



GREEN MOUNTAIN SCHOOL

2026-27 STAFF
HANDBOOK



**GREEN MOUNTAIN SCHOOL
STAFF HANDBOOK
2026-2027**

GMS Mission Statement

Green Mountain School District is committed to providing students with a quality, challenging, flexible educational program that will equip them for their future emphasizing the core values of honesty, responsibility, courage, teamwork and grace. Green Mountain strives to provide these programs and impart these values in a safe and secure environment through caring educators and staff in partnership with the community, school board, and administration.

Core Belief Statement

Green Mountain School strives to cultivate “PAWSitively powerful” citizens and future leaders that:

- *Are respectful
- *Develop a growth mindset
- *Demonstrate grit
- *Are responsible

Equal Opportunity

The Green Mountain School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military 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 and will provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the Superintendent, who is the district’s Title IX/RCW 28A.640 officer and the principal, who is the district’s Section 504/ADA coordinator.

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THE BIG BEARS AT GREEN MOUNTAIN SCHOOL

District Leadership

Dave Holmes, Superintendent
Jacqui Vansoest, Principal
Kent Furman, Chairman
Kessia Brown, School Director
Curtis Tikka, School Director
Joyce Cooper, School Director

Office Team

Sara Phelps	Office/District Secretary
Heidi Nosler	Fiscal Specialist
Robin White	Technology Assistance & Recess Support

Maintenance

Scott Johnson	Caretaker/Custodian
Mark Allmand	Maintenance/Bus Driver

Teachers

Gina Smith	Kindergarten
Jessica Jones	First Grade
Bethay Barton	Second Grade
Katie Carter	Third Grade
Melissa Bauder	Fourth Grade
Gabby Estrada	Fifth Grade
Jeni Lewis	Sixth Grade
Mark Williams	Seventh Grade
Emily Roggenkamp	Eighth Grade
Kim Combs	Tile 1/LAP Intervention & K-3 Support
Katie Kipp	PE/Health/K-3 Support
Dusty Low	ESD 112 Special Education teacher

Support Staff

Becky Baher	Para-educator, Bus Driver
Jenny Waliezer	Kitchen, Bus Driver
Allen Trump	Bus Driver
Suzi Goedert	Para-Educator
Holly Stankey	Para-educator
Michelle Schmeusser	Para-educator
Savanah McCall	Para-educator
Mikalya Haasl	Para-educator
Chelsea Trump	Food Service Director

General Information

Associations

The Green Mountain Education Association is the bargaining representative for all certificated teaching staff.

Board of Directors

The Green Mountain School Board of Directors is the five-member governing body of the district elected by the voter in our community. It selects and appoints the superintendent who is responsible for implementing District policies and plans. The Board adopts a budget and authorizes the levying of taxes necessary to balance the budget.

The Board meets on the last Tuesday of each month at 6:30 p.m. in the middle school classroom. All staff members are encouraged to attend Board meetings.

Private Access to District Facilities

The district facilities are open to employees and community members during the week and weekends for approved use when those events do not interfere with District programs. Those interested should contact Sara Phelps in the school office. Employees will be charged the same rates as community members for personal use of the facilities.

District Hours

The office is open on weekdays between the hours of 7:30 a.m. and 4:00 p.m. during the school year. Our office is open at various hours during the summer. Please see the school website for summer hours.

Payroll & Human Resource Procedures

Absences

Staff members are an important component to the smooth operation of our school/district. Your dependability is valuable to students and colleagues. Staff members are expected to report on time and be prepared to carry out their assigned responsibilities. It is understood that you may need to miss work in certain situations. Please communicate in a timely manner regarding all absences so your administrator can properly cover the absence. Complete a leave request form and submit it to Sara Phelps with as much advanced notice as possible. Approval of all absences will be aligned to District procedures and the collective bargaining agreement. If you have further questions, discuss the leave request process with your administrator.

All staff members who cannot attend school because of a last-minute or emergency illness or other reason must contact (1) Mrs. Vansoest (360-608-5403) or (2) Sara Phelps (360-608-8887) as early as possible on the date of absence. Please communicate with Mrs. Vansoest or Sara Phelps directly when requesting pre-arranged personal or sick days.

When staff members return from a last-minute absence or emergency illness, they shall complete the appropriate employee leave sheet.

Employee Leaves

The district provides a variety of benefits and leaves for employees. The collective bargaining agreement may provide additional leave provisions. The most common leaves are covered below.

Personal leave

- ❖ The district shall grant each full-time, certificated and classified staff member two (2) personal days annually. Personal leave may be taken in units of half or full days only, unless authorized by an administrator. Staff may accumulate a total of six personal days per school year.
- ❖ Personal leave shall be requested at least seven (7) days in advance except in emergency situations.
- ❖ Please refrain from requesting personal leave in the first or last weeks of school and before or after a holiday, except in special situations with the approval of an administrator.
- ❖ Leave that falls prior to or the day after a Federal holiday shall be taken as unpaid.

Sick leave

- ❖ The district shall grant each full-time, certificated and classified staff member twelve (12) sick leave days annually. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year. The district may require a signed statement from a physician for any absence more than five consecutive days. If sick leave benefits are exhausted, the Board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent.

Emergency Leave

- ❖ An emergency arises out of unforeseen and unexpected circumstances which would create a crisis or extreme need. The circumstances must present a grave and clear danger that immediately threatens physical or mental health or would result in irremediable harm or in immediate disaster to life or property unless some actions are taken. Emergency leave will be deducted from the staff member's sick leave balance.
- ❖ Emergency leave is limited to three (3) days per year and upon return the employee must submit a written statement for emergency leave.

Bereavement Leave

- ❖ Each employee will be granted up to four (4) days leave of bereavement per year, which will not be deducted from the employee's sick leave balance. Bereavement leave will not accumulate and may not be carried over from year to year.
- ❖ Bereavement leave shall be granted for a death in the immediate family. "Immediate family" shall include mother, father, brother, sister, wife or husband, son or daughter, grandfather or grandmother, grandchild or the same as related by marriage. In cases of some other factor, prior approval should be sought from an administrator.

Vacation

- ❖ Employees eligible for vacation leave are those employed on a twelve-month basis. Each eligible employee who has completed twelve (12) consecutive calendar months of employment shall be eligible for paid vacation. Vacation leave shall be credited each September, and leave shall be pro-rated from the month of hire to next September. After one (1) year of continuous service with the district, an employee covered by this policy shall be entitled to one (1) week of paid vacation. After two (2) continuous years of service with the district, an employee covered by this

policy shall be entitled to two (2) weeks of paid vacation. For each additional year of continuous service, one (1) additional day of paid vacation shall be successively added to the employee's vacation until the employee has earned four (4) weeks of vacation.

- ❖ At the time of hire, the Superintendent shall consider a new employee's previous employment with other school districts or similar employers and shall place the new employee at the appropriate step in the vacation schedule. Placement and terms shall be stated in the employment letter provided to the new employee and a copy maintained in the personnel file.
- ❖ Vacation leave for 260-day part-time employees will be computed on a pro rata basis. Classified employees must schedule vacation with their supervisors at least two weeks in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the administrator. Vacation leave must be taken within the 12-month period following the time when vacation was credited, however employees may carry forward up to five (5) days of vacation, upon written request and approval by the Superintendent.
- ❖ Any vacation not requested to be carried forward, and which would otherwise be lost, will be cashed out with the August payroll at the current rate of pay, and may be eligible as a contribution to the employee's VEBA account.
- ❖ If an employee moves from a vacation-eligible position to a position without vacation benefits, they must use any remaining vacation days within 12 months. When an employee separates from service by reason of resignation, layoff, dismissal, retirement, or death they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an employee's retirement system for accrued vacation leave more than 30 days.
- ❖ When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or bereavement), the employee will be granted such leave (in lieu of the approved vacation leave) provided that the employee submits a request within fourteen (14) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

Family & Medical Leave (FMLA)

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Every employee of the Green Mountain School District who has been continuously employed, excluding school breaks, for the district at least one year, and at least 1,250 hours is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- a. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- b. Care for a spouse, parent or child of an employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job; or
- c. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.
- d. Leave taken for newborn or adopted childcare must be completed within one year after the date of birth or placement for adoption.

- ❖ Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the administrator or where intermittent or reduced leave is medically necessary. If both parents of a newborn or newly adopted child are employed by the district, they are entitled to a total of twelve workweeks of family leave during any twelve-month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to serious health condition. The administrator may require written verification from the employee's health care provider.
- ❖ For maternity leave a staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth to the period of disability. If the employee's accumulated sick leave is exhausted during the period of leave, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth, and the employee may be eligible for federal family leave, or state paid family medical leave. If the employee is not eligible for continued insurance coverage, the staff member may pay the premiums for any District insurance plans to keep coverage in effect for the employee and their family (Certificated staff please refer to the collective bargaining agreement).

Military Caregiver Leave

- ❖ An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty-six (26) weeks of unpaid leave in a twelve (12) month period to care for the service member.

Washington State Paid Family & Medical Leave (PFML)

Paid Family & Medical Leave is a new benefit for Washington workers. It is available when a serious health condition prevents an employee from working or when time is needed to care for a family member, bond with a new child or spend time with a family member preparing for military service overseas. Please go to www.paidleave.wa.gov to find additional information for this state paid benefit or ask Heidi Nosler.

Return to Work

Any employee returning from an authorized family leave is entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay. Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave.

Military Leave

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed fifteen days during each calendar year, provided such reservist has been called to, or volunteered for, active duty or active-duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, or pay. During the period of military leave, the staff member shall receive his/her normal pay from the district. Employees whose employment is interrupted by service in a uniformed service are entitled to re-employment by the district following their discharge as provided in federal law.

The Superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

Leave Sharing

The district has a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient who is eligible under state rules. Review Chapter 392-136A WAC: Chapter 392-136A WAC: for more information. Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

Jury Duty/Court Appearance

The district will grant leaves to a staff member for the days he/she is required to serve on a jury. The district may grant a maximum of two days leave (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by the association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled workday remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Unpaid Holidays for Reason of Faith or Conscience

Each employee of the district may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. In compliance with state law, the Superintendent will grant the request(s) unless he or she determines that the employee's absence would impose an undue hardship on the district, or the employee is necessary to maintain public safety.

Benefits

District employees, once eligible, will be offered Health and Dental Plans, Vision, Retirement and VEBA. Please contact Heidi Nosler for specific information related to all District benefits

Payroll Schedule

All employees are paid out evenly over the course of the school year. Paychecks or direct deposits are issued on the last day of the month unless the last day falls on a weekend then it will be posted on the Friday before.

Substitute or temporary workers will be paid on the same schedule as regular employees.

Time Sheets

Each classified employee will complete their timesheet daily. Most classified employees' job duties may involve different pay classifications so completing a daily time sheet helps keep records accurate. The Fiscal Specialist will provide employees with an electronic time sheet that can be posted daily.

The time sheet must reflect the actual days and actual times the employee reports to work and leaves work for the day.

Administrators will sign off time sheets monthly.

Flex Time/Comp Time/Overtime

Any overtime work for eligible (classified) employees must be approved by an administrator in advance and must be reflected on the timesheet. Overtime is determined as hours worked more than 40 hours in a work week.

Flex time must be arranged with and approved by an administrator in advance. Flex time should be used in the same week (if possible).

Compensatory time (comp time) is paid time given to an employee instead of overtime pay in compensation for extra hours of work. Employees may request comp time, but employers can't require employees to accrue comp time. Comp time must be approved by an administrator in advance and must be reflected on the comp time form. Employees may accrue a maximum of 30 hours of comp time. This time off will need to be used within six months of accrual.

Exemptions

Anytime an employee's number of exemptions changes, he/she should file a new Federal Tax Form W-4 with payroll so that changes can be made to payroll deductions.

Reimbursement

Employees should not make purchases for anything they wish to be reimbursed for without receiving prior approval from an administrator. If the purchase has been approved, please complete the "Travel form" and attach the original receipt for items for which the employee is requesting reimbursement.

Separation from employment

In the case of voluntary resignation, classified employees are requested to provide written notice to an administrator at least two weeks in advance of their last day of work. Holidays, sick and vacation days will not be counted toward the two-week notice.

General Policies & Procedures

Accidents

In the event of an accident, report the incident to the office immediately. If a person is seriously injured, **do not** move them. The office will arrange for assistance. A responsible adult should remain with the person until appropriate help arrives. If necessary, remove others from the area.

A copy of the accident form, to be completed after such an incident, is in the office.

Animals in the Classroom or on School Property

Animals are generally not allowed on any school campus unless there is a clear instructional purpose for the visit. All requests to include animals on school campus must be approved by the principal, who shall have the authority to make decisions under this policy. Health issues or allergies involving students and staff should be addressed before permission is given to allow the animal to be on the school campus. If the instructional program involving the animal is ongoing and the animal will remain at school when school is not in session, appropriate arrangements for the animal's care must be made. Animals must be under the control of their adult-owner, the teacher or designated students always.

Assemblies

Periodically, assemblies will be held for various purposes. Teachers are expected to attend when their students are assigned to the assembly. Teachers will accompany their students to the assembly area, assist in seating, and remain in the area where their presence will be most effective. Assemblies provide an excellent opportunity for students to learn appropriate large group behavior. Therefore, it is important that standards of behavior are understood and reinforced consistently. This is a privilege extended to the students, which may be revoked because of poor behavior. Classified personnel who are available should also attend.

Asset Use and Ownership

The district retains ownership and control of its network, computers and hardware. Equipment is not to be moved without prior approval from the principal or superintendent. All district owned financial assets should remain where they have been assigned. If district issued assets are lost, damaged or stolen please contact the principal or superintendent immediately or whenever reasonable.

Building Care

It is everyone's collective task to keep our buildings, furniture, equipment, books, and supplies in good condition. Students should be actively involved in this process from day one. The staff is expected to set a positive example for students.

Hold students accountable for the general care of the rooms, gym, playground, outdoor spaces and other instructional areas. Desks must be checked regularly. At the conclusion of the school day, please take a moment to have the students pick up all used areas. Have them pick up any pencils, paper, garbage and other materials. Students should not be allowed to adjust blinds or windows without staff permission.

Any need for minor repair should be reported to maintenance through email or in person. If they are unavailable, please notify the office.

Bullying

The district is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying or cyberbullying by students, staff or third parties, students or third parties is strictly prohibited and should not be tolerated. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of Policy #3207 shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Bus Reception/Departure

All staff members should welcome students at the door as they enter the classroom at the start of the day. It is **important for** teachers or staff to escort students to the bus loading area to ensure an orderly loading procedure. If the bus driver is not present, please supervise students until the driver is ready.

Cafeteria Expectations for Students

- ❖ Hoods are off while inside the building
- ❖ Please use inside voices while in the cafeteria – especially while waiting in line
- ❖ When the bell rings; stop, be quiet and wait for instructions
- ❖ Wait quietly to be dismissed
- ❖ Walk when exiting the cafeteria
- ❖ Walk to class from recess from the cafeteria or return to class (Depending on schedules)

Cash in District Building

Money collected by staff because of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class or staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Cell phones, Personal Electronic Devices & Social Media Use

The following statements define the use of cellular phones and other electronic devices as they pertain to all District employees:

- ❖ Employees may possess cellular phones and other electronic devices while in school and at school activities.
- ❖ When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally (see GMS Acceptable Use Policy).
- ❖ All personal electronic devices will be turned off/silenced, not used, and kept out of sight during work time and while employees are performing their employment responsibilities. For example, teaching, supervising, custodial duties, clerical duties, attending meetings, any work time not on breaks, etc.
- ❖ Employees may use personal cellular phones and other electronic devices for **emergency situations** and, during lunch break, other scheduled breaks, and/or if it does not interfere with their employment responsibilities and instructional time of students.
- ❖ Except in an emergency, employees may not use cellular telephones or other communication devices while operating a District vehicle or operating any vehicle while transporting students.
- ❖ Employees are expected to use technology in an appropriate, professional manner.
- ❖ Employees should not make any inappropriate contact with students, parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, Twitter, Instagram, etc.
- ❖ Employees who misuse their personal cell phone or other electronic devices shall be subject to disciplinary action in accordance with state law and district policy.
- ❖ For extenuating personal emergency situations, the principal or immediate supervisor may make a temporary exception to this requirement if another accommodation cannot be arranged.

Check Out

All staff are required to check out/in with the office if there is a need to leave during the workday. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Child Abuse, Neglect & Exploitation Reporting

School employees are mandated by law to report **ALL** suspected child abuse or neglect, including sexual misconduct. District employees are 24-hour, 7 days a week mandated reporter; this means staff must report any suspected child abuse of which they are aware, regardless of whether it occurs during work hours. It is the independent responsibility of each employee to make certain that child abuse gets reported to the Child Abuse & Neglect Hotline at (800) 509-5439. It is preferable that the employee and the principal report together, completing a child abuse reporting form as the report is made. Employees who choose to make the report independently should notify the principal immediately, to ensure the school office is ready to receive case workers and/or law enforcement officers. For incidents of suspected sexual conduct, employees should make the report to the Superintendent. In the rare case of a principal or their designee making a report for an employee, they will notify the employee that the report was made and document that information in writing. The employee should check back with the principal or designee if they do not hear in a timely manner that the report has been made. If the employee does not hear back from the principal or principal's designee by the end of the school day, the employee must make the report directly to the Child Abuse and Neglect Hotline. Under no circumstances should any school employee contact the parents of a child, about whom a report of child abuse has been made, regarding that report. If there is reasonable cause to believe that there has been sexual conduct between staff and student(s), employees must immediately report it to the Superintendent, DHS or law enforcement. The Title IX Director will begin an investigation. All employees must complete the Child Abuse and Sexual Conduct Reporting courses every year.

Classroom Telephones & Intercoms

The district will strive to maintain the sanctity of the classroom learning environment during the school day. However, on occasion, a school-wide announcement is necessary. Otherwise, a note delivery from the office will be the preferred method of communication during class hours. Family members with

urgent communication needs will be put through. Employees expecting an important phone call should inform the office staff.

Commitment to Safety

All employees have a responsibility to provide a safe work environment by using common sense following rules and safe practices. Please notify the administrator or maintenance personnel when any health or safety issues are present.

Communicating with Parents

Communication with parents is the most powerful tool for school staff. By calling parents, sending emails or notes to discuss both student problems and success stories, employees enhance understanding, eliminate serious problems from developing and create a positive link with the community. Documented discussions focusing on homework, attitude and class preparation, as well as teacher suggestions for academic improvement create a situation where the parent is an active participant of the school team. All attempts should be made to return a parent's phone call or email within 24 hours.

Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of District personnel policies and/or administrative regulations should be directed to the building principal or supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board Policy 5270, collective bargaining agreement and/or administrative regulations.

Computer Usage

There is an established District Acceptable Use Policy for network and internet access. All staff and students must sign the appropriate form, which will become part of their permanent file. School computers are for educational purposes only. Please restart all computers on a weekly basis so updates can be processed. Do not shut down computers at the end of the day without talking to the technology assistant first.

Conduct

"One of the best methods of instruction is that of setting a good example." Employees should strive to set an appropriate example for students and other staff members. Positive and kind behavior contributes to an appropriate school atmosphere. Differences will arise among staff members. When they do, they need to be handled with good will, professionalism, and forthrightness. **Please remember not to be critical of another staff member in the presence of students, parents, or members of the community, and discuss any differences in private.** Staff members are dynamic, experienced and devoted to a toolbox overflowing with unique gifts. Focus on the positive as a default.

Employees are expected to:

- ❖ Treat each other, students, parents and community members with dignity and respect;
- ❖ Engage in open communication that is authentic;
- ❖ Exhibit professional judgment in handling interpersonal disputes;
- ❖ Exercise respect, courtesy, and concern for the dignity and the cultural background of others;
- ❖ Use appropriate language and tone in all interactions;
- ❖ Remain open-minded and share important information when problem solving;
- ❖ Model behaviors and actions that promote openness, collaboration, and respect;
- ❖ Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- ❖ Extend common courtesy to others such as saying please and thank you;
- ❖ Be respectful of others even when in a disagreement;

- ❖ Address incivility when it is observed;
- ❖ Seek to understand others' points of view first and assume positive intentions of all involved.

It is inappropriate to criticize a student in front of others or to make comparisons between classes and grade levels.

Employees will not use profanity, tobacco in any form or consume or be under the influence of intoxicating beverages or drugs, especially in the presence of students. Violations of this policy by employees may result in suspension or possible termination of employment. If a situation arises the employee will be informed of his/her rights to any hearing or due process procedure that may be applicable.

Also, always uphold the standards set forth in the State of Washington Code of Professional Responsibility.

Conference with Parents

Teachers usually conference with parents during regularly scheduled Parent-Teacher conference days. However, there are times when a problem-solving or behavior conference is needed. When interacting with parents, be clear, honest, factual and compassionate with information. Provide data to support comments. Do not discuss other students, listen carefully and allow parents the opportunity to express their thoughts and feelings.

Staff need to be prepared to work with divorced, separated, foster, homeless or non-custodial parent/guardians. Situations may arise in which parents or guardians disagree about a decision pertaining to their child or provide conflicting directions. Please seek intervention or advice from an administrator when this occurs.

Confidential Information

The protection of confidential District information is extremely important for the safety and success of everyone. Confidential information is all information disclosed to or known because of your employment in the district that is not generally known to people outside the district related to its business, employees, students or families. The employee shall maintain the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only while performing assigned responsibilities and in the best interest of the individuals involved. An employee who inappropriately discloses confidential information may be subject to disciplinary action.

Conflict of Interest

Employees are expected to conduct themselves and District business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest. Employees have the right to engage in activities outside of work that are private in nature and do not in any way conflict with or reflect poorly on the district. It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, please discuss the situation with a manager for advice and guidance on how to proceed (See board policy #5251).

Copyrighted Materials - Books, Movies, Websites

Staff must be careful not to violate copyright laws in the use of materials. The following is guidance regarding types of materials.

Books/workbooks- Examples of inappropriate and/or impermissible copying of materials included, but are not limited to:

- ❖ reproducing class sets of student workbooks without permission
- ❖ copying sheet music without written permission
- ❖ copying chapters or sections of books over 2500 words (as opposed to a passage or section) Be aware of the permissible procedures for reproducing materials

Movies/videos - Movies can provide educational value when used along with other curriculum and teaching materials. Movies shown in the classroom must have a direct correlation to a lesson plan and be part of direct supervised instruction. Students should never be left alone watching movies. It is not appropriate to show movies solely for entertainment purposes in classrooms, auditorium or gyms, or during recess or classroom parties. Doing so violates copyright law. Showing films for entertainment or reward requires a license or permission (which the school has). It is better to find alternative ways to reward or entertain students during these occasional events. Videos available from Learn 360 are generally curriculum related if they are appropriate to the grade level and subject matter of the class. These movies do not require a license. The fact that many videos are now easily obtainable on the internet or may be brought into school by students does not remove the responsibility from teachers and administrators to evaluate these materials prior to their use and obtain a license if necessary.

Webpages/Photographs - Photos, education articles, surveys, and other information on any District, school or staff websites should be carefully chosen to avoid copyright infringement and protect confidentiality of students. A few ways to ensure compliance with copyright laws are to use District stock photos or photos taken by staff members in publications. Prior to posting any student's photos verify that the school has permission to use a student's image.

Crisis Plan

The comprehensive plan will include plans for fire, natural disasters, intruders, unfriendly critters and any other needs.

Discipline/Student Behaviors

Discipline is everyone's responsibility. Rule breaking is to be addressed regardless of the student's grade or class.

If each staff member is firm, fair, and consistent in her/his handling of students, it is reasonable to expect the student/staff relationship will be compatible throughout the entire school. Students need to know the rules and regulations of the classroom, recess and playground area, cafeteria, bus, assemblies, etc. and they are required to adhere to them. All staff and students should have a clear understanding of their individual responsibilities. Enforce all school rules. An adult/student relationship that emanates from mutual respect should be always maintained.

Classroom management is an essential ingredient of quality instruction. Students need to know limits and consequences when it comes to their behavior.

When a student violates the rules, a series of consequences should be employed prior to office involvement, such as: student verbally warned, recovery, phone call home, student kept after school, classroom referral, parent/teacher conference. Please follow the school discipline flow chart.

Any conduct that severely affects classroom instruction or student safety should be reported immediately to the office. Example: swearing at teacher, fist fight in class.

***Please refer to Board policy # 3141P for additional information*

Dress

Staff members are role models for the students whom they encounter during and after school hours. The district provides a casual but professional work environment for students, families and other staff. All personnel are encouraged to project an acceptable role-model image for students that is neither offensive to community standards nor disruptive to the educational process. Exercise clothing (leggings, sweat suits, exercise shorts, etc.) should only be worn by those teaching PE courses.

This policy is not intended to usurp any individual's right to dress as he or she pleases. However, considering the nature of dealing with young formative persons in the school setting, discretion and common-sense call for the avoidance of any extreme that would interfere with the normal educational process.

Duties

All staff members should assist in the fulfillment of student supervision duties during the school week as necessary. These duties may include but are not limited to the supervision of students' morning arrival, student lunch time, supervision of recess, or bus supervision at dismissal time. Students should never be left in unsupervised situations.

Electrical Safety

Report loose or damaged outlets and exposed wires immediately to the maintenance staff or office personnel. Please be aware of the following electrical misuses:

- ❖ Power strips must be plugged directly into an electrical outlet
- ❖ Plugging a power strip into another power strip or into an extension cord (daisy chaining) is a fire hazard.
- ❖ Extension cords should be unplugged and stored when not in use

Emergency Closures

Occasionally it is necessary to alter the district's operating schedule due to snow and/or inclement weather. School Messenger, local radio stations, and Flash Alert are the source of information when this occurs. Employees can sign up to get immediate updates via email and/or text by registering with the Flash Alert Network at <http://www.flashalert.net/news.html?id=22>. Also, there's a free Flash Alert Messenger iOS/Android app that can be downloaded. This information is also shared on all major local news stations. For employees who miss part (late arrival) or all of the day because of the weather, the following leave policies and provisions may be applied.

- ❖ All Certificated: When school is closed due to inclement weather, certificated staff will not report to work. Teachers will make up the day with the students on the designated make up day(s).
- ❖ Full-Time (260-day) Classified and Administrators: Should schools close due to inclement weather, full-time employees need to report to work as usual. Those unable to report to work will need to use vacation, personal or emergency leave. Other classified employees such as paraprofessionals, school office professionals, and bus drivers who follow the school calendar, do not report to work. Time will be added back into school and work calendars for designated make up day(s).

Emergency Drills

Fire Drill - Teachers are to alert their classes to evacuation routes and to the expectation that all students must leave the building in a quiet and orderly manner. Teachers are to accompany their classes and supervise students during the entire period. All books must be left in the classroom everyone must leave the building when the alarm sounds.

Grades 4-8 calmly proceed down the boardwalk with students to the play field and line up in grade level order. Grades kindergarten – 3 proceed down the stairs with students to the playfield using both sides. If all students are present hold up the green (all clear) notecard. If students are not accounted for hold up the red (alert) notecard. All students are expected to return directly to class when the all-clear signal is given.

Violent Incident Drill – The District follows the ALICE protocol for any possible violent incident situation. ALICE is a proactive options-based plan for civilian response to a Violent Critical Incident. ALICE authorizes and empowers individuals to utilize human action, building infrastructure, and communication options to increase chances of survival. ALICE stands for A-alert, L-lockdown, I-inform, C-counter and E-evacuate. All students and staff will be trained in ALICE procedures at the beginning of each year.

During a violent incident drill an announcement will come over the intercom system stating, “We are in lock down for ____.” At this time, please follow enhanced lockdown procedures using ALICE. At the end an all clear will be announced.

Earthquake Drill - During an earthquake drill an announcement will come over the intercom stating, “This is an earthquake, please drop and cover”. When complete an all clear will be announced.

Exclusions (student)

An exclusion is defined as removing a student from instruction beyond a brief duration. After attempting at least one other form of discipline, or in cases of emergency teachers have statutory authority to exclude a student from the teacher’s classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under staff member supervisions. Following the exclusion of a student, the teacher must report the exclusion to the principal as soon as reasonably possible. The report should include the behavioral violation and any intervention attempted prior to the exclusion. The teacher will be expected to notify the student’s parent/guardian regarding the exclusion.

Evaluation of Staff

The purpose of the district’s evaluation program is to aid the employee in making continuing professional growth and to determine the employee’s performance of job responsibilities. The district’s program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have formal and informal observations to assess the performance of duties and job responsibilities; and to receive verbal and written comments and suggestions for improvement from supervisors. The evaluation of all staff will be conducted in accordance with established Board policy 5240 and applicable District evaluation procedures, and the collective bargaining agreements.

Faculty Room (Conference/Lunchroom)

The Faculty Room is an area of the school where the faculty can gather to socialize, eat and be “off stage” for a few minutes.

The faculty is reminded that this area is not a place for negative or disparaging remarks about parents, students, or colleagues. The atmosphere should be positive and one that promotes collegial discussion. Also, remember this space is shared: remove old items from the refrigerator and take responsibility for tidying up the room.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974 affords a parent or guardian of a student under 18 years of age the right to:

- ❖ inspect and review the student's education records, other than those exempted by the Act, kept by District;
- ❖ challenge or request the removal or modification of material felt to be inaccurate, misleading, or inappropriate;
- ❖ limit the number and type of individuals who will be able to see a student's records;
- ❖ receive a list of those individuals who have been permitted by school officials to see a student's records;
- ❖ be notified every time a student's records are turned over to a court by judicial order or subpoena; and
- ❖ be informed by school officials of the provisions of the Act.

Education records are those records including, but not limited to, handwritten material, print, tapes, film, microfilm and/or microfiche, which are directly related to a student and are maintained by the district.

Field Trips & Excursions

A field trip is defined as any learning activity which is sponsored, approved and supervised by the district and which requires the student(s) to leave the school grounds. Field trips that directly relate to concepts and objectives of approved curriculum for the subject area and grade level may be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Special attention must be given to clarifying the purposes/objectives of a field trip and to provide meaningful follow-up discussion and activities after the trip has been completed. All field trips will be approved by the principal.

- ❖ A field trip request must be submitted two months prior to the proposed event, with all required forms to the office secretary.
- ❖ A request for an overnight trip must be submitted and approved three months in advance to permit sufficient time for study and approval from the Board of Directors.
- ❖ After obtaining approval, the office will create the "Permission to Participate" forms that staff will send home for signature.
- ❖ Each student who goes on a field trip must have written parental permission on the district approved form.
- ❖ Students may be asked to pay all or part of the expense of field trips, provided arrangements can be made for the payment of expenses for those unable to do so. No student should be denied field trip opportunities based on their ability to pay.
- ❖ While on a field trip, School bus safety procedures shall be followed for the safety and welfare of the students.
- ❖ Students will ride to and from the field trip on the bus with their class, unless approved by an administrator.
- ❖ Siblings of students are not allowed to participate in field trips.
- ❖ A roster should be made of all occupants of each bus. The roster should also include the name and phone number of parents/legal guardians.
- ❖ Each child should wear a nametag on clothing.
- ❖ Teachers should be briefed on what to do and who to contact in emergency situations.
- ❖ Every chaperone must receive volunteer training and have an approved background check (see school secretary for list).
- ❖ Background checks must be requested at least one week before the date of the field trip. Background checks will not be conducted on the day of the field trip.
- ❖ If a parent wants to attend the field trip as part of the class, but not as a chaperone a background check is still required.
- ❖ If a parent attends the field trip and wants to transport their child home, they must complete the "Field trip Transportation Release" prior to the field trip (morning of the field trip is fine) to take a student home from the field trip. **A parent may only transport their child.**

The school may set specific standards for students in the areas of behavior, attendance and grades for a student to have standing to participate in a field trip.

Once a field trip has been approved, the office will prepare permission slips with all the pertinent details. The number of chaperones needed for the field trip is determined based on the criteria set forth by the location to be visited. To be considered a chaperone, the prospective chaperone must have an approved volunteer background paperwork already on file with the office. Once the paperwork is approved selection proceeds as follows:

- Chaperone volunteers who have completed the appropriate volunteer paperwork are numbered in order when the request is received in the office.
- The chaperones are chosen in order based on the number needed for the field trip.
- Chaperones are contacted by the office to verify they are available to participate.
- Once all selected chaperones are confirmed, the volunteers not selected are contacted and advised that they were not selected to participate in that specific field trip.
- Parents of students with medical conditions or students who have special needs may be prioritized outside of the order received.
- When a class participates in more than one field trip in one year, the same process is followed, and volunteers who have previously participated in a field trip are rotated to the end of the list. This creates opportunities for more volunteers to participate.

Fire Extinguishers

Teachers and staff must be familiar with the location of the nearest fire extinguisher. A report must be completed and submitted to the office any time a fire extinguisher is used.

Food Guidance and Safe Food Handling Practices

The district follows the safe food handling guidance of the Clark County Health Department regarding approved foods, food preparation, sanitation, and serving methods. Staff serving as part of District-operated USDA Child Nutrition Programs including but not limited to school breakfast and lunch, must see their building principal for local guidance as there are strict guidelines that must be followed to adhere to Health Department guidelines and state law.

Fragrances

Students and employees may be allergic to or may suffer airway distress from perfumes, room deodorizers, and other airborne odors and particulates. Please exercise discretion and sensitivity to others when using fragrances and, when necessary to accommodate an allergy or other sensitivity, individuals may be asked to refrain from using fragrances.

Grade Books/Plan Books/Record Keeping/Electronic Grading

The school administration has access to all electronic grade books. Assessments and assignments of a daily nature must be entered as soon as reasonable to be effective. Students in grades 6-8 and their parents have a right to know grades on a regular basis and will have “read only” capability. Parents will have the ability to communicate with the teacher via the Skyward system. All grades must have ample assignments to provide justification in case of parent challenge. Grade books are to be copied or downloaded at the conclusion of the school year with the teacher’s name and date.

Guest Teacher Folder (Substitute)

At the beginning of the year, each teacher should prepare a Guest Teacher Folder that is updated as needed. This folder should contain information that will assist a guest teacher in carrying out a suitable educational program for the students in the classroom. Suggested items:

- ❖ A clear and complete set of lesson plans and assignments that may be used regardless of the day the teacher is absent (an "if all else fails plan")
- ❖ Guest teacher computer login with specific instructions on how to complete the log in.
- ❖ IEP & 504 student accommodations
- ❖ Emergency or other medical protocols for students with health conditions
- ❖ Student Management plans/rules with strategies for control, notes, or cautions you think will be helpful, including a list of students who can tell the substitute how things are usually done
- ❖ School wide procedures & expectations
- ❖ Location of school directory and who to contact depending on the situation
- ❖ Seating chart
- ❖ Daily program and bell schedules, special events, (e.g., speech or resource schedules, P.E., library, etc.)
- ❖ Information regarding emergency drills, signals, exits, where to walk, and where to stand
- ❖ Name of colleagues from whom to get additional information

Harassment Prohibition

Green Mountain School is committed to providing a positive and productive learning and working environment. Harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Harassment is defined as any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated or humiliated or affects a student's ability to learn and/or a staff member's ability to work. Harassment can be verbal, non-verbal, or physical. GMS recognizes that behaviors including, but not limited to, bullying, cyber bullying, intimidation, and racial or derogatory comments, are examples of harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile learning and/or work environment. Racial harassment includes, but is not limited to, name calling, making racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Persons shall not at school, on school property, or at school sponsored activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially divisive or creates ill will or hatred. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Any student or staff who is subjected to or knows of any harassment should immediately notify an administrator. The district will take any report of harassment, bullying, cyber bullying or intimidation seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report such an incident or when the staff member observes the incident directly. Students shall be subject to discipline, up to and including suspension or expulsion, for violations of Policy #5011.

Health Room

The Office can provide care for students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, and other pertinent health information. Teachers are urged to use their best professional judgment when sending students to the office. The Office is also very happy to provide "TLC" when needed.

Homework

Good practice dictates that homework is an extension of the school's instructional program and should be reinforcement of the learning process. Homework is recommended. It encourages students to accept responsibility as well as to increase their capacity for independent learning. Assignments prepared as homework should be grade level appropriate, able to be completed independently and

have a return date. To achieve this goal, homework should be viewed as having joint responsibilities shared among teachers, parents and students.

Be sure to clearly communicate homework expectations to parents and students at the beginning of the year and at conferences.

IEP & 504 Meetings & Plans

One of the keys to success in these meetings is the ability to communicate clearly with parents. Teachers are required to attend all IEP and 504 meetings. If unable to attend due to extenuating circumstances, please plan with an administrator. Advanced preparation will lead to effective communication. All teachers are required to know and understand information in student Individual Education Plans, Section 504 Accommodation Plans, and/or any additional information relevant to the success of the students. Any recommendations made by teachers must be limited to their respective area(s) of expertise and based on objective, verifiable data. Teachers are responsible for the implementation of all accommodations outlined in the student IEP & 504 plan.

Instructional Materials Ownership

Anything purchased with building, District, PTSO or grant funds belongs to the school and is not to leave the building. It is expected that staff members will readily share District materials with their colleagues. Any instructional materials developed during the workday are the property of the district.

Keys

Every staff member has been issued keys and is responsible for them. **DO NOT** leave keys on a desk or shelf. At no time are keys to be given to students or people who have not been properly approved. Loss of keys should be immediately reported to the Office. **Classroom doors must be closed, locked and the lights must be turned off when the room is vacant.**

Lesson Plans

Teachers must maintain an up-to-date electronic plan book readily available to administration. Teachers should always have one week worth of emergency sub plan available. Classroom expectations and procedures should be included in these plans. Teachers will prepare all instructional lessons for guest teachers as needed.

Library/Media Center

The library media center (LMC) provides a variety of services to faculty and students. Teachers in kindergarten through 2nd will be scheduled regular media center time. If teachers wish to schedule a set library time, please contact the administrator to schedule. Please ensure that students use the library when a responsible adult is present.

License Requirements

Educators offered employment with the district must have a current teaching license. Applicants who do not have a current license prior to the beginning of school or the first day employment is scheduled to begin will not be employed until such license has been secured. Licensed staff are required to notify the office any time a new endorsement is added so that the information can be updated. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Educators are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

Lost and Found

Items which are found on school property are to be turned into the designated location. At the end of the school year items not claimed will be donated.

Lunch/Breaks

A ten (10) minute break will be provided for classified staff. Staff members who work over five hours per day will be scheduled a 30-minute duty free/unpaid lunch.

Mailboxes & Email

Please check your physical mailboxes and staff email before school begins, at lunchtime and the end of the day whenever possible.

Medication Administered to Students

The school administrator shall authorize two staff members to administer prescribed or non-prescribed oral medication. Oral medications are administered by mouth either by swallowing or inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated staff members will participate in an in-service training session conducted by the school registered nurse prior to the opening of the school each year. Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional within the scope of their prescriptive authority. If the medication is to be administered for more than fifteen consecutive days, the written request must be accompanied by written instructions from a licensed health professional. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container.

Movement of Students

Orderly movement is critical to student safety. Teachers and staff will direct students to leave their classroom or instructional area in an orderly manner. Students must be advised to always walk when moving throughout the campus, on the boardwalk, up & down stairs and in front of the brick building. The playground, track and field are excluded from this expectation.

When students are walking around or near other classroom learning environments, they should be reminded to talk quietly to not disrupt the learning environment of others.

During transitions, students should be reminded that upon crossing the threshold entering their classroom, they are entering a learning environment, and it should be respected as such.

Personnel Files

Employee files are maintained in the District Office and should never be removed from this location. Individuals may request access to their personnel and review any documents contained in it.

Physical Restraint and Seclusion

Physical restraint may only be used in very limited circumstances when the student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student, or others and less restrictive interventions would not be effective. Seclusion may only be used in very limited circumstances when the student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student, or others and less restrictive interventions would not be effective. Only staff who have current training may implement physical restraint or seclusion except in an unforeseeable emergency circumstance. For each incident of physical restraint or seclusion, staff must complete a report. Parents must be given notice as soon as reasonably possible.

Pledge of Allegiance / National Anthem

Washington law requires that the flag of the United States be displayed in classrooms and the Pledge of Allegiance be recited in each classroom at the beginning of the day. When the Pledge of Allegiance is recited, students may choose to stand and participate or maintain a respectful silence.

Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment. Discussion of personal viewpoints, however, may not be carried out during the performance of District duties. An open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue, which is consistent with District curriculum and assigned duties, is permissible.

Professional Communication

Electronic communication is a common way to share information with staff, students and families. Please remember that any electronic communication using District accounts, or having to do with business of the district, is considered a public record that others may be allowed to see subject to a state public records request. Due to this, electronic communication may not always be the most effective way to communicate with others. To avoid miscommunications a phone call to a person may be more effective. Employees should document the content of the communication after the call.

Even when using a personal electronic device, District related communications including text messages are subject to public record laws.

Public Relations

The very important job of public relations belongs to every staff member. Opinions of the school are often based on experiences with staff members – either positive or negative. Relationships with students, other members of the school community, and the community at large are vital factors upon which people's opinions are based.

Experience has shown that excellent instruction, a positive learning environment, frequent communication with parents and community awareness go a long way toward the establishment of positive home and school relations.

Report Cards

Grades are important to students, teachers, parents, as well as outside agencies and institutions. A grade should accurately reflect a student's honest academic achievement as measured against appropriately high standards.

A student deserves to understand these standards and to know what is expected of them and how a grade is derived. Furthermore, a student should receive information frequently on their progress. In this way, grades are formative and summative.

Each student should be individually measured against an appropriate standard or rubric following predetermined grade level appropriate standards.

Grading should not be a way of disciplining a student; however, there are academic consequences when a student is absent from instruction, absent from test, and fails to hand in work.

Review of Student Records

As part of the preparation for the start of the school year, all teachers should review student files – both regular and confidential, if appropriate. **Files may not be removed from the office area without express permission.**

School Day

School begins at 8:20 and ends at 2:50. Students may go to their classrooms no earlier than 8:05. If a student arrives prior to 8:05 they will be directed to sit in the office or media center. If a student arrives

after 8:20 please make sure they have been checked in by the office. If not, please send them back to the office.

Staff Bathroom Use Procedures

Faculty members should never leave students unattended. If a staff member needs to use the bathroom, have a colleague supervise students while the employee is out of the supervisory area. Staff should use the office bathrooms whenever practical.

Staff Meetings/PLC/Professional Development

Staff meetings will be held after the closing of school beginning at 3:05 p.m. on dates to be announced. Staff meetings will be held monthly unless otherwise scheduled. Attendance at faculty meetings is an important responsibility of all teachers and available classified staff. On occasion there are regrettable conflicts, illnesses and emergencies but please try to schedule elective appointments on days other than the days of the meetings. We work best when we are working together!

Student Attendance

Attendance must be taken by 8:45 AM through the student information system. Students arriving after 8:30 will check in through the office and come to class with an office slip. If attendance is not reported before the cut-off time, please contact the office.

Student Bathroom Use

Students must be allowed to use the bathroom. If a teacher suspects abuse of the bathroom privilege, investigate the situation and report it to the office for further action if appropriate. When excessive bathroom use is noted, it is appropriate to contact the parent.

Student Conduct Expectations

At all times, staff members should expect students to model appropriate conduct. “PAWSitively powerful” citizens & future leaders who are respectful, develop a growth mindset, demonstrate grit and are responsible. Adults must strive to emulate these qualities in daily interactions with students, parents, and other staff members. **Consistency of expectations is a major factor in effective school discipline.**

Below are examples of some school-wide student expectations:

- ❖ Use common courtesies while interacting with others (Please, Thank you, etc.)
- ❖ Please walk while traveling around campus unless on playground, field or track
- ❖ Conduct respectful interactions with everyone
- ❖ Respond respectfully to staff instructions or directions
- ❖ Guest classroom teachers should be treated like guests while working on campus

Student Learning Plans (SLPs)

Washington State requires *individualized* student learning plans for students in 8th grade who did not pass the core competencies of Reading, Math, and Science on the Smarter Balanced Assessment (SBA) in grade 7. These plans need to be written and reviewed regularly with the parents and students. They need to be written as soon as possible and ready for the parental review no later than the fall parent conference dates.

Student Photos/Videos

The district limits the use of student photos by the public. Please check with the office before using any student pictures or videos on social media communication. Protect student and family privacy rights if they do not wish their child to appear in school social media communications.

Student Support Team

The GMS Student Support Team (SST) engages in a problem-solving process for students in regular education (not receiving services from the Special Education Department) designed to provide support to both students experiencing difficulties in the classroom and their teachers. Through collaboration and brainstorming, the SST can identify solutions or interventions to address academic, behavioral or other difficulties to improve student learning. The Student Support Team was created to identify students with their needs and quickly implement strategies to eliminate roadblocks to their classroom success.

The SST is composed of appropriate school staff including administrators, teachers, and/or support staff that bring a wide range of experience and expertise to the table. As a team, they analyze data and select alternative strategies to assist students. The Student Support team is not simply for students in need of a 504 or Individual Education Plan, there are many reasons that students can be referred.

Please review the Student Support Team Process and Student Support Team Process Flow Chart located in the Lesson Plans folder.

Supervision of Students

Students should be supervised consistently throughout the day. Students should never be left unsupervised for an unreasonable amount of time. School staff are expected to provide supervision for students consistent with the “reasonable and prudent parent” standard. Teachers and other school staff are to do a better job of protecting students from injury than an ordinary citizen. Students should always be supervised in a reasonable manner. Negligence suits are the most common type of litigation involving schools and school districts. School staff are not required to supervise every student every minute of the day. However, the longer students are left unsupervised the greater the chance something could happen. Always consider the safety of each situation.

Supplemental Instructional Material Process

Temporary supplemental materials (TSM) are those items used in conjunction with the core instructional materials that are of interest or value for a short period of time and are chosen within District-established guidelines. They do not intend to supplant the adopted curriculum nor be used on a regular annual instructional basis. The use of temporary instructional supplemental materials for a period of over one year requires consideration by the principal & instructional materials committee. Please contact the administrator for specific details of this process.

Supplies

The distribution of supplies is on an as-needed basis. Staff should access supply request forms for purchases and give them to the secretary. The supply room is open; please do not stock extra supplies in the classroom.

Taking Students to an Unscheduled Location

Staff members must notify the office if they are planning to take students to an unscheduled location during the school day (i.e., another classroom, the gym, nature walk, etc.),

Teaching Religion

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

Textbooks

All students are responsible for the condition of their textbooks until they are returned. A periodic check of each book issued is appropriate to insure against complete deterioration of books. Be sure to have

students respect their textbooks. Teachers should record the students' name along with all textbooks issued during the school year.

Theft

Be sure to lock up all school equipment such as audio-visual equipment, science equipment, musical instruments, or anything subject to theft. Do not leave pocketbooks, keys, jackets, or any personal belongings unattended.

Visitors

All visitors must report to the office prior to continuing anywhere on campus. If a staff member sees an unfamiliar person walking around the facilities without a visitor's badge, they should inform the visitor of the check-in requirement and escort them to the office or call the office immediately. Visitors should never be left unsupervised with a student (other than their own child).

Volunteers

Anyone wishing to volunteer should be directed to the office to complete a volunteer application. All volunteers must have a background check on file prior to working with students in direct, unsupervised activities or providing one-on-one tutoring. This approval can take up to several weeks to complete. All volunteers will be advised of emergency procedures, restroom procedures, material usage and instructed on how to protect the confidentiality of students and staff. Be sure to communicate with people for their participation. Ask the office to train volunteers in the appropriate use of copiers and other equipment they may need while helping. Volunteers should wear volunteer badges provided by the office. Remind volunteers that they may not bring non-school age or other children to school with them for volunteer activities or field trips without prior administrator approval.

When working with students the following should be followed to reduce the risk of inappropriate conduct:

- ❖ Work with students in a public setting, classrooms with teachers or others, in other spaces where people frequently pass through or work.
- ❖ Physical contact between a volunteer and a student should be avoided. Hugs initiated by students in the early grades (K-2) may be acceptable.
- ❖ Interactions with students out of school with school staff they work with should be discouraged and happen only with parent permission.

Workplace Violence Prevention

The district is committed to providing a safe, violence-free workplace for all employees. Threats, threatening language, physical confrontations, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This covers any violent or potentially violent behavior that occurs in the workplace or at District-sponsored functions. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith under this guideline. Any such act or threatening behavior may result in disciplinary action up to and including termination.

GYM AND RECESS RULES

Outdoor Recess - Safety Expectations

Be Safe and Have Fun



Bear Castle

Bear Castle: Move inside the castle only... going down the slides sitting, feet first.



Merry-Go-Round

Geo-dome: We can climb, sit and hang with one hand always on the bar.



Geo-dome

Merry-Go-Round: When the Merry-Go-Round stops you get on and off. We sit one student per triangle.

Swings: Holding on with both hands, we sit, swing back and forth all in the same direction. It is unsafe to jump off the swings. We stay away from the support bars.



Swings



Slide/Pole

Slide/Pole: We slide down, feet first on our bottoms. We slide down the pole feet first. Wait your turn at the bottom of the ladder, one person at a time.

Climbing Arch: We can climb over, sit on top and hang upside down with one hand hanging on.



Climbing Arch

Uneven Bars: Hang, Swing, or spin, keep one hand always on the bar. Standing on the bars is unsafe.



Uneven Bars

Everyday Expectations:

Tag games are played on the track and field.

You can walk across and jump off the nature trail bridge.

Stay on the nature trail, off the hill, leaving nature where it is

All equipment is returned to the shed at the end of recess.

We stay out of puddles.

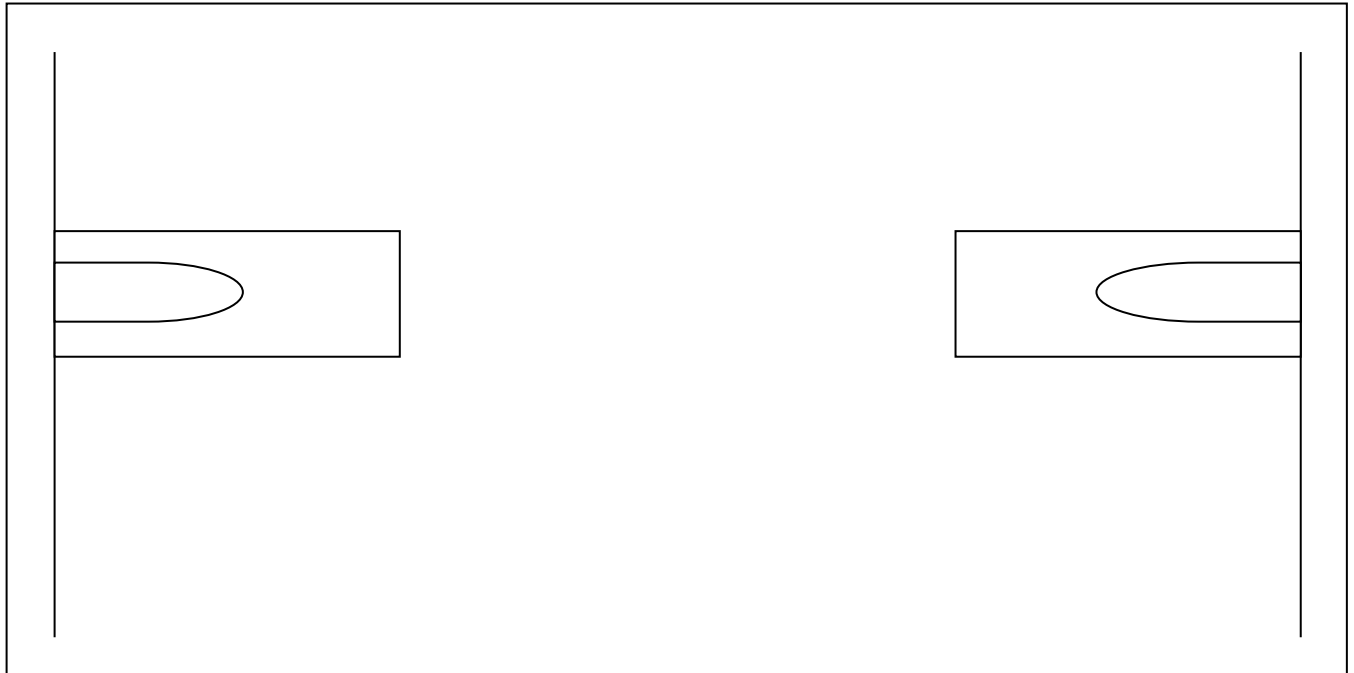
Be safe and cautious of others when running on the nature trail.

Competitive games are allowed when good sportsmanship is demonstrated and rules are agreed upon/followed.

Hanging on basketball hoops and climbing on the back stop is unsafe and damages equipment.

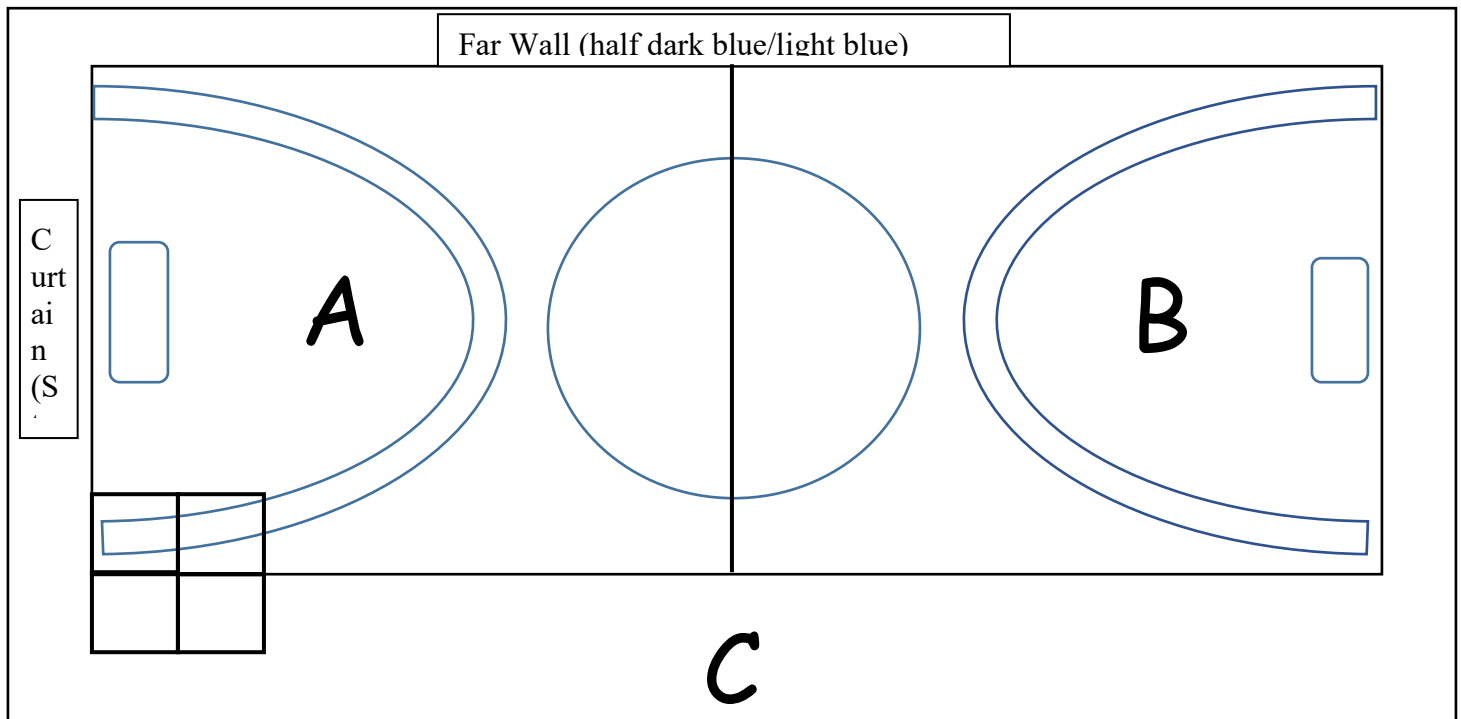
Ball that go over the fence will stay there until the next day.

Covered Area Expectations



Basketball, handball and four square are allowed under the covered area.
Balls are for tossing and bouncing. Kicking or slamming balls down is unsafe.
Games that involve throwing balls at participants are reserved for the playfield.
During rainy days the covered area may be divided in half to accommodate multiple games or activities.
All balls used in the covered area should be returned to the equipment shed at the end of recess or break.
Tag games shall be played on the field only.
Be aware of the fence, wall and support post while playing safely.
Be courteous to others playing under the cover.
Competitive games are allowed when sportsmanship is displayed and rules are agreed upon.

Inside Recess - Safety Expectations



For safety reasons all games must stay in their sections.

Section A is normally used for tag (regular, noodle tap, freeze tag, etc.). Can also set up bean bag toss with hula-hoops, scooters, parachute, four square, etc.

Section B is normally used for half-court basketball.

Section C is for jump roping, hula-hooping or to just sit and talk while eating a snack.

Dodgeball uses the whole gym. Noodle tag is also fun using the whole gym.

Balls are for tossing and bouncing. Slamming down and kicking balls is unsafe. Please keep balls in the green painted area. Off-white paint area is too high.

Nerf balls may be used.

When we play tag, we touch gently.

We leave the curtain alone, so it does not fall.

Hula-hoops are for hula-hooping, unless used in a game.

Jump ropes are for jumping rope.

The far wall is the only base wall for tag.

One long whistle means everyone stops, sits and listens.

Two short whistles, recess is over. Put all recess equipment away, collect anything brought to recess, throw away any garbage and line up.

Repeated, short, consistent whistles indicate an emergency. Go to the nearest para.

Kids should get their coats and make sure there are none on the hooks.