will be required to complete the appropriate assigned SafeSchools modules catered to their specific job duties with OSD annually. To access Safeschools, follow the Safeschools login link located at [www.othellooschools.org](http://www.othellooschools.org) under the Employee Resources tab.

## **PERSONNEL/STAFF RECORDS**

The Othello School District has converted to an electronic records system for all staff personnel records. To access your personnel record follow the Staff Records login link located at [www.othellooschools.org](http://www.othellooschools.org) under the Employee Resources tab. For assistance logging in or if you have any questions regarding your personnel file please contact the Human Resources Department.

## **ABSENCE MANAGEMENT**

All employee absences are tracked utilizing Frontline Education's program "Absence Management". New district employees will receive instructions via email to get started and logged into the Absence Management system. To access Absence Management follow the Absence Management link located at [www.othellooschools.org](http://www.othellooschools.org) under the Employee Resources tab. More information regarding Absence Management can be found on the shared drive in the Absence Management & Accident/Incident Reporting folder. For assistance logging in contact your Building/Department Secretary and if further assistance is needed Human Resources is happy to help.

## EMPLOYEE ACCIDENT/INCIDENT

In the event of an accident, all staff are required to complete an Employee Accident/Incident report even if medical assistance is not required at a medical facility. Employee Accident/Incident reports are completed online utilizing the Online Incident Reporting System. On the school district homepage, highlight Employee Resources and then select Online Incident Reporting. From there follow the directions to complete the incident report form. More information can be found on the district shared drive in the Absence Management & Accident/Incident Reporting Folder.



## RESIGNATION OF EMPLOYMENT

Teachers are requested to inform Human Resources by February 1 if they do not plan to return for the next school year. Classified employees are asked to give at least a two (2) week notice prior to the date they plan to resign. With the transition to electronic files, the employee must request human resources to give them access to the employment resignation form (required to fill out to end employment).

Employees will receive an exit interview survey at the time of separation and will be required to turn in all school district property (i.e. keys, laptop, etc). Insurance coverage may be continued at the employee's expense through COBRA. For more information regarding COBRA please contact Aurora Martinez in payroll (extension 1006).

If you wish to withdraw the funds that have been deducted from your check for retirement, you may do so after you receive your final paycheck. Forms to request withdrawal from the State retirement system are available from payroll.

**23-24 PAYROLL CUT OFF DATES  
BUILDING/DEPARTMENT DEADLINES**

EMPLOYEE TYPE	DUE TO DISTRICT OFFICE	LAST BOARD MEETING OF MONTH	PAY DATE
BUS DRIVERS	1st of the Month	See Below	Last Day of Month
SUBS	1st of the Month	See Below	Last Day of Month
ALL OTHERS	June 22,2023	July 24, 2023	July 31, 2023
	July 20,2023	August 28, 2023	August 31, 2022
	August 24,2023	September 25, 2023	September 29, 2023
	September 21,2023	October 23, 2023	October 31, 2023
	October 26,2023	November 27, 2023	November 30, 2023
	November 21,2023	December 20, 2023	December 29, 2023
	December 22,2023	January 22, 2024	January 31, 2024
	January 25,2024	February 26, 2024	February 29, 2024
	February 22,2024	March 25, 2024	March 29, 2024
	March 21, 2024	April 22, 2024	April 30, 2024
	April 25,2024	May 28, 2024	May 31, 2024
	May 23,2024	June 24, 2024	June 28, 2024

**DISTRICT OFFICE PAYROLL DEADLINES- HR & Finance Office USE ONLY**

DO CUTOFF DATE (Changes/Additions)	BOARD DOC DEADLINE (MEETING DOCUMENTS)	LAST BOARD MEETING OF MONTH	PAY DATE
July 14, 2023	July 19, 2023	July 24, 2023	July 31, 2023
August 18, 2023	August 23, 2023	August 28, 2023	August 31, 2022
September 15, 2023	September 20, 2023	September 25, 2023	September 29, 2023
October 13, 2023	October 18,2023	October 23, 2023	October 31, 2023
November 17, 2023	November 22, 2023	November 27, 2023	November 30, 2023
December 11, 2023	December 15, 2023	December 20, 2023	December 29, 2023
January 12, 2024	January 17,2024	January 22, 2024	January 31, 2024
February 16, 2024	February 21, 2024	February 26, 2024	February 29, 2024
March 15, 2024	March 20, 2024	March 25, 2024	March 29, 2024
April 12, 2024	April 17, 2024	April 22, 2024	April 30, 2024
May 17, 2024	May 22, 2024	May 28, 2024	May 31, 2024
June 14, 2024	June 19, 2024	June 24, 2024	June 28, 2024



**2023-2024 School Year - Othello School District**

	JULY						days=	0	0	JANUARY						days=	17	0	
	M	T	W	TH	F				M	T	W	TH	F						
	3	4	5	6	7				1	2	3	4	5						
	10	11	12	13	14				8	9	10	11	12						
	17	18	19	20	21				15	16	17	18	19						
	24	25	26	27	28				22	23	24	25	26						
	31								29	30	31								
	0 days ytd								93 days ytd										
	AUGUST						days=	1	0	FEBRUARY						days=	18	0	
	M	T	W	TH	F				M	T	W	TH	F						
		1	2	3	4							1	2						
		7	8	9	10	11			5	6	7	8	9						
Aug. 28, New Teacher Day	14	15	16	17	18				12	13	14	15	16						
Aug. 29, All Staff Orientation	21	22	23	24	25				19	20	21	22	23						
Aug. 31, First Day of School	28	29	30	31					26	27	28	29							
	1 days ytd								111 days ytd										
	SEPTEMBER						days=	20	0	MARCH						days=	21	0	
	M	T	W	TH	F				M	T	W	TH	F						
					1								1						
Sep. 4, Labor Day	4	5	6	7	8				4	5	6	7	8						
Sep. 6, First Day of Kinder	11	12	13	14	15				11	12	13	14	15						
Sep. 12, First Day of Preschool	18	19	20	21	22				18	19	20	21	22						
	25	26	27	28	29				25	26	27	28	29						
	21 days ytd								132 days ytd										
	OCTOBER						days=	21	0	APRIL						days=	17	0	
	M	T	W	TH	F				M	T	W	TH	F						
	2	3	4	5	6				1	2	3	4	5						
Oct. 13, LID	9	10	11	12	13				8	9	10	11	12						
	16	17	18	19	20				15	16	17	18	19						
	23	24	25	26	27				22	23	24	25	26						
	30	31							29	30									
	42 days ytd								149 days ytd										
	NOVEMBER						days=	18	0	MAY						days=	21		
	M	T	W	TH	F				M	T	W	TH	F						
Nov. 3, Mid-Term			1	2	3						1	2	3						
Nov. 8-9, No School Conferences	6	7	8	9	10				6	7	8	9	10						
Nov. 10, Veteran's Day	13	14	15	16	17				13	14	15	16	17						
Nov. 22-24, Thanksgiving Break	20	21	22	23	24				20	21	22	23	24						
Nov. 30, End of Trimester 1	27	28	29	30					27	28	29	30	31						
	60 days ytd								170 days ytd										
	DECEMBER						days=	16	0	JUNE						days=	10	0	
	M	T	W	TH	F				M	T	W	TH	F						
Dec. 1, Early Release					1														
	4	5	6	7	8				3	4	5	6	7						
	11	12	13	14	15				10	11	12	13	14						
	18	19	20	21	22				17	18	19	20	21						
Dec. 25 - Jan. 5, Winter Break	25	26	27	28	29				24	25	26	27	28						
	76 days ytd								180 days ytd										
																</			

Shaded Dates - NO SCHOOL  
 Single underlined dates - PLC / Collaboration 1.5 hour Late Start - Every Monday/Subject to change when OSPI sets state assessment dates.  
 Double underlined dates - Early Release

**May you have a fantastic  
school year!**

**Questions?  
Contact Human Resources  
509-488-2659**