



Sequim School District Staff Handbook 2019-2020

Table of Contents

- [Introduction](#)
- [Board of Directors](#)
 - [Board of Directors](#)
 - [Board Meeting Schedule](#)
 - [Board Goals](#)
- [Welcome](#)
 - [Welcome](#)
- [General Information](#)
 - [Important Phone Numbers](#)
 - [Who to Call](#)
 - [District Calendar](#)
 - [Travel Process](#)
 - [Purchasing](#)
 - [Keys](#)
 - [Grant Applications and Awards](#)
 - [Process MOU and other Similar Agreements](#)
- [District Goals](#)
 - [Mission/Vision/Strategic Plan](#)
- [Organizational Structure](#)
 - [Organizational Structure](#)
- [About Your Job](#)
 - [About Your Job](#)
- [How You Get Paid](#)
 - [Payroll](#)
 - [Employee Access](#)
- [Professional Growth](#)
 - [Intra-District Transfers](#)
 - [Professional Development](#)
 - [Job Performance Evaluations](#)
 - [eVal 2.0 Instructions](#)
- [When You Can't Get To Work](#)
 - [Attendance Expectations](#)
 - [Substitute Online Instructions](#)
 - [Family Medical Leave Act - FMLA](#)
 - [Paid Family Medical Leave Act](#)
- [On the Job Injury](#)
 - [Employee Safety](#)
 - [Workplace Safety Guidelines](#)
 - [Worker's Compensation](#)
- [Insurance](#)
 - [HIPAA Privacy Notice](#)
 - [Insurance](#)
 - [School Employees Benefits Board \(SEBB\) Program](#)
- [District Expectations](#)
 - [Maintaining Professional Boundaries](#)

- [Harassment, Intimidation and Bullying](#)
 - [Sexual Harassment](#)
- [Professional Conduct-State of Washington Code](#)
- [Confidentiality](#)
- [Discrimination Complaints](#)
- [Dress Expectations](#)
- [Drug Free Workplace](#)
- [Electronic Information System](#)
- [Tobacco-Free Policy](#)
- [Use of District Equipment/Facilities for Private Gain](#)

- **[District Policies](#)**
 - [District Policies](#)

- **[Useful Information](#)**
 - [Useful Information](#)
 - [Definition of Terms](#)
 - [This Handbook Replaces the Following Documents:](#)

Introduction

This handbook has been developed to help you become better acquainted with the services Sequim School District provides and the way it operates. It is not intended to cover all areas of information you might need as a Sequim School District employee, but rather to give you an overview and resources to use when questions arise.

There is a Definition of Terms in the back of the handbook if you come across some unfamiliar terminology. If you have other questions that are not addressed in this handbook, please feel free to reference the [Who To Call](#) page in this handbook.

This handbook contains general guidelines only. The provisions herein may be amended or exceptions to them made by the Sequim School District. This handbook is not intended as, nor should it be construed to create, terms of an express or implied contract of employment at Sequim School District or any type of promise or guarantee of specific treatment in a specific situation.

The District reserves the right, in its sole discretion, to amend, modify, or discontinue its use of the handbook or its provisions without prior notice, notwithstanding any person's acts, omissions or statements to the contrary.

Note: Should there be a conflict between this handbook and a labor agreement, the labor agreement governs. However, state and federal laws supersede labor agreements.

Board of Directors

The five-member Board of Directors sets the policies that guide Sequim's public education from kindergarten through grade twelve. All voters within the school district elect the Directors, who generally serve a four-year term unless appointed to fill a vacant position. Two members serve in At Large positions, and the remaining three are elected from specific geographic areas.

The Board selects a superintendent to administer adopted policies; however, the Board is the final authority on all matters concerning the district. (RCW 28A.320.010)

When a meeting date falls on a legal holiday, the meeting will be held on the next business day. The Board functions through regular meetings, special meetings, and emergency meetings as defined in Policy number 1400.

If you have questions, please contact the Executive Assistant to the Superintendent at (360)582-3262. Thank you for your interest in the Sequim School District!

 <p>Name - Brian Kuh, President District 2 Email: bkuh@sequimschools.org Elected: 11/2017 Term Expires: 11/2021 Phone: (360) 406-1123</p>	 <p>Name - Brandino Gibson, Vice President District 4 At Large Email: bgibson@sequimschools.org Elected: 11/2017 Term Expires: 11/2021 Phone: (360) 477-1582</p>
 <p>Name - Dr. Heather Short Director District 5 At Large Email: hshort@sequimschools.org Elected: 11/2015 Term Expires: 11/2019 Phone: (360) 417-2612</p>	 <p>Name - James (Jim) Stoffer Director District 3 Email: jstoffer@sequimschools.org Elected: 11/2015 Term Expires: 11/2019 Phone: (360) 775-9356</p>
<p>Director 1 Position Vacant as of 8/5/19</p>	

Board Meeting Schedule

2019-2020

September		March
Monday September 9		Monday March 2
Monday September 23		Monday March 16
October		April
Monday October 7		Monday April 6
Monday October 21		Tuesday April 21
November		May
Monday November 4		Monday May 4
Monday November 18		Monday May 18
December		June
Monday December 2		Monday June 1
Monday December 16		Monday June 15
January		July
Monday January 6		Monday July 20
Tuesday January 21		
February		August
Monday February 3		Monday August 3
Tuesday February 18		Monday August 17

Board Goals

Board Goals

Base decisions on what is best for student success

Standard #1:

- Clearly define our goals and create a timeline aligned to the annual calendar.
- Improve Board/Superintendent communication as well as communication with colleagues and amongst ourselves
- Improve on aligning research-based practices with policies – improved from Jan to June
- Set up a procedure for orientation of new members

Standard #2:

- In collaboration with staff and the community, formulate and maintain a district plan with goals and outcomes.
- Continually monitor progress toward the goals and outcomes of the district plan.
- Review student achievement regularly.

Standard #3:

- Create conditions district-wide for student and staff success by:
 - Have a process in place to support evaluation and updating of technology (Goal 1/Pillar of Strategic Planning)

Standard #4:

- Using the annual calendar as a guide, systematically analyze student learning data from a variety of sources (graduation rates, standardized (summative) and formative assessment data, etc., to monitor district performance.

Standard #5:

- Provide information to district regarding information we would like presented to the community via Media output.

Welcome



Welcome to the 2019-20 school year and the excitement that every new school year brings. Each new school year is unique, rewarding, challenging and has unlimited potential. This year is no exception.

We have many new faces (including mine) walking the halls in Sequim this year. I look forward to meeting every one of you. Like all organizations, the Sequim School District has procedures to accomplish the tasks of being an employer. We hope this handbook will answer your questions about your employment with the us.

While intended to be all-inclusive, there may still be questions. Please ask your supervisor, building principal, or district office personnel if you can't find your answer in the handbook.

Again, welcome to Sequim School District and we look forward to a successful year.

Rob

Dr. Rob Clark
Interim Superintendent

Important Phone Numbers

District Office (DO)

Address: 503 North Sequim Avenue Sequim, WA 98382

Phone: (360) 582-3260

Fax: (360) 683-6303

Office Hours: 7:00am-4:00pm M-F

[Sequim School District Website](#)

Business Office	360-582-3260
Human Resources Department	360-582-3418
Special Education Department	360-582-3402
Maintenance Department	360-582-3276
Community Outreach Office	360-582-3264
Superintendent's Office	360-582-3262
Teaching & Learning Department	360-582-3252
Technology Department	360-582-3405
Transportation Department	360-582-3274

<p>Greywolf Elementary School (GWE) Grades K-5 Address: 171 Carlsborg Road Sequim, WA 98382 Phone: (360) 582-3300 Fax: (360) 582-9555 Office Hours: 7:30am-4:00pm School Schedule: 8:30am-3:00pm Mondays: 9:30am-3:00pm Greywolf Elementary School Website</p>	<p>Sequim Middle School (SMS) Grades 6-8 Address: 301 West Hendrickson Sequim, WA 98382 Phone: (360) 582-3500 Fax: (360) 582-9486 Office Hours: 7:30am- 3:30pm School Schedule: 8:15am-2:45pm Mondays: 9:15am-2:45pm Sequim Middle School Website</p>
<p>Helen Haller Elementary School (HHE) Grades K-5 Address: 350 West Fir Street Sequim, WA 98382 Phone: (360) 582-3200 Fax: (360) 681-8543 Office Hours: 7:30am-3:30pm School Schedule: 8:15am-2:45pm Mondays: 9:15am-2:45pm Helen Haller Elementary School Website</p>	<p>Sequim High School (SHS) Grades 9-12 Address: 601 North Sequim Avenue Sequim, WA 98382 Phone: (360) 582-3600 Fax: (360) 681-8688 Office Hours: 7:30am-3:15pm School Schedule: 8:15am-2:45pm Mondays: 9:15am-2:45pm Sequim High School Website</p>
<p>Olympic Peninsula Academy (OPA) Grades K-12 Address: 400 North 2nd Avenue Sequim, WA 98382 Phone: (360) 808-4759 Fax: (360) 582-9229 Office Hours: 7:30am-3:30pm Olympic Peninsula Academy Website</p>	<p>Credit Retrieval Program Sequim Options School (SOS) Grades 10-12 Phone: (360) 582-3433 Fax: (360) 683-6303 Office Hours: 7:30am-3:00pm Sequim Options School Website</p>

Who to Call

Task	Department/Position	Extension
Accident Reports (Student and Employee)	Human Resources	418
Assessment and Testing Operations/Testing Data	Teaching & Learning	252
Asst. Superintendent's schedule, Curriculum & Instruction	Teaching & Learning	252
Bargaining Agreements	Human Resources	418
Budgeting	Business Office	266
Bus Use for Field Trips (must also complete Travel Request)	Transportation	274
Calendar - District	Public Information Officer	264
CEDARS Troubleshooting Assistance	Teaching & Learning	252
Choice Forms/Intra-District Transfer Requests	Superintendent's Office	262
Clock Hour Requests/pdEnroller	Teaching & Learning	252
Clock Hour Tracking	pdEnroller (link on SSD website)	online
Community Truancy Board	Public Information Officer	264
CTE (Career Technical Education)	CTE Director	682
District Credit Card Use	Business Office	265
District Vehicles/Bus Reservations	District Office Receptionist	260
Early Entry to Kindergarten	Superintendent's Office	262
EDS System Logins	Technology	404
Email and Computer Logins	Technology	411
Embrace IEP	Special Education	402/407
Employee Benefits	Business Office	267/247
Employee Leave - Available Balance	Skyward Employee Access	online
Employee Long Term Leave Request	Human Resources	418
Enrollment Forecasting	Business Office	266
Enrollment/Registration During the Summer	District Registrar	433
eVal	Technology	404/411
Facebook Page	Public Information Officer/Superintendent's Office	264/262
Facilities Use	District Office Receptionist	260
Food Service Families Online Payment Troubleshooting	Technology	411
Food Services Director	Food Services	432
Foster Care Liasion	Teaching & Learning	400
Free and Reduced Lunch Applications	Food Services	433
Grant Compliance - State and Federal	Business Office	266
Hiring & Recruitment	Human Resources	418
Home Hospital	Special Education	402
Homeroom Administration	Teaching & Learning	252
Intent to Home School	Superintendent's Office	262
InTouch/TouchBase	Technology	411
Job Postings	Human Resources	418
Long Distance Codes	Technology	404
Maintenance Help Line (Emergency Only)	Maintenance Department	276
Maintenance Requests	School Dude (link at sequimschools.org)	Website
Mc-Kinney Vento Liasion	Teaching & Learning	401
Notary	Superintendent's Office	262
Payroll Questions	Business Office	267/247
Policies/Procedures	Superintendent's Office	262
Public Distribution of Information	Public Information Officer/Superintendent's Office	264/262
Public Records Request	Human Resources	418
Publications/@SequimSchools (Chalk Talk)/Current Events	Public Information Officer	264
Purchasing/Accounts Payable	Business Office	265
Retirement	Business Office	267/247
School Board Meetings Agenda & Minutes	Superintendent's Office	262
School Boundaries Questions	Superintendent's Office	262
School Messenger (Auto-Call)	Technology/Public Information Officer	411
Sex Offender Notification	Superintendent's Office	262
Skyward Security and Support/Picture Upload	Teaching & Learning	252
Special Education (IEP Processing)	Special Education	402
Special Programs (ELL, LAP, Title, Time & Effort)	Teaching & Learning	400
Student Records	Individual Schools	--
Student Registration Forms Management	Teaching & Learning	252/262
Student Registration Questions	Individual Schools	--
Sub-Online	Human Resources	268/418
Superintendent (schedule, calendar, setting meetings)	Superintendent's Office	262
Tech Requests	School Dude (link at sequimschools.org)	Website
Technology Help Line (Emergency Only)	Technology	411
Text Alert	Technology	411
Transcript Requests During the Summer	Superintendent's Office	262/252
Transportation	Transportation	274
Travel Requests	District Office Receptionist	260
Volunteer Processing	District Office Receptionist	260
Website Management	Public Information Officer	264

District Calendar

SEPTEMBER 2019				
M	T	W	T	F
19	20	21	22	23
26 TRI	27 TRI	28 TRI	29 TRI	30 TRI
2 H	3 T TRI	4 S	5	6
9 PD	10	11	12	13
16 PD	17	18	19	20
23 PD	24	25	26	27
30 PD				

OCTOBER 2019				
M	T	W	T	F
	1	2	3	4
7 PD	8	9	10	11
14 PD	15	16	17	18
21 PD	22	23	24	25
28 PD	29	30	31	

NOVEMBER 2019				
M	T	W	T	F
				1 PLD
4 PD Q	5	6	7	8
11 H	12	13	14	15
18 PD	19 Elem ER	20 Elem ER	21 ER	22 ER
25 PD	26	27 ER	28 H	29 V

DECEMBER 2019				
M	T	W	T	F
2 PD	3	4	5	6
9 PD	10	11	12	13
16 PD	17	18	19	20
23 V	24 H	25 H	26 V	27 V
30 V	31 H			

JANUARY 2020				
M	T	W	T	F
		1 H	2 V	3 V
6 PD	7	8	9	10
13 PD	14	15	16	17
20 H	21	22	23	24 Q
27 PLD	28	29	30	31

SEQUIM SCHOOL DISTRICT NO. 323 2019-20 CALENDAR

Classes Begin: September 4, 2019
(19) Classes End: June 12, 2020 (19)

School Year 180 days

S - START OF SCHOOL
Q - QUARTER ENDS
V - VACATION
ER - EARLY RELEASE
H - HOLIDAY
NS - NO SCHOOL
PD - 1 HOUR LATE START

HOLIDAY AND VACATION DATES

Labor Day - September 2
Veteran's Day (Observed) - November 11
Thanksgiving - November 28 & 29
Winter Break - December 23 - January 3
New Year's Day - January 1
(17) MLK Jr. Day - January 20 (19)
President's Day - February 17
Spring Break - Mar 30 - Apr 3
Memorial Day (Observed) - May 25

GRADING PERIODS (Q)

(15) 1st Qtr Ends - Nov 4 (43 days) (20)
2nd Qtr Ends - January 24 (45 days)
3rd Qtr Ends - April 7 (45 days)
4th Qtr Ends - June 12 (47 Days)

Sequim High School Graduation - June 5, 2020

Conference Days for Elem (ER): Nov 19, 20, 21, 22
Conference Days for MS/HS (ER): Nov 21, 22
Conference Days for MS (ER) April 16 & 17

(18) (10)

TRI Days Aug 26, 27, 28, 29, 30 (1/2 day)

T TRI - Teachers in Classrooms Sep 3

PLD (Professional Learning Day for Certificated Staff) - No students Nov. 1 and Jan. 27

* SNOW MAKE-UP DAYS (if needed) * - June 15, 16, 17

FEBRUARY 2020				
M	T	W	T	F
3 PD	4	5	6	7
10 PD	11	12	13	14
17 H	18	19	20	21
24 PD	25	26	27	28

MARCH 2020				
M	T	W	T	F
2 PD	3	4	5	6
9 PD	10	11	12	13
16 PD	17	18	19	20
23 PD	24	25	26	27
30 V	31 V			

APRIL 2020				
M	T	W	T	F
		1 V	2 V	3 V
6 PD	7 Q	8	9	10
13 PD	14	15	16 MS ER	17 MS ER
20 PD	21	22	23	24
27 PD	28	29	30	

MAY 2020				
M	T	W	T	F
				1
4 PD	5	6	7	8
11 PD	12	13	14	15
18 PD	19	20	21	22
25 H	26	27	28	29

JUNE 2020				
M	T	W	T	F
1 PD	2	3	4	5
8 PD	9	10	11	Q 12 ER
15 *	16 *	17 *	18	19
22	23	24	25	26
29	30			

*Adopted 3/19/18
**Revised 5/6/19

Travel Process

The Travel Request form can be found on the Sequim School District website:

http://www.sequimschools.org/Resources/staff/travel/travel_request

Prior approval must be obtained for all travel both in and out of district for any reason (travel to the ESD, conferences, student athletics, and activities which include field trips, overnight stays, etc.), regardless if a substitute is needed or not. This **includes** professional development where you are out of your regular work place.

- **Prior** to submitting the Travel Request form, contact Facilities/Travel Coordinator and/or Transportation to confirm vehicle availability. Use of private cars **must** be preauthorized.
- Complete Travel Request form in its entirety. Incomplete forms will be returned.
- Estimate all expenses related to travel. Keep in mind breakfast is not provided on the day of departure nor is dinner provided on the day of return. No meals are provided if they are included in conference fees.
- A separate form must be submitted for **each** occurrence of travel, trip, or professional development.
- A completed hardcopy of the Travel Request form must be submitted to your direct supervisor/administrator BEFORE the trip can be processed.
- Account Codes and percentages must be included on each Travel Request.
- The Athletic Director must also sign the form if student athletics are involved.
- If you are supervising athletics or events, you **must** have pre-approval from your direct supervisor.
- The Travel Request form **must** be submitted to the Facilities/Travel Coordinator **at least** ten (10) days in advance of departure.
- Be sure to retain a copy of your completed form for your records.
- Board approval is required for out-of-state, out-of-country and/or overnight travel for all staff and students.
- You will receive notification of approval for your Travel Request from the Facilities/Travel Coordinator via email. **ONLY** after approval should you/your building make reservations for hotels or conferences. The district **does not** make travel arrangements for staff. Once registration and/or hotel reservations are made, send copies of the receipts to Sequim School District Accounts Payable.
- Any travel request that requires a bus will be forwarded to the Transportation Department by the Facilities/Travel Coordinator. Please DO NOT send Travel Request forms directly to Transportation.
- All absences **must** be entered in *Substitute Online!* regardless if a substitute is required for your absence or not. This can be done at: <https://www.substituteonline.com/>
- Cancellations must be communicated to Facilities/Travel Coordinator **3 hours prior** to departure time. If a bus is reserved, please call transportation immediately at 360-582-3273.
- Upon completion of trip, a pre and post mileage is required for all vehicles (district or personal). If you have been preapproved to drive your own vehicle and seek reimbursement, please use the following reimbursement form: http://www.sequimschools.org/Resources/staff/travel/travel_request

If you have questions or need help, please contact:

Facilities/Travel Coordinator	Sub Online Coordinator
ext. 260	ext. 268

Purchasing

Purchasing: Authorization and Control

The superintendent or designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Requisition and purchase order procedures will be used to control the expenditure of funds.

Purchasing Procedure: Please use the following guidelines below:

- Purchase order requisition is completed by the employee and sent for approval to Building Administrator
- Approval of requisition is completed by Building Administrator and is automatically sent to Business Office for approval
- Approval of requisition by Business Office
- Purchase order created by Accounts Payable
- ONLY then can ordering occur with a copy of the purchase order to be provided to the vendor
- If other departments are included in the process, School Dude must be used to set up needed services by maintenance and technology to ensure clear communication and scheduling
- All purchases will go through the same purchasing procedure regardless of what budget is being used
- Items received must be checked into Receiving in Skyward (Check with building secretary for process.)

Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Board members, administrators or staff shall not accept a gift or favor from vendors or prospective vendors or other firms or individuals that have had or hope to have transactions with the district. For further information see the district website at www.sequimschools.org.

If you have any questions, please contact the Director of Business Operations & Finance (360) 582-3266 or Accounts Payable (360) 582-3265

Keys

Staff may be issued district keys to allow access both during and after regular school hours to their respective classrooms, lavatories, and outside door of their assigned buildings. No keys shall be loaned to any other person or student; or used by any other person except under the immediate supervision of the employee nor duplicated by anyone other than the appropriate administrative authority. Unless special arrangements are made, all keys will be returned at the close of the school year to the appropriate building administrator as part of the checkout procedure. Cost incurred as a result of an employee losing keys will be paid by the employee. For further information, please see policy & procedure 6511 using the link below.

Staff Safety – [6511](#) & [6511P](#)

Grant Applications and Awards

Introduction

Grants come to the district from a number of sources including, but not limited to:

- State of Washington through the EDS (Educational Data System) portal or direct award situations
- Educational Service Districts
- The Federal Government through the EDS State system or federal direct award system
- Cities and Counties
- Private funds from 501(c)(3), non-501(c)(3) organizations, or grants and donations (including Sequim Education Foundation (SEF) and Albert Haller Foundation grants)
- Other sources

Steps to apply for grants

1. When the decision is made to apply for **any** kind of grant which exceeds \$1000.00, an email notification must be sent to the Business Office and your immediate supervisor that a grant is being applied for. That email should include:
 - a. The name of the grant.
 - b. The name of the organization to which the application is being made.
 - c. The purpose for the grant.
 - d. If applicable, provide a copy of the completed grant application (not required for iGrants or SEF).
2. If the application is in iGrants and includes salaries, you **MUST** include benefit costs of 25% of the salary cost within the grant application.
3. If the iGrant includes indirect expenditures, you cannot budget those as direct expenditures.
4. The Business Office **MUST** review all grants before they are submitted, notify the business office **at least** two days prior to the deadline.
5. If any application is successful, the Business Office must be notified immediately so revenue and expenditure accounts for the grant can be created within the district's books.
6. If the grant being applied for is from the SEF, the SEF will inform the Business Office of the list of funded grants before the spending can begin. Any costs in excess of the grant will be the responsibility of the building.
7. When the grant is expended, please let the Business Office know so the books can be closed.

Payments

Payments for grants come to the district from a number of sources including, but not limited to:

- Claims through the state's EDS system after the expenditures have been realized.
- A direct award payment from the state or federal government, ESD, or cities and counties, prior to the spending, with a requirement to keep records of how those funds were expended.

A check from other areas that are not federal or state which either pay after the fact for expenditures made or before the expenditures are made with the same requirement to keep

Process MOU and other Similar Agreements

Introduction

The District may enter into a Memorandum of Understanding for a number of reasons, including, but not limited to:

- Spending of funds, grants or otherwise, from organizations other than the state or the federal government.
- Agreements where the district consents to do certain things or have certain things done for the District by another individual or organization.
- Agreements with bargaining units that are outside the normal negotiation process.

MOUs or Agreements are not used for contracts for employment nor are they used for contracts to independent contractors for providing a service to the District for compensation. In the event of contracting with an independent contractor, please see the process document for Personal Service Contracts. MOUs should be used in the event of an outside entity providing services (i.e. any student services, professional development/training, etc.) where they are receiving payment for those services either through the Sequim School District or a grant.

Process

- Members of the staff shall explore the possibilities for agreements that would involve a Memorandum of Understanding (MOU).
- The staff member shall then communicate this opportunity with their immediate supervisor.
- With permission of the supervisor, the staff member may then continue in the process of working toward an agreement with the parties involved.
- The agreement cannot contain anything that is not permitted by law for the District to do including receipt of gratis items from the other parties or gifts of public funds.
- If a MOU requires a commitment of District funds, the Business Office must be made aware of this immediately.
- When a tentative agreement has been reached, the terms of that agreement shall be communicated to the immediate supervisor who shall then review the agreement and pass it forward to a district signer for execution after all questions are resolved.
- Even if the Director of Business Operations and Finance is not to be the one to sign the final agreement the entire agreement is to be reviewed by the Business Office before anyone signs it.
- No MOU can go forward without the signature of one of the persons listed below.
- All Memorandums of Understanding are binding documents and must be signed by an approved signer for the District. Currently, the Director of Human Resources, the Director of Business Operations and Finance, the Assistant Superintendent and the Superintendent are the authorized signers.
- When the agreement is signed by all parties, a full copy of that agreement shall be made available electronically to the District's Administration Offices.

OUR GOALS

Vision: Our community inspires and prepares each student to thrive.

Mission: In connection with our community, the Sequim School District empowers staff to inspire hope and provide flexible, innovative learning opportunities in a safe and respectful environment so each student thrives.



Above: Team members at the final meeting of 2018.
Below: Team members during a Phase I learning session.



 Our District will develop and implement an annual budget aligned with the Strategic Plan that ensures the equitable and efficient distribution of resources to support district goals.

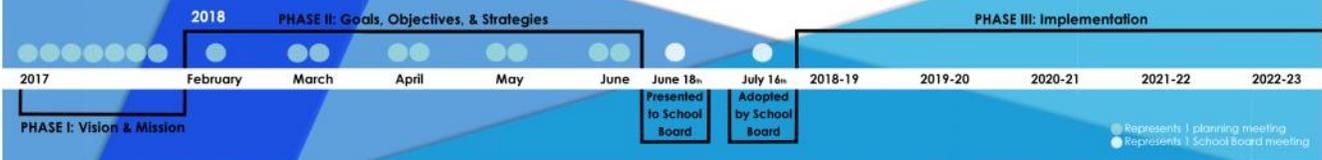
 Teaching in our district will be collaborative, focused, and reflective. Learning will be supported by innovative, flexible, project-based opportunities utilizing community partners to develop citizenship.

 In our district, technology will be used to support and fulfill the needs of teachers, learners, and support staff in accomplishing district and community goals. Innovation, communication, and media literacy will be hallmarks of technology use in Sequim School District, as our district prepares future citizens for their lives in a digitally connected world.

 Our district will engage in a multi-level approach to improve equitable methods of communication and information practices to enhance awareness, engagement, and empowerment in all stakeholders.

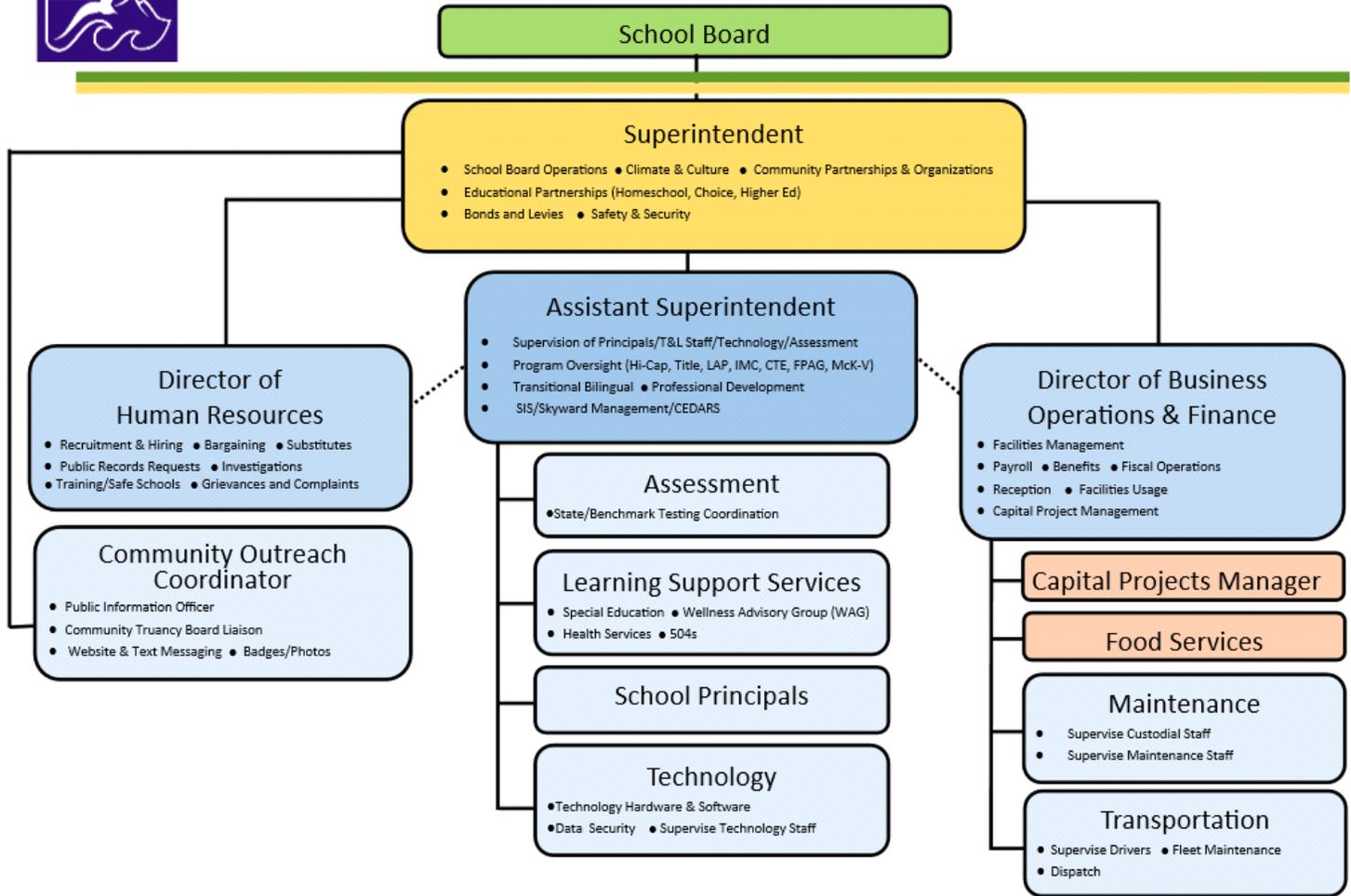
 Our district will provide safe, sustainable, and adaptable facilities that support all staff, students, and community partners and foster positive relationships for all stakeholders.

 Our District will discover, develop, and nurture dynamic, local and global partnerships to maximize resources which support the education of each student and enhance our community.





SSD Chain of Communication DRAFT
2019-2020



V. 1—7.11.2019

About Your Job

Collective Bargaining Agreements

As an employee, you may be represented by a bargaining agreement. Your work activities are then subject to a collective bargaining agreement between the district and your employee organization. You will be provided with a copy of the appropriate negotiated agreement. This is an extremely important document, and it should be read carefully. District Office employees are non-represented and do not have negotiated agreements. Their work conditions are established by the Board.

Salary Placement

Classified: Placement on the appropriate salary schedule is based on your position. Your appropriate salary schedule and information regarding compensation is located in your negotiated agreement or can be obtained from Human Resources.

Certificated: Salary placement is based on years of verified certificated experience and education. Please refer to Article XVIII of your negotiated agreement regarding salaries. Salary schedules are also included in the agreement or can be obtained from Human Resources. .

Administrator: Refer to Article VI, Section A. of your negotiated agreement for information on salary schedule placement.

New Employees

All new **classified** employees must serve a probationary period before being given full employment. Please refer to Policy and Procedure 5280 and review, along with review your collective bargaining agreement, if applicable, for more information on probationary periods.

Certificated classroom/specialist teachers new to the district are hired as provisional employees. Refer to Article 13 of your negotiated agreement regarding evaluations. Also, please refer to Policy and Procedure 5280.

All Collective Bargaining Agreements and current salary schedules can be found on the district website under the Human Resources tab.

<http://sequimschools.ss14.sharpschool.com/cms/One.aspx?portalId=1012755&pageId=1448977>

Safeschools

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Using your web browser, go to the SafeSchools website for Sequim School District and follow the instructions: <https://sequimschools-wa.safeschools.com/>

Keeping Certification Current

Certificated / Paraeducators--Certification Information

<https://www.k12.wa.us/certification>

Payroll

Payday for all employees is the last business day of each month. Business day is defined as "any day in which normal business operations can be conducted, generally Monday through Friday, excludes weekends and public holidays." Business day does not change depending on whatever calendar the district decides on for breaks and school year end date.

All employees are required to have their check direct-deposited to a financial institution of their choosing. You can view your paystub, Time Off, W-2 information, etc. in Employee Access within the Skyward system.

All employees, except for substitutes, will have their salary divided over 12 months.

Classified Employees

Classified employees are paid based on the collective bargaining agreement that applies to their specific assignment. Hours worked per day, days worked per school year, and hourly rate are factors in determining salary for the school year.

All classified employees that are paid on a twelve-month basis, must complete timesheets **only** when performing extra duties that are **pre-authorized by their supervisor** that are above and beyond their assigned hours (e.g. after school tutoring).

Check with your building office secretary as to any other building payroll procedures. (**Overtime and compensatory time is permitted only upon your supervisor's prior approval.**) According to the Fair Labor Standards Act, non-exempt classified employees may not work through their assigned break times or lunch periods (except in the event of an unusual or emergency situation).

Leave is required to be entered in the Substitute Online program to record exceptions to your normal work schedule regardless if a substitute is needed or not. Classified staff must enter any leave used such as sick, personal, vacation, professional time, jury duty, bereavement, etc. into the online program. Leave records are maintained in each building, usually by the office secretary, and are due to Payroll by the second business day of each month.

Certificated Staff

Certificated staff are placed on the salary schedule based on degrees, credits, and verified experience. The District **mandates** that transcripts be official. We will need a verification of experience form from previous employers to verify your years of experience. The Human Resources Department will provide those forms to you.

Official transcripts must be received in Human Resources by September 25 in order to be applied on the salary schedule for the current year. Any official transcripts received after September 25 will not be recognized until the following school year.

Your base contract amount, TRI contract, Professional Development, and any supplemental contracts will be listed separately in Employee Access. The basic contract pay will be divided over 12 months. TRI will be paid in one lump sum on the September payroll warrant.

Certificated employees must complete timesheets only when performing extra duties that have been **pre-authorized for payment** by the building administrator. These timesheets must be submitted to your building office secretary by the last day of each month. Timesheets received after the last day of the month will not be processed until the following month.

Leave is required to be entered in the Substitute Online program to record exceptions to your normal work schedule regardless if a substitute is needed or not. Certificated staff must enter any leave used such as sick, personal, professional time, jury duty, bereavement, etc. into the online program. Leave records are maintained in each building, usually by the office secretary, and are due to Payroll by the second business day of each month.

Union Dues

All employees represented by a bargaining unit shall have the option to become a dues paying member of the association/union. Dues in the amount set by each bargaining unit will be deducted from your monthly payroll if you elect to complete a union membership form.

Social Security (FICA)

You are required to participate in the Federal Social Security Plan. These deductions are automatically deducted from your pay warrant.

Retirement

If you are working in an eligible position that requires at least 70 hours of compensated services per month during five months of the school year, you are automatically a member of the Washington State School Employees Retirement System (SERS) or the Washington State Teachers' Retirement System (TRS).

Retirement contributions are mandatory and will be deducted from your monthly pay warrant. These deductions are pre-tax, which means they will be deducted from the gross amount reported to the IRS on your W-2 statement each year.

You must complete the enrollment paperwork provided to you in your benefit packet from the Payroll Office.

Changes in your marital status may require you to make the following changes:

Beneficiaries, address, surname. It will be your responsibility to contact the district payroll office and make those changes.

A copy of your new or corrected Social Security card will be required prior to any name changes with the district.

Employee Access

Skyward Employee Access is a web based computer application that allows users to view pay check history, print pay stubs with employer information, view and print W-2's, and view and print Year to Date history for current and prior years.

Skyward Employee Access is also where you can check your available leave balances, personal information such as address or phone, and verify information used by payroll such as W-4 information.

Please follow the link below to view instructions on how to access and use Skyward Employee Access.

[Skyward Employee Access Instructions](#)

Intra-District Transfers

Classified: If you wish to move or transfer to another position and/or building, you must apply and be qualified for a specific opening in that area. Current job openings are posted on the website at: <http://sequimjobs.hrmlplus.net/>

Paraeducator vacancies that occur beginning with the first day of the high school's second semester through the end of the school year, shall be filled by substitute employees whose employment may continue no longer than the end of the current school year. See Article 7, of the paraeducator Collective Bargaining Agreement regarding vacancies and new positions.

Secretaries refer to Article 8.6.1 of the PSE Collective Bargaining Agreement.

Maintenance & Operations refer to Article 9.3 of the UFCW Collective Bargaining Agreement.

Transportation refer to Article 5 of the Teamsters Collective Bargaining Agreement,

Certificated: Requests for intra-district transfers can be made by applying on our district website at <http://sequimjobs.hrmlplus.net/>

Certificated Teachers refer to Article 14, Section A of your negotiated agreement for defined guidelines.

All Collective Bargaining Agreements can be found on the district website.
<http://sequimschools.ss14.sharpschool.com/cms/One.aspx?portalId=1012755&pageId=1448977>
or
<http://sequimjobs.hrmlplus.net/>

Professional Development

Sequim School District believes that the most important component of any organization is its people. With this in mind, we recognize the importance of providing training for professional development. Our program for district employees is based on the belief that staff must be current on best practices and be provided specific skills and information in a timely, applicable manner. Refer to your negotiated bargaining agreement for further details.

Sequim School District partners with Olympic ESD 114 to manage clock hours. To meet the growing requirements for managing courses and events, Olympic ESD 114 has partnered with a new program called pdEnroller. pdEnroller is a mobile-friendly web service for event registration, payment, clock hour approval, and clock hour recording. It has an attractive interface, is easy to use and adds much needed functionality for registrars, educators, and administrators. See [pdEnroller User Guide](#) for further instructions .

If you wish to participate in or offer clock hours for an event that is not offered through OSPI or an ESD, then submit the [Clock Hour Proposal Worksheet](#) to Teaching & Learning for required pre-approval at least two weeks prior to the event.

If you have further questions or need more assistance, please contact the Teaching & Learning Department at (360) 582-3252.

Job Performance Evaluations

You will be evaluated by your supervisor in accordance with the procedures and criteria in your negotiated agreement. The purpose of this evaluation is to provide feedback regarding job performance and to make suggestions for professional growth.

For further information regarding your evaluation, please consult your collective bargaining agreement or contact your supervisor.

eVal 2.0 Instructions

Sequim School District uses eVal 2.0 to document observations, self-assessments, evidence, and student growth for certificated staff.

The Link to eVal is at: <https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin>

[Instructions for Entering Artifacts as Evidence Link](#)

Reviewing Student Growth Goals

- 3.1 the goal is about a subgroup/subgroups of students who are not yet meeting standard (this should be the majority of your sub group).
- 3.2 the result of 3.1. Did you meet your goal?
- 6.1 the goal is about the whole class.
- 6.2 the result of 6.1. Did you meet your goal?
- 8.1 - the goal made with your team for the whole grade level.

Focus staff need to choose either 3.1/3.2 OR 6.1/6.2 See your evaluator for more details.

Comprehensive staff need to complete 3.1/3.2 AND 6.1/6.2 AND 8.1. See your evaluator for more details.

Once you have established your goal/goals, please email them to your evaluator, make any adjustments needed, and then upload using the instructions in the link below. The rubric for each goal is viewable in eVal if you follow steps 1 and 2.

Your evaluator will provide specific dates for approval of Student Growth Goals at the first meeting of the school year (anticipate end of October for having emailed your goal to your evaluator and end of November for having entered it into eVal.)

[Instructions for Entering Student Growth Goals Link](#)

Attendance Expectations

Attendance

You should have accepted employment only if you are able to perform the entire essential requirements of the job, as stated on the job description and vacancy announcement, with or without reasonable accommodation. You must report to work for all scheduled workdays at the designated time, fit for duty. This means that you must be mentally and physically fit and ready to perform the job duties assigned. Be mindful that attendance is often a factor in promotional opportunities. Ask your supervisor or building secretary what procedure to follow if there is a need to be late or absent.

Absences

Leave is required to be entered in the Substitute Online program to record exceptions to your normal work schedule regardless if a substitute is needed or not. Ask your supervisor if a substitute is needed in case you are absent or late. If so, use the sub needed button in Substitute Online. If after 7:00 a.m., call the district centralized substitute line at 360-582-3268. Custodial staff may request a substitute by calling the maintenance department 360-582-3275. Bus drivers are provided substitutes through the transportation department 360-582-3274.

Teacher Responsibilities Regarding Substitutes

- **Lesson Plans** - It is the responsibility of the teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.
- **Routines** - The substitute will be provided with the following: lesson plans for each class, class roster, specific procedures to be used with special need students (when appropriate), pupil seating charts, and key if necessary. Other schedules and routines may be posted in the classroom.
- **Support** - Whenever teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school administrator.

Leave of Absence

Requests for leave of absence must be submitted in advance. However, emergency leaves are an exception because the situation is usually of an urgent nature. Forms can be obtained from the Human Resources Department. Submit the request to your administrator for acknowledgement and forward to Human Resources.

Refer to your bargained agreement for specific available leaves and their terms.

Snow and Inclement Weather

Occasionally it is necessary to alter the district's operating schedule due to snow or other inclement weather. When the district's schedule is altered due to inclement weather, please check www.sequimschools.org first. The same message will also be communicated via the Sequim School District text alert system, which you must opt-into, automated calls to all phone numbers in Skyward, local radio stations, including KSQM FM 91.5 and KNOP FM 101.7, local TV news broadcasting, and the Sequim School District Facebook page. Please use these sources of information in place of calling the District Office.

Schools Are Open and Employees Can't Make It

If you miss part or all of the day because of the weather and schools remain in session, the personal/emergency/vacation provisions may be applied. If any type of leave is used, the appropriate type of absence should be entered into Substitute Online. If no leave is available, a leave without pay deduction may apply. Personal leave must have prior authorization. Submit the [Personal Leave Form](#) to your immediate supervisor for approval.

Schools are Closed

- **180 day Certificated Staff** should not report to work. Teachers will make up the day with the students on the designated make up day(s).
- **Paraeducators, Secretaries, Bus Drivers, Bus Aides, and Part Time Custodians** should not report to work. Time will be made up with students or on designated make up day(s).
- **Twelve month employees (260 day contract) and Administrators (220 day contract)** need to report to work as usual. Twelve month employees include: district office staff, maintenance supervisor, transportation supervisor, lead custodians, technology assistant, mechanical lead, groundskeepers, facilities specialist, fleet maintenance mechanic and dispatcher. If you are unable to report to work, you will need to enter your absence into the Substitute Online program and use vacation, personal leave, or emergency leave (which is deducted from your sick leave balance) for the unworked hours.

Emergency School Closure After School Day Begins

In the event it is determined that an emergency school closure is necessary after the school day has begun, staff will complete their workday unless otherwise directed. The safety of staff and students is of utmost importance. Staff should be released if their supervisor determines that conditions warrant.

Substitute Online Instructions

Leave is required to be entered in the Substitute Online program to record exceptions to your normal work schedule regardless if a substitute is needed or not.

1. Go to <https://www.substituteonline.com>
2. **Login**
 - a. Enter your username (first initial last name)
 - b. Enter your password

Forgot your password? Please call Substitute Online Coordinator (refer to Who To Call document listed in this publication)
 - c. Choose Sequim School District from the pick list.
 - d. Login

Setting up your Personal Info for Staff:

1. Login
2. Click on Personal Info. Under Subject/Job, you need to put in your schedule. For example: 1st period = 9th grade Lit; 2nd period = planning and so on.
3. Then, fill out the other personal information, such as your home phone and/or email. If you click the box "Display to Subs?", your sub will be able to contact you if they have any questions.
4. Next, click the button on the lower left corner of that screen that says: "View Reg/Rej Subs". All the subs in the district will drop down. Click the box to the left of the name of any favorite subs that you have, or any subs that you might make pre-arrangements with.
5. Finally, save your changes by clicking the green "Update Personal Info" button.
6. Now you are all set up and ready to submit your absence!

How to submit an absence:

1. Login (see instructions above)
2. Click on "New Absence"
3. When you click on "Req/Pre-arranged Sub" anyone you chose earlier will appear there. If you have **pre-arranged with your sub**, please click on their name. Otherwise, skip down to Start Date.

PLEASE NOTE: YOU ONLY USE THIS BUTTON IF YOU HAVE ALREADY ARRANGED THE ABSENCE WITH YOUR SUB. IF YOU HAVE NOT ALREADY TALKED WITH THE SUB, THEN DO NOT USE THIS BUTTON AT ALL!

4. The next choice is: Start Date. Choose either: Start Today, Start Tomorrow, or Start Other.
5. If you choose "Start Other", you need to put the date in the box called "Date".
6. When you tab over, the correct day of the week should appear. This is just a "double-check" for you, to make sure the date you requested is correct.
7. Under Shift, choose All, AM or PM
8. Under Reason, choose the correct reason for your absence.
9. If you will be gone for more than one day, click Add Day(s). The first time you click it, the first day you will be gone appears. Click Add Day again, and the next day will appear. Click as many times as you'll be gone. For example, if you'll be gone three days, you click Add Day

three times. Your entire absence will be there on the screen for you to review before you click the green "Submit Absence" button.

10. A screen will come up verifying what you have asked for. If it's correct, click OK, or Cancel to go back and fix what's wrong.
11. A confirmation screen will appear with a confirmation number. This lets you know that it has gone through and is now in the system.
12. If you pre-arranged the job with your sub, the job is **booked**. Your sub will NOT receive an email that you have submitted the job, which is why it is so important to talk to them ahead of time. **You may not book your sub without asking them first!**
13. If you have NOT pre-arranged a sub, your submitted job will go out first to your preferred subs, and then, if they do not accept the job within the timeline, to all available substitutes.
14. You can go back to "Review/Cancel" to see who has been booked for your absence.
15. Please enter your absence(s) in a timely manner. If you are unable to enter the absence prior to 7:00 a.m. the day of your needed absence, please contact your sub coordinator immediately.

Thank you in advance. You are appreciated!

Family Medical Leave Act - FMLA

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Paid Family Medical Leave Act

Paid Family and Medical Leave benefits will be available starting Jan. 1, 2020.

- To qualify for Paid Family and Medical Leave, you must work 820 hours or more in the qualifying period. The qualifying period is the first four of the last five completed calendar quarters starting from when you make your claim for benefits.

This benefit cannot be taken without a qualifying event. Leave events can be either Family or Medical.

Family Leave

- Care and bond after a baby's birth or the placement of a child younger than 18
- Care for a family member experiencing an illness or medical event
- Certain military-connected events

Medical Leave

- Care for yourself in relation to an illness or medical event

How much does it cost?

Paid Family and Medical Leave is an insurance program funded through premiums paid by nearly everyone working in Washington and many of their employers. The rate for 2019 is 0.4% of a worker's wage, about 63% of which is paid by the worker and about 37% is paid by the employer. Premium collection began on January 1, 2019.

Example:

A worker makes \$50,000 a year.

Worker pays about \$2.44 a week.

Their employer pays about \$1.41 a week.

Worker receives a benefit of about \$778 per week when out on Paid Family and Medical Leave.

Is participation in the program mandatory?

Generally, yes: Nearly everyone who works in Washington will participate in the program.

Exceptions include workers who are:

- Federal employees.
- Employed by a federally recognized tribe.
- Subject to a collective bargaining agreement (CBA) that was in existence on or before Oct. 19, 2017.
- Self-employed.

Important details:

- Self-employed people may opt in to gain access to the benefit.
- Employees covered under a CBA that was in existence on or before Oct. 19, 2017 are not subject to the rights or responsibilities of paid family and medical leave until the agreement is reopened, renegotiated, or expires. You will not pay premiums or be eligible for leave until the CBA is reopened, renegotiated, or expires.

How do I file a claim?

When you apply for benefits (starting in 2020), you will be able to set up a customer account with Employment Security Department to apply for and manage your claim. The application and benefit payment processes will be customer-focused, and we anticipate designing a simple, fast and friendly experience. This page will be updated with more information when it is available.

Employee Safety

Accident Prevention and Employee Safety

Introduction

The Employee Safety and Health Handbook is offered to familiarize employees with the District's Accident Prevention Program. This program was developed to fully establish a safe and healthy work environment. The elements of this program cover a broad spectrum of areas; all designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect, but as an integrated program, and with the support of employees at all levels, it can reduce the frequency and severity of job related injuries to district employees. It is required that you take some time to read through this information. After reading this handbook, ask your supervisor to answer any questions you might have.

Responsibilities

The employer is responsible to provide a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate. Conduct an investigation of all accidents, regardless of severity.

The **employee** is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and report all potential hazards and play an active role in creating a safe and healthy workplace.

Take personal responsibility for working safely and use common sense while performing your job.
Nothing we do is worth getting injured!

Safety Policy

This district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare.

Safety Rules

Safety Rules are established to reduce the frequency and severity of accidental injuries. All accidents are preventable. It is your responsibility to follow all safety rules pertaining to your job.

- Please ask your supervisor for specific safety rules that pertain to your job
- All safety rules pertain to employees using common sense and being aware of the hazards of their work environment
- Failure to follow safety rules could result in disciplinary action

ID Badges

For the safety of students and staff, the district requires that all employees wear Sequim School Districts' photo identification badges during the work day. Employees will be provided a photo ID badge upon employment and replaced annually. Please refer to **Policy 6511** for more information.

Accident Reporting and Investigation

Report all accidents to your supervisor. If you are injured on the job, you are required to fill out an "Accident/Incident Report" form.

If you are injured on the job and seek medical attention by a physician, please request the "Industrial Insurance Claim," (NOT L&I) information provided by your site supervisor. This packet includes information that will guide you through the claims process.

Generally, you are not required to report accidents that result in minor injuries (cuts, bruises and abrasions). If any of these injuries progress to conditions or complications beyond first aid, then you would report this to your supervisor immediately.

First Aid Requirements

The District will provide first aid training to a sufficient number of employees. The law requires that we provide at least one CPR/First Aid qualified person per site. Please check with your site supervisor for the qualified person in your area. General first aid guidelines provide that "First Aid Kits" will be available for employee use. Please check with your site

supervisor for the location of your kit.

Safety Committee

The District has a safety committee composed of management appointed and employee elected members. The main function of this committee is to monitor the effectiveness of the Accident Prevention Program. It accomplishes this by:

- Reviewing inspection reports from outside agencies
- Reviewing accident investigations to ensure corrective actions have been taken
- Investigating any hazards reported to them by employees
- Providing safety information and safety meeting minutes to be posted on all district safety bulletin boards

Safety and Health Training

Per WAC 246-366-140, on-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors, to improve morale by demonstrating management's concern for the safety of their employees, and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Emergency Actions

All employees will be provided training on emergency actions during the employees' safety orientation or transfer to a new site. The emergency action plans developed for each location will be used as a training guide. Here are some important points to remember:

- Know your escape route in the event of an emergency (fire, earthquake, etc.). Learn your emergency evacuation procedures and participate in fire and emergency evacuation drills
- Know the location of emergency equipment (fire extinguishers, fire alarm pull boxes, natural disaster kits)
- Become familiar with the district's Emergency Preparedness Plan (EPP) that addresses a variety of perils and actions to take in the event of an emergency or natural disaster
- Please check with your supervisor for the location of your posted emergency escape route

Hazard Reporting

A hazard is an accident waiting to happen! Please take some time to think about the hazards that you encounter at work on a daily basis. Sometimes an accident does not result in an injury. This type of accident is commonly called a "near-miss". A near-miss should be reported to your supervisor immediately. Your supervisor will investigate the incident and assess for corrective actions.

It's your responsibility!

- It is the employees' right and responsibility to report any unsafe act, condition, or procedure that they encounter
- Report all hazards to your supervisor in writing or by email
- If possible, all hazards will be corrected at the site level. Some hazards may require further assistance from your maintenance department for resolution

Personal Protective Equipment

All employees whose positions require the use of personal protective equipment (PPE) will be provided instruction on use of that PPE by their supervisor. The instruction will include:

- The requirement for use, care and maintenance of PPE
- The issuance of PPE will be provided free of charge to each employee whose job requires its use
- Performing any job without the use of the required PPE could result in disciplinary action

Safety Bulletin Board

The Safety Bulletin Board is used to communicate safety-related information to employees. Know the location of your Safety Board. The Safety Bulletin Board will contain:

- Names of Safety Committee Members
- Names of First Aid certified personnel
- Emergency phone numbers
- Safety Committee meeting minutes
- WISHA/DOSH required posters
- Hazard reporting forms

Find out where the Safety Bulletin Board is located at your site.

District Safety Programs

Use of Chemicals Communication Program

The Use of Chemicals Communication Program was developed to ensure that employees are informed of the chemical hazards associated with products used in their work areas. This is known as the "Workers' Right to Understand" standard for chemicals in the workplace. This standard states that:

- Employees will have access to Safety Data Sheet (SDS) information for all chemicals used in the workplace
- Employees will be trained on proper use of personal protective equipment associated with the chemicals they are using
- Required PPE will be provided free of charge

The district will designate a Chemical Hygiene Officer (CHO) to develop a written Chemical Hygiene Plan and provide yearly training to employees that work with chemicals. It is important for employees to know proper chemical evaluation methods and how to protect themselves from overexposure to chemicals.

Please Note: Employees are discouraged from bringing household chemicals to work. Please check with your supervisor before using any consumer formulated cleaning product at work.

Lockout-Tagout Program

This program establishes the requirements for the lockout or tagout of energy sources. It is used to ensure that machines or equipment are isolated from all potentially hazardous energy, and locked-out or tagged-out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

Affected employees will be given specific training of the lockout or tagout procedures during their initial job safety training conducted by their supervisor.

Each new or transferred employee and other employees, whose work operations are or may be in the area, shall be instructed on the lockout or tagout procedures.

Fall Protection Program

This program was developed to protect district employees who may be required to perform tasks or operations ten feet or more above a lower level.

Following these guidelines can prevent falls:

- Always use handrails when using stairs
- Use caution when walking on surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material or condition
- Immediately clean up spills
- Prevent fall hazards by keeping stairs, walkways, aisles and walk areas clear of boxes, loose materials, wires and other objects
- Select shoes for comfort and safety that are compatible with your work environment
- Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Use a ladder!

Workplace Safety Guidelines

Slips, Trips and Falls

Slips, trips and falls have been a major cause of injury over the years in workers' compensation insurance programs. During a typical policy year approximately 25% of all reported injuries can be attributed to various types of slips, trips and falls. We hope by reviewing the following guidelines, school employees will be better prepared to recognize, evaluate and control these hazards.

To avoid slips trips and falls, follow these general guidelines:

- Environmental Awareness – Pay attention to where you are walking
- Take your time – Short cuts and inattention occurs when you are in a hurry
- Use handrails- Particularly on steps and ramps
- Wear proper footwear – Slip resistant shoes that are flat, rubber-soled, with wide tread designs are best
- Many fall hazards occur on wet or icy surfaces. These areas can be found around bathrooms, around water fountains, and in cafeterias.
- During cold or rainy weather, be especially careful of walking areas where ice can accumulate
- Take your time –Walk slowly and carefully
- Avoid areas that are wet or icy- Take a safer route to your destination

In addition to wet, icy, and slippery surfaces, school district employees have encountered trip hazards with the following situations:

- Boxes of office equipment – Keep boxes and storage items out of walkways
- Electrical Cords – Computer and appliance cords must be managed properly to avoid trip hazards.
- Mats and carpet edges – Be sure mats and carpets are secured and are not rolled up on the edges
- Desk and filing cabinet drawers – Keep desk and file drawers closed when not in use
- Speed bumps and bumper stops in parking lots – Speed bumps and bumper stops should be painted for recognition and visibility. They are still hard to see when it is dark
- Holes and uneven sidewalks – Report holes and uneven surfaces to maintenance so they can be fixed.

Please take some time to evaluate your work area for any fall hazards that you may encounter.

Ladder Safety

Ladder safety is often an overlooked lesson. Over 500,000 people each year are injured by falls involving ladders. Most of these incidents occur because the victims violate the basic rules of ladder safety. Portable ladders are used at our school district sites in a wide variety of settings, maintenance, academic and administrative. Misuse of portable ladders can result in serious injuries from falls or in some cases, death. It is our goal to provide safety information to our school district members to reduce the potential for injury.

Please follow these ladder safety guidelines.

- Use a ladder of proper length to reach the working height you need. Chairs, boxes and desks are not ladders and are unsafe to stand on.
- Make sure you choose the right ladder to support your weight and the job you are about to perform.
- Inspect the ladder BEFORE you use it. Check the rungs, spreaders and side rails before use. Never use a damaged ladder.
- Place the feet of the ladder on firm, even, ground. The bottom of the ladder should be about one foot away from the wall for every four feet that the ladder rises. The upper and lower sections of an extension ladder should overlap to provide stability.
- Face the ladder and hold on with BOTH hands while climbing. Stay in the center of the rails. Do not lean over the side of the ladder. Your belt buckle should not be further than the side rail. Tools should be carried on a tool belt or raised and lowered using a hand line
- On single or extension ladders, never stand above the third rung from the top and never climb above the point where the ladder touches the wall or vertical support.

Safe Lifting

Most back injuries result from improper lifting. Protect your back by practicing proper lifting and carrying techniques. Remember: It's easier to prevent a back injury than to recover from one!

Prepare the lift - Think about the load you'll be lifting. Ask yourself:

- Can I lift it alone?
- Do I need mechanical help such as a cart or dolly?
- Is it too awkward for one person to handle?
- Should I ask a co-worker for help, or split the load into several smaller ones?
- If you decide you can manage the load by yourself, follow the next steps.

Tuck your pelvis - Tighten your stomach muscles and tuck your pelvis. Tightening the stomach muscles automatically helps to support the lower back.

Bend your knees - Always bend your knees when lifting anything. This helps maintain your center of balance and lets the strong muscles in your legs do the work of lifting while protecting your back.

Hug the load - Bring the object you are lifting as close to your body as possible. Keep your back upright as you lift. Gradually straighten your legs to a standing position to lift the load.

Pick up the load - Make sure your feet, knees, and torso are pointed toward the load when you lift.

Come to an upright position then pivot using your feet. As you carry the load, change direction with your feet, not by twisting your body. Twisting and lifting at the same time can overload your spine. When you are ready to set the load down, have your feet pointed toward the load.

Put the load down - If possible, choose a place other than the floor to set down the load, so the load will be easier to pick up if it must be moved again. Avoid lifting above your shoulder height.

Office Ergonomics

There is no denying that computers have forever changed the workplace. They have made organization and complicated tasks much easier for millions of workers each day. While computers have been helpful they also can propose some ergonomic risks. Repetitive Strain Injury (RSI) can happen from repetitive motion of the hands and arms. Also, improper posture and positioning can cause back, neck and eye strain. These injuries happen far too often in the workplace. Most of the time we think of on-the-job injuries from very physical activities, but the truth is that even some of the most common office tasks can lead to injury. Taking a few precautions can possibly save you from a lot of pain and suffering. Following some simple guidelines could go a long way in preventing RSI in the workplace.

Chair

- Set the height of your chair to allow support of your feet with either a footrest or if your workstation height will allow, place them flat on the floor supporting your feet and lower legs only
- Make sure the angle between your torso and legs is greater than 90°
- Allow 2" - 4" of space between the waterfall front of the seat cushion and the back of your knee
- Relax your shoulders
- Support your forearms while keeping your elbows and wrists in a neutral position with your wrists at or below elbow height
- Position the backrest nearly upright, or slightly reclined if you have head support
- Fine tune the backrest to provide full support of your lumbar curve

Keyboard

- Adjust the keyboard to keep your arms, wrists and hands in a straight line. Your hands should be slightly lower than your elbows.
- Place the mouse and keyboard at the same height with the mouse close to the keyboard.
- Allow sufficient clearance below the keyboard for your knees and legs to move (at least 1"-2").

Monitor

- Place directly in front of the keyboard (centered on "g/h" split of the keyboard) with the top of the screen at or below eye level (at least 24" from eyes).
- Adjust the screen angle to eliminate glare.
- Use a document holder to place documents as close to the monitor as possible, preferably at the same height and viewing distance from your eyes.
- Illuminate your documents properly with direct task lighting.
- To reduce eyestrain avert your eyes from the monitor periodically and focus on distant objects.

Worker's Compensation

Worker's Compensation Filing Information

I have been injured on the job and need to see a doctor. What do I do next?

Sequim School District has been approved as a self-insured employer under the Washington State Workers' Compensation Law. Our self-insured program applies to all work-related injuries or illnesses. The industrial insurance laws of Washington allow employers to insure their workers' compensation obligations through the State Fund or through self-insurance. The benefits and rights for injured workers are exactly the same under either system. Sequim School District is self-insured. By being self-insured, the District assumes the cost of the actual medical charges and compensation expenses. The District may pay from company funds, as well as all benefits prescribed by workers' compensation law associated with on-the-job injuries or illnesses. Under our self-insurance program, you will no longer pay the medical-aid premium; however, the Supplemental Pension and Asbestos premium deduction will appear on your payroll check at each pay period. The deduction amount is determined by the Department of Labor and Industries and is subject to change annually.

If you sustain a work-related injury, the following steps are to be followed:

1. Report the injury immediately to your building Supervisor, WHETHER OR NOT MEDICAL ATTENTION IS REQUIRED.
2. Fill out the "Employee Incident Report" (EIR) to record the injury (received from the Human Resources Office).
3. If you need medical attention, fill out the "Physician's Initial Report" (PIR) form and take it with you to the doctor.

In case of an emergency, your Supervisor will make sure that the treating physician or emergency facility is informed that Sequim School District is self-insured so that your claim can be processed properly. These steps must be followed in order for the claim to be paid by our self-insurance.

Sequim School District's self-insured program is administered by the Olympic Educational Service District #114.

A brochure is available which describes your rights and benefits under our self-insurance program. It will help answer questions you may have regarding your benefits and procedures for filing an industrial injury claim. If you have any questions, please contact the Human Resources Department at extensions 261 or 418 or call the ESD at 1.800.643.4369.

HIPAA Privacy Notice

HIPAA Privacy Notice

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning the use and disclosure of individual health information. This information, known as protected health information, includes virtually all individually identifiable health information held by the plan — whether received in writing, in an electronic medium, or as an oral communication. This notice describes the privacy practices of your health plans. The plans covered by this notice may share health information with each other to carry out treatment, payment, or health care operations. These plans are collectively referred to as the Plan in this notice, unless specified otherwise.

The Plan's duties with respect to health information about you-

The Plan is required by law to maintain the privacy of your health information and to provide you with this notice of the Plan's legal duties and privacy practices with respect to your health information. If you participate in an insured plan option, you will receive a notice directly from the insurer. It's important to note that these rules apply to the Plan, not Sequim School District as an employer. Different policies may apply to other Sequim School District programs or to data unrelated to the health plan.

How the Plan may use or disclosure your health information-

The privacy rules generally allow the use and disclosure of your health information without your permission (known as an authorization) for purposes of health care treatment, payment activities, and health care operations. Here are some examples of what that might entail:

- **Treatment** includes providing, coordinating, or managing health care by one or more health care providers or doctors. Treatment can also include coordination or management of care between a provider and a third party, and consultation and referrals between providers. *For example, the Plan may share health information about you with physicians who are treating you.*
- **Payment** includes activities by this Plan, other plans, or providers to obtain premiums, make coverage determinations and provide reimbursement for health care. This can include eligibility determinations, reviewing services for medical necessity or appropriateness, utilization management activities, claims management, and billing; as well as "behind the scenes" plan functions such as risk adjustment, collection, or reinsurance. *For example, the Plan may share information about your coverage or the expenses you have incurred with another health plan in order to coordinate payment of benefits.*
- **Health care operations** include activities by this Plan (and in limited circumstances other plans or providers) such as wellness and risk assessment programs, quality assessment and improvement activities, customer service, and internal grievance resolution. Health care operations also include vendor evaluations, credentialing, training, accreditation activities, underwriting, premium rating, arranging for medical review and audit activities, and business planning and development. *For example, the Plan may use information about your claims to review the effectiveness of wellness programs.*

The amount of health information used or disclosed will be limited to the "minimum necessary" for these purposes, as defined under the HIPAA rules. The Plan may also contact you to provide appointment reminders or information about treatment alternatives or other health-related

benefits and services that may be of interest to you.

How the Plan may share your health information with Sequim School District-

The Plan, or its health plan administrator/insurer, may disclose your health information without your written authorization:

- The Plan, or its health plan administrator/insurer, may disclose “summary health information” to Sequim School District if requested, for purposes of obtaining premium bids to provide coverage under the Plan, or for modifying, amending, or terminating the Plan. Summary health information is information that summarizes participants’ claims information, but from which names and other identifying information has been removed.
- The Plan, or its health plan administrator/insurer, may disclose to Sequim School District information on whether an individual is participating in the Plan, or has enrolled or disenrolled in a benefit option offered by the Plan.

In addition, the Plan, or its health plan administrator/insurer, may disclose your health information without your written authorization to Sequim School District for plan administration purposes, if Sequim School District adopts Plan amendments describing its administration activities.

In addition, you should know that Sequim School District cannot and will not use health information obtained from the Plan for any employment-related actions. However, health information collected by Sequim School District from other sources, for example under the Family and Medical Leave Act, Americans with Disabilities Act, or workers’ compensation is *not* protected under HIPAA (although this type of information may be protected under other federal or state laws).

Other allowable uses or disclosures of your health information-

In certain cases, your health information can be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information describing your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You’ll generally be given the chance to agree or object to these disclosures (although exceptions may be made, for example if you’re not present or if you’re incapacitated). In addition, your health information may be disclosed without authorization to your legal representative.

The Plan is also allowed to use or disclose your health information **without** your written authorization for the following activities:

- Workers’ compensation: Disclosures to workers’ compensation or similar legal programs that provide benefits for work-related injuries or illness without regard to fault, as authorized by and necessary to comply with such laws.
- Necessary to prevent serious threat to health or safety: Disclosures made in the good-faith belief that releasing your health information is necessary to prevent or lessen a serious and imminent threat to public or personal health or safety, if made to someone reasonably able to prevent or lessen the threat (including disclosures to the target of the threat); includes disclosures to assist law enforcement officials in identifying or apprehending an individual because the individual has made a statement admitting participation in a violent crime that the Plan reasonably believes may have caused serious physical harm to a victim, or where it appears the individual has escaped from prison or from lawful custody.
- Public health activities: Disclosures authorized by law to persons who may be at risk of contracting or spreading a disease or condition; disclosures to public health authorities to prevent or control disease or report child abuse or neglect; and disclosures to the Food and Drug Administration to collect or report adverse events or product defects.
- Victims of abuse, neglect, or domestic violence: Disclosures to government authorities, including social services or protected services agencies authorized by law to receive reports of abuse, neglect, or domestic violence, as required by law or if you agree or the Plan believes that disclosure is necessary to prevent serious harm to you or potential victims (you’ll be notified of the Plan’s disclosure if informing you won’t put you at further risk).
- Judicial and administrative proceedings: Disclosures in response to a court or administrative

order, subpoena, discovery request, or other lawful process (the Plan may be required to notify you of the request or receive satisfactory assurance from the party seeking your health information that efforts were made to notify you or to obtain a qualified protective order concerning the information).

- Law enforcement purposes: Disclosures to law enforcement officials required by law or pursuant to legal process, or to identify a suspect, fugitive, witness, or missing person; disclosures about a crime victim if you agree or if disclosure is necessary for immediate law enforcement activity; disclosure about a death that may have resulted from criminal conduct; and disclosure to provide evidence of criminal conduct on the Plan's premises.
- Decedents: Disclosures to a coroner or medical examiner to identify the deceased or determine cause of death; and to funeral directors to carry out their duties.
- Organ, eye, or tissue donation: Disclosures to organ procurement organizations or other entities to facilitate organ, eye, or tissue donation and transplantation after death.
- Research purposes: Disclosures subject to approval by institutional or private privacy review boards, and subject to certain assurances and representations by researchers regarding necessity of using your health information and treatment of the information during a research project.
- Health oversight activities: Disclosures to health agencies for activities authorized by law (audits, inspections, investigations, or licensing actions) for oversight of the health care system, government benefits programs for which health information is relevant to beneficiary eligibility, and compliance with regulatory programs or civil rights laws.
- Specialized government functions: Disclosures about individuals who are Armed Forces personnel or foreign military personnel under appropriate military command; disclosures to authorized federal officials for national security or intelligence activities; and disclosures to correctional facilities or custodial law enforcement officials about inmates.
- HHS investigations: Disclosures of your health information to the Department of Health and Human Services (HHS) to investigate or determine the Plan's compliance with the HIPAA privacy rule.

Except as described in this notice, other uses and disclosures will be made only with your written authorization. You may revoke your authorization as allowed under the HIPAA rules. However, you can't revoke your authorization if the Plan has taken action relying on it. In other words, you can't revoke your authorization with respect to disclosures the Plan has already made.

Your individual rights-

You have the following rights with respect to your health information the Plan maintains. These rights are subject to certain limitations, as discussed below. This section of the notice describes how you may exercise each individual right. See the table at the end of this notice for information on how to submit requests.

Right to request restrictions on certain uses and disclosures of your health information and the Plan's right to refuse-

You have the right to ask the Plan to restrict the use and disclosure of your health information for treatment, payment, or health care operations, except for uses or disclosures required by law. You have the right to ask the Plan to restrict the use and disclosure of your health information to family members, close friends, or other persons you identify as being involved in your care or payment for your care. You also have the right to ask the Plan to restrict use and disclosure of health information to notify those persons of your location, general condition, or death — or to coordinate those efforts with entities assisting in disaster relief efforts. If you want to exercise this right, your request to the Plan must be in writing.

The Plan is not required to agree to a requested restriction, and if the Plan does agree, a restriction may later be terminated by your written request, by agreement between you and the Plan (including an oral agreement), or unilaterally by the Plan for health information created or received after you're notified that the Plan has removed the restrictions. The Plan may also disclose health information about you if you need emergency treatment, even if the Plan has agreed to a restriction.

Effective February 17, 2010, an entity covered by these HIPAA rules (such as your health care provider) or its business associate must comply with your request that health information regarding a specific health care item or service not be disclosed to the Plan for purposes of payment or health care operations if you have paid for the item or service, in full out of pocket.

Right to receive confidential communications of your health information-

If you think that disclosure of your health information by the usual means could endanger you in some way, the Plan will accommodate reasonable requests to receive communications of health information from the Plan by alternative means or at alternative locations.

If you want to exercise this right, your request to the Plan must be in writing, and you must include a statement that disclosure of all or part of the information could endanger you. This right may be conditioned on you providing an alternative address or other method of contact and, when appropriate, on you providing information on how payment, if any, will be handled.

Right to inspect and copy your health information-

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a “designated record set.” This may include medical and billing records maintained for a health care provider; enrollment, payment, claims adjudication, and case or medical management record systems maintained by a plan; or a group of records the Plan uses to make decisions about individuals. However, you do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. In addition, the Plan may deny your right to access, although in certain circumstances you may request a review of the denial.

If you want to exercise this right, your request to the Plan must be in writing. Within 30 days of receipt of your request (60 days if the health information is not accessible onsite), the Plan will provide you with:

- the access or copies you requested;
- a written denial that explains why your request was denied and any rights you may have to have the denial reviewed or file a complaint; or
- a written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request.

The Plan may provide you with a summary or explanation of the information instead of access to or copies of your health information, if you agree in advance and pay any applicable fees. The Plan may also charge reasonable fees for copies or postage.

If the Plan doesn't maintain the health information but knows where it is maintained, you will be informed of where to direct your request.

You may request an electronic copy of your health information if it is maintained in an electronic health record. You may also request that such electronic health information be sent to another entity or person, so long as that request is clear, conspicuous and specific. Any charge that is assessed to you for these copies, if any, must be reasonable and based on the Plan's cost.

Right to amend your health information that is inaccurate or incomplete-

With certain exceptions, you have a right to request that the Plan amend your health information in a designated record set. The Plan may deny your request for several reasons. For example, your request may be denied if the health information is accurate and complete, was not created by the Plan (unless the person or entity that created the information is no longer available), is not part of the designated record set, or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal, or administrative proceedings).

If you want to exercise this right, your request to the Plan must be in writing, and you must include a statement to support the requested amendment. Within 60 days of receipt of your request, the Plan will:

- make the amendment as requested;
- provide a written denial that explains why your request was denied and any rights you may have to disagree or file a complaint; or
- provide a written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request.

Right to receive an accounting of disclosures of your health information-

You have the right to a list of certain disclosures the Plan has made of your health information. This is often referred to as an “accounting of disclosures.” You generally may receive an accounting of disclosures if the disclosure is required by law, in connection with public health activities, or in similar situations listed in the table earlier in this notice, unless otherwise indicated below.

You may receive information on disclosures of your health information going back for six years from the date of your request. You do **not** have a right to receive an accounting of any disclosures made:

- for treatment, payment, or health care operations;
- to you about your own health information;
- incidental to other permitted or required disclosures;
- where authorization was provided;
- to family members or friends involved in your care (where disclosure is permitted without authorization);
- for national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances; or
- as part of a “limited data set” (health information that excludes certain identifying information).

In addition, your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the request of the agency or official.

If you want to exercise this right, your request to the Plan must be in writing. Within 60 days of the request, the Plan will provide you with the list of disclosures or a written statement that the time period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request. You may make one request in any 12-month period at no cost to you, but the Plan may charge a fee for subsequent requests. You’ll be notified of the fee in advance and have the opportunity to change or revoke your request.

Right to obtain a paper copy of this notice from the Plan upon request-

You have the right to obtain a paper copy of this privacy notice upon request. Even individuals who agreed to receive this notice electronically may request a paper copy at any time by contacting the Privacy Officer.

Changes to the information in this notice-

The Plan must abide by the terms of the privacy notice currently in effect. This notice takes effect on August 5, 2015. However, the Plan reserves the right to change the terms of its privacy policies as described in this notice at any time, and to make new provisions effective for all health information that the Plan maintains. This includes health information that was previously created or received, not just health information created or received after the policy is changed. If changes are made to the Plan’s privacy policies described in this notice, you will be provided with a revised privacy notice via District mail, U.S. mail and/or e-mail.

Complaints-

If you believe your privacy rights have been violated, you may complain to the Plan and to the Secretary of Health and Human Services. You won't be retaliated against for filing a complaint.

To file a complaint, please contact:

Sequim School District

Attn: Payroll/Benefits and Human Resources

503 N Sequim Ave

Sequim, WA 98382

All complaints must be filed in writing.

Contact

For more information on the Plan's privacy policies or your rights under HIPAA, contact

Payroll/Benefits and Human Resources at 360.582.3260.

Insurance

Medical Insurance

If you are .5 or more FTE, you are eligible to select a medical insurance plan. Medical insurance is an optional coverage based on your individual needs. If you would like to elect medical coverage, you must enroll within 30 days from the date of eligibility. If you do not enroll within 30 days, you will have to wait for an open enrollment period. There may be other reasons during the school year in which you may enroll family members, if there is a "family status" change. For further information regarding recognized changes, please contact the Payroll and Benefits Department. Information on open enrollment will be sent to all District employees electronically. Again, enrollment is optional.

Dental Insurance

- **Classified**

If you are .5 or more FTE, you, your spouse and your dependent children under the age of 26 are provided dental insurance through Delta Dental. Enrollment is done through the Alight Online Portal at <http://digital.alight.com/wea>. Enrollment is mandatory.

- **Certificated**

If you are .5 or more FTE you are provided a mandatory dental insurance benefit through Ameritas Dental. Enrollment forms must be completed for this coverage. Enrollment is mandatory. Optional coverage is available for your spouse and your dependent children under the age of 26 for an additional cost to the employee.

- **Administrators**

If you are .5 or more FTE, you, your spouse and your dependent children under the age of 26 are provided dental insurance through Delta Dental. Enrollment is done through the Alight Online Portal at <http://digital.alight.com/wea>. Enrollment is mandatory.

Vision Insurance

- **Classified**

If you are .5 or more FTE, you, your spouse, and your dependent children under the age of 26 are provided vision insurance through MetLife Vision. Enrollment forms must be completed for this coverage. Enrollment is mandatory.

- **Certificated**

A vision discount is available with your Dental insurance through Ameritas. No stand-alone Vision insurance is available for Certificated staff.

- **Administrators**

If you are .5 or more FTE, you, your spouse, and your dependent children under the age of 26 are provided vision insurance through MetLife Vision. Enrollment forms must be completed for this coverage. Enrollment is mandatory.

For more detailed benefit information, plan summaries, enrollment forms and contact numbers please visit the Sequim School District [Benefits website](#).

FMLA

Sequim School District employees shall be provided family leave in accordance with the Family Medical Leave Act of 1993 (FMLA) and applicable Washington State laws. All employees who meet eligibility requirements are entitled to twelve work weeks of family leave during any 12

month period.

For more information please check the Sequim School Districts [webpage](#) and the following link: [FMLA FAQ's](#)

Other Optional Benefits

The following benefit plans may be available to you depending upon your job classification (please refer to your collective bargaining agreement). These may be deducted from your pay warrant if you choose. Open enrollment for these plans is held annually during open enrollment.

- **Life Insurance** - Sequim School District offers optional Term or Whole Life insurance plans through American Fidelity, Texas Life, and Aflac. Premiums for the plans can be deducted from your pay warrant if you choose to enroll.
- **Long Term Disability** - Sequim School District offers Long-term disability insurance through Aflac or American Fidelity insurance. Premiums for the plans can be deducted from your pay warrant if you choose to enroll.

Long-term disability insurance (LTD) is an insurance policy that protects the employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time.

Long-term disability insurance does not provide insurance for work-related accidents or injuries that are covered by workers' compensation insurance. It does cover an employee in the event of a personal accident such as a car accident or a fall.

- **Cancer Insurance** - Sequim School District offers Cancer Insurance through Aflac or American Fidelity insurance. Premiums for the plans can be deducted from your pay warrant if you choose to enroll.

Cancer Insurance is a way to supplement your major medical insurance. Even with a good plan, the out of pocket cost of treatment, such as travel, child care, and loss of income, can be expensive. Limited Benefit Cancer Insurance may help.

- **Accident Insurance** - Sequim School District offers Accident insurance through Aflac or American Fidelity insurance. Premiums for the plans can be deducted from your pay warrant if you choose to enroll.

Accidents are inevitable. Even though you can't always prepare for unforeseen events, you can plan ahead. A Limited Benefit Accident Insurance plan may help ease the impact on your finances.

- **Medical and Dependent Care Flex Savings** - Sequim School District offers Medical and Dependent Care Flex Savings Plans through American Fidelity insurance. Premiums for the plans can be deducted from your pay warrant if you choose to enroll.

A Medical Flexible Savings account can save you money by allowing you to set aside part of your pay, on a pretax basis, to reimburse yourself for eligible medical expenses such as copayments, deductibles, prescriptions, and more. Because your money goes into the account before income tax is withheld, you pay less in tax and have more disposable income.

A Dependent Care Savings account allows you to set aside pretax dollars to reimburse yourself for eligible dependent care expenses. Because your money goes into the account before income tax is withheld, you pay less in tax and have more disposable income.

Other benefits - Other benefits available to qualified employees of Sequim School District are Traditional 403(b) or Roth 403(b) deductions, Deferred Compensation program, and credit union deductions. Please contact the Payroll/Benefit office for more information.

Section 125 – Employee Deferred Premium Payment Program

All qualified employees insurance premiums are pre-taxed per Section 125 of the Internal Revenue code, unless otherwise requested in writing. This optional program allows you to

convert your payroll deductions for qualified employee paid insurance premiums into tax-free salary reductions. Income tax and social security tax are applied to a reduced salary amount so taxes are less; spendable income is more. The program also allows you to reduce your income tax liability by having tax-free payroll deductions for payment of dependent care and /or medical care expenses.

COBRA

Your rights to COBRA (Consolidated Omnibus Budget Reconciliation Act) and continued medical coverage:

If you are an employee of Sequim School District that becomes ineligible for coverage under the districts' medical, dental, or vision program or you have a qualifying event that has changed your employment or dependent medical coverage, you have the right to continue insurance benefits with our group under certain circumstances. As a former employee, the law states that **you may continue insurance** with our group **for up to 18 months**. Qualifying events other than separation are as follows:

Allowable Changes in Medical Coverage

After the open enrollment period has expired, changes will only be allowed if there is a qualifying event as defined under Section 125. Qualifying events include:

- Marriage, divorce, death of a spouse, legal separation or annulment;
- Change in the number of dependents, including birth, adoption, placement for adoption, or death of a dependent;
- One of your dependent's satisfies or ceases to satisfy the requirements for coverage;
- Any change in employment status that affects eligibility for benefits for you, your spouse or dependent;
- A significant change in the place of residence for you, your spouse or dependent;
- If coverage under your spouse's, former spouse or dependent's employer is more cost effective to enroll under that employer's plan during their open enrollment.

Proof of such qualifying event and a corresponding enrollment or waiver form must be provided to the Payroll Office by the 10th of the month prior to the coverage month affected by such a change.

School Employees Benefits Board (SEBB) Program

SEBB Program for School Employees

A healthy change is coming for all employees in Washington's K-12 school districts, educational service districts, and charter schools. The School Employees Benefits Board (SEBB) Program will administer health insurance and other benefits for eligible school employees and their dependents.

The School Employees Benefits Board (SEBB) Program's first annual open enrollment is October 1 through November 15, 2019, with coverage starting January 1, 2020.

Sequim School District understands the importance of benefits. We encourage you to be proactive and read all communication that is received from the Health Care Authority.

For more information on preparing for the first annual open enrollment with the SEBB Program and important benefit changes please visit the Washington State Health Care Authority's [SEBB Program website](#) or the Sequim School Districts [website](#).

Maintaining Professional Boundaries

Information Regarding Contact with Students

Sequim School Districts' goal is to protect the health, safety and general welfare of each student and employee.

Maintaining Professional Staff/Student Boundaries

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

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose, and results in abuse of the staff/student professional relationship.

Unacceptable Conduct

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

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students, Prohibition of Harassment, Intimidation and Bullying, Nondiscrimination; Title XI of the Education Amendments of 1972; the Washington State Law Against Discrimination; or that constitutes misconduct under RCW 28A.640 and .642 or that constitutes misconduct under WAC 181-88-060; or any conduct that would constitute a violation of Chapter 9A.44 or 9A.88 RCW.
- Showing pornography to a student,
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship,
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling or administrative staff. In either case, staff involvement should be limited to direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose,
- Banter, allusions, jokes or innuendos of a sexual nature with students,
- Disclosing inappropriate personal, sexual, family, employment concerns, or other private matters to one or more students,
- Addressing students, or permitting students to address staff member with personalized terms of endearment, pet names, or otherwise in an overly familiar manner,
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger, or internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian,
- Exchanging personal gifts, cards or letters with an individual student,
- 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,
- Being alone in a classroom with an individual student with the door closed and/or the curtains closed;
- Giving a student a ride alone in a vehicle in a non-emergency situation, and/or
- Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom);
- Soliciting phone, email, text messages, or other written or electronic communication to students without building administrator/supervisors and parent permission when the communication is unrelated to school work or other legitimate school business
- Any other conduct that fails to maintain professional staff/student boundaries.

Appearances of Impropriety

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

- Being alone with an individual student out of the view of others,
- Inviting or allowing individual students to visit the staff member's home,
- Visiting a student's home and/or
- Sending or soliciting email, text messages or other electronic communication to the student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication. Staff should use school email address and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

Reporting Violations

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

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

Administrator to whom a boundary invasion concern is reported must document, in writing the concern and provide a copy of the documentation to the Assistant Superintendent of Human Resources who will maintain a file documenting reports of this nature which are made.

Reporting Sexual Abuse

All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to board policy and procedure 3421 and 3421P, Child Abuse, Neglect and Exploitation Prevention, and Chapter 26.44 RCW. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices.

Dissemination of Policy and Training

This policy and procedure will be included on the District website. All administrators and staff will be trained on the policy annually.

SSD [Policy 5253](#) and [5253P](#) can be found on the district website.

Touching children in the school setting has positive educational aspects. However, touching children carries a risk that the educator may be accused of improper touching. Thus, an educator must exercise conscious judgement in determining whether to touch students and under what circumstances.

Some actions, even if not tainted with improper motives are common trouble areas. Such actions should be avoided when possible:

1. Repeated one-to-one contact with an individual student. For example, a teacher might assign a single child (or even two children) to come early to the gym to help set up for the day's classes. A better solution is to assign this privilege (chore) to two students, one male and one female, for a quarter. Two other students would be selected in subsequent quarters.
2. Social activities with students. Taking a student or two to the movies, inviting students to the home, visiting students while they babysit. If you intend to use an out-of-school activity as a reward for academic performance or behavior, notify parents and consult with your principal well in advance in writing of the educational purpose of the reward.
3. Driving students in cars. A 5-year driving abstract from the Washington State Department of Licensing and proof of insurance are required for all district employees to operate a district or private motor vehicle, for the purpose of transporting students to and from school related activities. Only school district employees are allowed to drive district vehicles. Students who are in cars with educators often say they were molested. Coaches, educators and activity advisors are discouraged from transporting students in private vehicles. If this appears necessary, consult with an administrator in advance for guidance. **Never should an employee transfer a student alone.**
4. Giving gifts to students. If you wish to give gifts to reward students, discuss such gifts with the principal before they are given. Never give a student an expensive or personal gift such as perfume or flowers. Notify parents and principal in writing of the reward system and its educational purpose.
5. Writing cards, notes, or letters to students. Be particularly careful what is written in annuals. Use professional, distant name format such as "Thomas Brown" rather than "Tom" or "Brownie." Do not tell or write students that you "love" them.
6. Other actions will be grounds for discipline and are very difficult to explain:
 - a. Any request for affection: "give me a hug; give me a kiss," etc.
 - b. Any touching except on the shoulders, back and arms. Avoid lingering touches, such as shoulder massages.
 - c. Requests for sex or dates.
 - d. Any lascivious or sexual remarks of any sort, even those that are jokes.
 - e. Remarks about body parts - "You have great legs," "I wish my wife was built like you," "I'm bigger than your boyfriend." Remarks about appearance and dress are also questionable, (e.g. "You're a pretty girl." or "You should wear that sweater more often.")
7. Sexual contact with any student. For employees a "student" includes:
 - a. anyone currently supervised by the educational practitioner,
 - b. anyone currently under the age of 18 whom the educational practitioner has ever supervised,
 - c. anyone enrolled in any school or district who is attending an activity at which the educational practitioner is performing duties.
8. Sexual contact with a former student. Such contact with former students is dangerous to job security.
9. Giving alcohol to students or former students under age 21. Lending identification to underage students so they can obtain alcohol.
10. Bringing pornographic materials to school is prohibited including sharing pornographic materials with students.

[Policy 5253](#) and [Procedure 5253P](#)

More information can also be found on OSPI's website at: <http://www.k12.wa.us/ProfPractices/CodeConduct.aspx>

Harassment, Intimidation and Bullying

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

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

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

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

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

Behaviors/Expressions

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

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

Training

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

Prevention

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

Interventions

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

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

Students with Individual Education Plans or Section 504 Plans

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

Retaliation/False Allegations

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

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

Compliance Officer

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

How do I report harassment?

You can report harassment to any school administrator or to the district's Title IX Officer:
360-582-3261

Harassment, Intimidation and/or Bullying Reporting Form can be found on the district website.

<http://sequimschools.ss14.sharpschool.com/cms/one.aspx?portalId=1012755&pageId=1444591>

SSD [Policy #3207](#) and [Procedure #3207P](#)

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer:
360-582-3261

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. www.sequimschools.org

Policy # 5011 and Procedure 5011P

Professional Conduct-State of Washington Code

All certificated employees of the Sequim School District are required to comply with the Code of Professional Conduct Chapter 181-87 WAC.

State of Washington Code of Professional Conduct Education Practitioners * Teachers * Educational Staff Associates * Administrators

Chapter 181-87 WAC PROFESSIONAL CERTIFICATION—ACTS OF UNPROFESSIONAL CONDUCT

WAC Sections

[181-87-003](#) Authority.

[181-87-005](#) Purpose.

[181-87-010](#) Public policy goals of chapter.

[181-87-015](#) Accountability for acts of unprofessional conduct.

ADMINISTRATIVE PROVISIONS

[181-87-020](#) Applicability of chapter to private conduct.

[181-87-025](#) Exclusivity of chapter.

[181-87-030](#) Prospective application of chapter and amendments.

[181-87-035](#) Education practitioner—Definition.

[181-87-040](#) Student—Definition.

[181-87-045](#) Colleague—Definition.

ACTS OF UNPROFESSIONAL CONDUCT

[181-87-050](#) Misrepresentation or falsification in the course of professional practice.

[181-87-055](#) Alcohol or controlled substance abuse.

[181-87-060](#) Disregard or abandonment of generally recognized professional standards.

[181-87-065](#) Abandonment of contract for professional services.

[181-87-070](#) Unauthorized professional practice.

[181-87-080](#) Sexual misconduct with students.

[181-87-085](#) Furnishing alcohol or controlled substance to students.

[181-87-090](#) Improper remunerative conduct.

[181-87-093](#) Failure to assure the transfer of student record information or student records.

[181-87-095](#) Failure to file a complaint.

The code of professional conduct is codified by the Washington State Legislature in WACs and RCWs. Use this link for the complete rules and regulations.

Complaints or request for additional information may be addressed to:

Office of Professional Practices
Superintendent of Public Instruction
Old Capitol Building, Po Box 47200
Olympia, WA 98504-7200

WAC 392-190 Equal Educational Opportunity—Unlawful Prohibited

Confidentiality

We serve approximately 2900 students and employ over 350 staff members. Confidential material is routinely gathered and maintained during normal operation. This material and information is to remain confidential and should only be accessed on a “need-to-know” basis by authorized personnel.

Confidentiality is the preservation of privileged information and records concerning a student or another employee, which may be disclosed in a working relationship. Part of what you learn may be necessary to provide services to a student; other information is shared within the development of a helping, trusting relationship. Therefore, information gained about a student or another employee is confidential and disclosure can make you legally liable. Disclosing confidential information can damage your relationship with the student or your co-worker, and make it difficult to help the student.

All records and information regarding students must be treated as confidential. Any questions you may receive both in and out of the school setting about students and/or other Sequim School District employees should be redirected to the specific teacher, school site, or District Administrator. Refrain from sharing stories about students with whom you come in contact.

Confidential Communications SSD [Policy # 4020](#)

FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Discrimination Complaints

Sequim School District is an Equal Opportunity Employer. We conform to all the laws, statutes and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applications will receive consideration of employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your principal/supervisor or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

Title IX Officer and Civil Rights Compliance Coordinator:
503 N. Sequim Ave., 360-582-3261,

Section 504 Coordinator:
Matt Duchow, 503 N. Sequim Ave., 360-582-3401

For a full copy of the school district's nondiscrimination procedure, visit www.sequimschools.org or contact the school district at **360-582-3260**.

Step 1: Complaint to the School District

The Discrimination Complaint Form can be found on the district website, under Resources, District Forms. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. [WAC 392-190-065](http://www.wac.gov/WAC392190065)

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give

you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us.
SSD [Policy #5010](#) and [Procedure #5010P](#)

Dress Expectations

The Sequim School District expects that all employees dress appropriately for their job duties and position. We believe that as an agency that serves the public, our employees should always present a professional and appropriate image. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Dressy Casual is a good guideline to follow.

Women

- Dress, Skirt, Sundress, Khakis, pants
- Nice jeans (clean, no holes) with dressy top
- Open-collar, button down, knit, or dressy top, turtleneck, sweater (no spaghetti straps), polo shirt (no slogans)



Men

- Seasonal sport coat or blazer, slacks, khakis
- Nice jeans (clean, no holes) dress shirt with or without tie
- Dress shirt, casual button-down shirt, open-collar or polo (no slogans), sweater



Drug Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Sequim School District property. Conviction of a district employee for violation of such prohibition will result in disciplinary action up to, and including, termination of employment. As a condition of employment, you must abide by the terms of this statement and must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

SSD Policy #5201

Under the Drug-Free Schools and Communities Act, all schools must be totally free of alcohol and unlawful drugs. No one is allowed to possess, use or distribute such drugs or alcohol while on district property or taking part in any school activities. Disciplinary actions will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees.

We fully support the Drug-Free Schools and Communities Act. It is expected that all students and employees will follow the regulations and policy prohibiting possession, use or distribution of drugs and alcohol on school property or as a part of any school activity. All students have an opportunity to participate in the drug and alcohol education and prevention curriculum.

Electronic Information System

The Board of Directors recognizes that the district is connected to a statewide communications system (the K-20 Network) which provides Internet access and interactive video conferencing. As a condition of employment, you must abide by the terms of Board policy #2022 and follow the acceptable use guidelines. Failure to comply could lead to disciplinary action up to, and including, termination of employment.

Electronic Resources

The Sequim School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

Child Internet Protection Act (CIPA) UPDATE/To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

SSD Policy #2022 and Procedure #2022P

Tobacco-Free Policy

Washington State law prohibits the use of tobacco products on public school property. For purposes of this policy, the term “tobacco” includes any kind of lighted pipe, cigar, cigarettes or any other lighted smoking equipment or materials such as ecigs, vape mods, sleeves; or the chewing or sniffing of a tobacco product.

RCW [28A.210.310](#)

Prohibition on use of tobacco products on school property.

(1) To protect children in the public schools of this state from exposure to the addictive substance of nicotine, each school district board of directors shall have a written policy mandating a prohibition on the use of all tobacco products on public school property.

(2) The policy in subsection (1) of this section shall include, but not be limited to, a requirement that students and school personnel be notified of the prohibition, the posting of signs prohibiting the use of tobacco products, sanctions for students and school personnel who violate the policy, and a requirement that school district personnel enforce the prohibition. Enforcement policies adopted in the school board policy shall be in addition to the enforcement provisions in RCW [70.160.070](#).

From <<https://app.leg.wa.gov/rcw/default.aspx?cite=28A.210.310>>

Staff, students, parents, contracted personnel and visitors are prohibited from using tobacco products on school property.

SSD Policy #4215

Use of District Equipment/Facilities for Private Gain

State statutes and regulations prohibit the use of public property and equipment for personal gain. District equipment such as copy machines, computers, vehicles, shop equipment and tools, etc. is not to be used for personal gain or to promote a private enterprise even though an offer to pay may be made.

Policy #4260 and Policy #5251.

District Policies

One of the school board's major functions is the approval of policy. The board adopts district policy governing all facets of school operations, including employment of staff, administration of student services, educational programs, instructional materials, school facilities, equipment, finance, and support services. A board can adopt policy upon the recommendation of the superintendent, but the final decisions on policy cannot be delegated. The Superintendent develops and maintains a current policy manual. The policies are intended both as a tool for district management as well as a source of information to patrons, staff and others about how the district operates. In conjunction with the Board of Directors and staff, policies are continually reviewed and updated throughout the year.

Policy versus Procedure

Policies are the legally binding and enforceable mechanism by which the board establishes the governance framework of the district.

A process or plan implementing district policy is commonly defined as an administrative regulation or procedure. The development and implementation of these regulations or procedures are appropriately left to the district's administrators. Procedures guide implementation of policy, define standard operating procedure, and generally allow room for professional discretion and judgment, as appropriate. Procedures should be reviewed and revised by administrators as policy changes or circumstances warrant. Procedures are not adopted by the board.

The Sequim School District policy and procedures system covers the following areas of governance:

POLICY AND PROCEDURE

[0000 Planning](#)

[1000 Board of Directors](#)

This series contains the bylaws of the Board, describes the terms of office and member responsibilities, the methods of governance, meeting structure, principles of operations, and development activities.

[2000 Instruction](#)

This series describes educational program development and resources, learning programs and supports, school organization, program supplements, and requirements and assessments.

[3000 Students](#)

This series focuses on students' enrollment and attendance, their rights and responsibilities, classroom management, corrective actions and sanctions, student welfare, and student activities.

[4000 Community Relations](#)

This series relates to communications with the public, relations with other agencies and schools, and public access to schools, staff and students.

[5000 Personnel](#)

This series describes the recruitment and selection of staff, employment practices, benefits,

leaves, reimbursements for travel, auxiliary personnel, and employment practices.

[6000 Management Support](#)

This series includes elements of financial planning and management, revenues, rentals and community use of facilities, purchasing practices, risk management, transportation, food services, management of school property, and capitol projects.

Diversity and Multicultural Education

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Sequim School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. We expect this value to be manifested in the daily behaviors of students, staff and volunteers.

Staff members violating this policy will be subject to discipline as appropriate.

The Sequim School District recognizes the cultural diversity of students, staff, parents and community members of our school district and acknowledges the educational importance of valuing the diversity of all people in our pluralistic society. Diversity includes but is not limited to: race, religion, gender, culture, age, physically challenged and all other perceived differences.

The Sequim School District is committed to integration of the purposes and aims of diversity-multicultural education into all aspects of the school program. The board recognizes that diversity-multicultural education is an interdisciplinary process to be integrated into the total school program rather than a single, one-time event or series of activities. To this end, the board is committed and supportive of the following goals:

1. The inherent dignity and the equal and inalienable rights of all students and staff.
2. The right to and responsibility for an educational environment which extends equal rights to all without discrimination through its policies and practices.
3. Universal respect for and observance of these rights to ensure that all students are provided a school and classroom environment in which they are free to learn, encouraged to accept and respect themselves and to treat others with dignity and respect.
4. A staffing composition of administrators, teachers and all other personnel that is representative of that cultural diversity in the district. Membership in all school district committees shall also be representative of the cultural diversity in the district.
5. An education of superior quality for all students that includes greater appreciation of and respect for human individuality and cultural differences and similarities which contribute to our democratic nation as a whole, and more particularly the cultural contributions that make up our community.
6. Training in diversity-multicultural education issues for all board members, district staff, administrators, teachers, paraprofessionals, volunteers and community members participating in school sponsored activities.

Religion in Schools

Under the US Constitution, the Establishment Clause limits what governments can do (it keeps the government from imposing its religious beliefs on students). Refer to District Board [Policy 2340](#).

In sum, there is a critical difference between teaching religion and teaching about religion. While it is constitutionally permissible for public schools to teach about religion, it is unconstitutional for public schools and their employees to observe religious holidays, promote religious belief, or practice religion.

Child Abuse and Neglect

Educators are integrally involved in the problem of child abuse. All district employees are mandatory reporters. As a mandatory reporter, you must, by law, immediately report the abuse, abandonment, or neglect of a child (or vulnerable adult). If there is reasonable cause to believe that abuse or neglect has occurred, the report must be made at the first opportunity, but in no case longer than 48 hours. Failure to report can result in criminal or civil liability.

You should advise your supervisor of your suspicions and fill out a Child Protective Services (CPS) Report Form (see building secretary or print out form from district website) , however this does not diminish your obligation to report the suspected abuse to the authorities. Give a copy of the completed form to building counselor, principal and mail original to CPS (address on form). You are required only to report 'suspected' abuse to the appropriate state authorities whose responsibility it is to investigate. The authorities will investigate and determine if the abuse or neglect occurred.

The process of protecting a child's safety in cases of child abuse involves three steps: identification, investigation and intervention. Your report of suspected abuse sets the protective process in motion.

Hotline - call 1-866-ENDHARM (1-866-363-4276), **Washington State's** toll-free, 24 hour, 7 day-a-week **hotline** that will **connect** you directly to the appropriate local office to **report** suspected **child abuse** or neglect. TTY Callers - call 1-800-624-6186 to place a direct TTY call.

SSD Policy #3421 Procedure #3421, Child Abuse and Neglect Report Form

Useful Information

Maintenance/IT Request Instructions

- Go to the Sequim School District website: www.sequimschools.org
- Scroll to the links area of the website
- Choose [Staff Tech & Maintenance Request](#)
- Input your email and district (computer) password
- Choose the correct tab for your type of request - Maintenance or IT
- Complete the required fields
- Submittal password is: wolves

Instructions for Secure Print on the Xerox Copiers

This allows you to send a print job to the copier but not actually print until you can be there to pick it up - cuts down on unclaimed print jobs, accidental misplacement of print jobs, and is especially good for confidential materials.

- Choose print
- Select appropriate Xerox copier
- Select printer properties, or print options (depending on the software driver)
- Make sure you are on the printing options tab
- In the drop down menu, select secure print
- Enter a 4-digit passcode and confirm
- Select ok and ok again
- Print

When you get to the copier

- Go to the Xerox copier you selected
- Choose Jobs
- Choose Secure Jobs
- Select your print job from the list
- Enter the passcode you used
- Select ok and choose print all or delete all

Voice Mail/Phone Set Up

Phones must stay in their assigned room. They do not leave the room because they are tied into the 911 system. If you have moved to a new location this year, please set up your voicemail as soon as possible. See the building secretary for the security code/old password, you will need it to get to the phone settings. Be sure to complete the entire process below.

- Enter 702#
- Enter the old security code
- Select option 3 to manage your mailbox
 - To change your greeting press 1. Follow instructions to record greeting.
 - To change your user option press 2 - then 3. Follow instructions to record security code to access the system.
 - To record your user name press 2 - then 6. Follow instructions to record your first and last name. This feature is used when a phone call is transferred to you and helps staff verify they have the correct voicemail. It also announces who you are when you leave a message for someone else within the district.

Please complete all three steps

Definition of Terms

Definition of Terms

CBA: Collective Bargaining Agreement. This is the negotiated contract of each group of professionals within the school district.

Certificated: Employees required to have a professional certificate to do their job (i.e., teachers, psychologists, counselors).

Classified: Employees not required to have a professional certificate (i.e. custodians, office professionals, paraeducators, etc.)

Continuing Contract: Contract offered to a certificated employee following a successful performance on a provisional contract of one to three years.

Exempt: Executive, administrative and professional employees who meet certain criteria are exempt from the U.S. Department of Labor overtime pay requirements.

eVal: The tool that Sequim School District uses to document observations, self-assessments, evidence, and student growth for certificated staff.

FTE: Full-time equivalent. The percent of a 1.0 full-time position (8 hours/day).

Green sheet: Term used for a timesheet to claim pay for Pre-Authorized hours worked beyond contracted hours. Green sheets are required to be printed out on green paper.

L&I: Labor and Industry. Referring to an on-the-job injury.

Long-Term Substitute: A substitute assigned to a position longer than 20 working days for certificated employees and longer than 30 days for classified employees where applicable (see collective bargaining agreement for further information).

Non-exempt: Employees whose primary duties do not consist of executive, administrative or professional duties. Non-exempt employees qualify for overtime as described in the Fair Labor Standard Act (FLSA).

Non-continuing Contract: This contract for certificated employees terminates automatically at the end of the school year and the employee has no continuing contract rights.

Optional Days: Additional days beyond the normal work schedule to participate in staff development training. Attendance is optional. See appropriate bargaining agreements for specifics.

Paraeducator: Term that includes all assistants (instructional/general). Providing support to teacher in areas such as: instructional assistance to students, playground, crossing hazardous streets and intersections and library assistance.

PSE: Public School Employees of Sequim. The bargaining agreement for the clerical employees of Sequim School District (SSD)

PO: Purchase order. A written requisition for goods or services.

Provisional Contract: As defined by the State Office of Public Instruction, this is the first three years of a continuing contract for certificated employees. After three years, the "provisional" contract is upgraded to a "continuing" contract subject to the candidate's "provisional" year's performance.

SEA: Sequim Education Association (teacher's union)

Skyward: The student information system Sequim School District uses which includes all electronic aspects of payroll and HR.

SOL: Substitute Online. The online program that allows employees to report absences and dispatch substitutes.

SSD: Sequim School District

Stipend: Pay received by employees for additional supervisory jobs/duties that warrant additional pay (class advisor, intramurals, safety patrol, etc.)

Supplemental Days: Contracted days worked by certificated staff beyond the 180 pupil contact days.

Time Sheet: Formerly green sheet

UFCW: United Food & Commercial Workers Union. The bargaining agreement for the maintenance and custodial employees of Sequim School District (SSD)

This Handbook Replaces the Following Documents:

- Code of Conduct Booklet
- District Expectations of Employees Booklet
- Corrective Actions Booklet
- Religion in Public Schools
- HIPPA Notice
- Bullying, Harassment, and Intimidation handout
- Chemicals in School Handout
- Workers Compensation Self Insured Handout
- Substitute Online Handout
- Employee Access Instructions
- Clock Hours Handout

