

# Wishkah Valley School District Staff Handbook 2017-2018



Wishkah Valley School District #117  
*"Home of the Loggers"*

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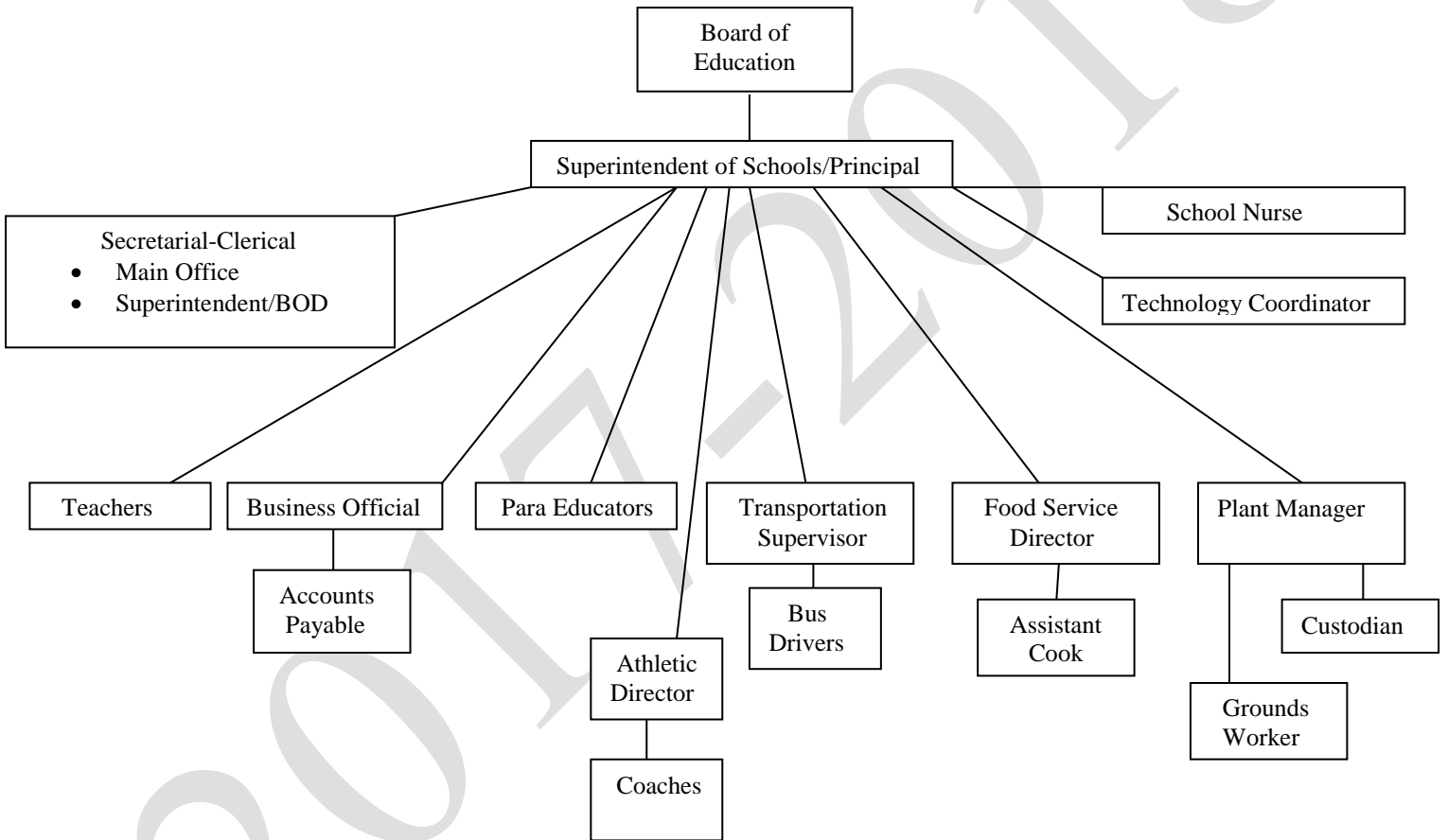
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### Introduction

This Staff Handbook has been developed to assist all staff in becoming aware of the operational procedures of the school district. It includes topics of how to effectively communicate with other staff members in the district, processing requests/forms to create efficiencies, and standards and practices that have evolved over many years.

Please review this Staff Handbook and if you have any questions, please contact your immediate supervisor.



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## Animals in School

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Providing students learning opportunities with animals in school is encouraged. Staff must be aware of the OSPI regulations and guidance on animals in school. Please consult with this document prior to requesting bring an animal into the school. <http://www.k12.wa.us/SchFacilities/Publications/pubdocs/CompleteSafety&HealthManual2002-2003.pdf>

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## Assemblies

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Attendance at all assemblies is required for all classroom staff and you are responsible for supervising the students that are in your scheduled class during the assembly time

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## Attendance/Tardiness

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Attendance will be taken every day and recorded into your personal grade book and the computer period by period. This must be done *within the first ten minutes of class. Lunch count must be recorded and reported to the main office by 9:00 am each day.*

Attendance:     **See Student Handbook, pages 6-8.**

Tardiness   **See Student Handbook, page 9.**

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## Building/Facilities Use

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The district encourages community members to use the school. To insure that events are properly scheduled and scheduling conflicts do not arise, the following procedures are to be used when requesting the use of school facilities. A **Use of Facilities Form** is available in the main office/website. In the event the **Use of Facilities** is aligned with your class or school club (athletic club, ASB, etc.), mark the appropriate the box (es) on the form and submit to the building administrator. To make sure information is communicated to other staff members in a timely manner, the following procedures will be used.

1. Staff -Submit completed form to main office at least **7 school days** in advance of requested use.
2. Once received in main office, building administrator will review and contact employees (athletic director, PE teacher, cafeteria and custodial, etc.) who may be impacted with this request. Afterwards, building administrator will **approve/not approve** and pass on to superintendent for action.
3. If approved, it will be checked OC and it will be scheduled on the Building Use Calendar located in the main office.
  - Copies of the form will be disseminated to appropriate people.
  - If the request does not have a specific date and it is approved, it will be placed on calendar as TBS and the form will be sent back to the person making the request. Person must verify when to schedule the use and return to building administrator at least **7 school days** in advance of requested use.
  - If the request is not approved, requester will be notified of action by building administrator and requester should contact building administrator for additional information.
4. After placing on calendar, Don Hay will be notified if appropriate for posting on reader board/webpage.
5. Under no circumstances will students be allowed to work without the direct supervision of the advisor/staff member. Class and club advisors are expected to be in attendance whenever their class or club is using school facilities.
6. **Advisors** are responsible for opening and properly securing the building, turning on necessary lights, obtaining cash boxes with the proper change, coordinating chaperones and other personnel, and any decorating/set-up and clean-up activities. Facilities will be returned to the condition found unless prior approval is granted by the principal. Mats for the gym floor will be used in all cases where appropriate. **When mats are used to cover the gym floor, the group using them must be sure they are swept, mopped, dried, folded and put away prior to the next school day.** It is important that all facilities be cleaned and returned to their normal configuration. Failure to comply with these expectations will result in sanctions against the class or club.

**Anyone who is interested in using the district's facilities should review the On-Line Facilities Use Calendar prior to making any arrangements. Building/Facilities Use is located on webpage and in district office.**

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### Career and Technical Education

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The district offers several courses that qualify for CTE credit. Any teacher who is notified that they will be teaching one of these courses will have to obtain CTE endorsement through OSPI. The district will pay the application fee for this endorsement.

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### Contacting Parents

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During the year there may be times when you need to contact a parent personally regarding an issue in school or class. Contact by the staff members with the most knowledge is a good practice, since many of these issues can be resolved between these parties. As professionals, I will leave it up to your judgement as when to contact parents. A proactive contact is usually more effective than a reactive contact.

<u>Who Contacts</u>	<u>Type of Situation</u>	<u>When Contact Should be Made</u>
Staff member “	Minor disruptions, non-compliance in class Student grades or lack of effort in the classroom	When the incident occurs or within one day When the incident occurs or within one day
Building Administrator	Anything of a sexual nature, comments, actions bullying or harassment, major disruptions in class or in school	Staff members are to notify the building administrator when they have knowledge of any of these incidents and the building admin. will contact parent.

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### Cash Box

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Cash, upon receipt, must be taken intact to the safe in the main office. Cash must be reconciled before being put in the safe with a reconciliation sheet attached. DO NOT put cash any other place than in the safe.

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### Class Advisors

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Class advisors are paid a stipend according to the negotiated agreement between the WVEA and the District. Class advisors are responsible for:

1. Conducting elections for class representatives and officers.
2. Supervising all fundraising activities.
3. Conducting class meetings as needed.
4. Chaperoning any dances or activities sponsored by their class.
5. Planning for all the above items.
6. Submit a year end summary to the building administrator at the end of the year.

**Club/Activity Summary is located on webpage and in district office.**

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### Classroom/Student Management/Referrals

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Student management is the responsibility of every staff member. Teachers should be visible as much as possible, especially during class changes and at assemblies. Enforcement of all school rules is expected at all times. Most discipline matters should be handled by the classroom teacher. However, if it is necessary to remove a student from any setting (hallway, classroom, gym, bus etc.), the building administrator or his designee must be notified ASAP so arrangements can be made to supervise the student. Please refer to Supplemental Student Handbook for additional information.

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### Computer Lab

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The computer lab is available for staff to use for their classes. Teachers must reserve the lab with the office in advance.

#### Guidelines for Student Use of the Internet

1. Teachers will research appropriate sites for student use/access ahead of time.
2. Teachers will develop clear, concise expectations and standards for student behavior and work.
3. Review the Wishkah Valley Electronic Resources policy. Please refer to Student Handbook for additional information.
4. Review expectations for students to maintain their personal safety whenever they access the internet.
5. Teachers will actively supervise their students so that:
  - a. Learning time is maximized.
  - b. Aimless surfing, chat room visits and e-mail use is minimized
  - c. Provide district policies and related documents in the appendix

**Related district policies/procedures/Employee/Employer User Agreement is located on webpage and in district office.**

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### Conference Requests

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Each year the district may target funds for professional development, workshops, conferences, etc. Any staff member who anticipates attending a professional development event and did not complete an anticipated conference request in the Spring during the budget process, must submit a Conference Request on the **Conference Request Form** to the building administrator at least 30 days before the event. After review, the teacher will be notified if the event has been approved. If approved, registration will be completed by the District Secretary or Roxanne Richardson. Teachers and staff (if appropriate) are responsible for completing and submitting an **Employee Leave Request** for these events.

**Conference Requests/Capsule is located on webpage.**

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### Curriculum/Lessons

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All teachers are required to have on file in the principal's office a copy of their syllabus for each course. A syllabus should include procedures for grading and classroom rules. Students will be given a copy of the course syllabus on the first day of class.

#### Lesson Planning

Good lesson planning enables you to be clear and concise about the job you are doing and allows you and your students a better chance to accomplish your objectives. Assignments must be definite, clear and attainable. There should be no question as to what you expect students to accomplish. Lesson plans for the week completed will be kept in the lesson plan section of the teacher handbook, or in another location that is accessible for administrator's review. These plans will be subject for review after the second week of this school year and periodically during the year.

A good lesson plan should include:

1. A statement of the work to be covered.
2. Desired results/student outcomes.
3. Assessment (How will you know that they accomplished the learning?)
4. Textbook references
5. Daily and homework references.

**Curriculum template is located on webpage.**

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## Drugs/Alcohol in School

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### Drug/Alcohol Use at School Sponsored Events

If a staff member or chaperone suspects that a student is, or has been, using drugs or alcohol in school or at a school sponsored event, the following procedures will be followed:

1. The student(s) will be detained in the office. Under no circumstances should a student be held physically.
2. Medical attention will be given if the student is in need. Call 911 and explain the situation.
3. Notify the Grays Harbor Sheriff's Office at the same time as the 911 call.
4. Notify parents/guardians. Emergency student information for all students is located in the main office.
5. Notify school administration as soon as possible.

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## Emergency Drills

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On a regular basis, emergency/evacuation drills are conducted. These drills are designed to test our system so that we can insure the safest school environment. Regularly the Safety Committee will review and revise these plans as needed. Emergency plans are to be kept in the top right hand drawer or in a binder which is clearly marked, **Emergency Plans** for quick reference. On each wall by the door in your classroom there must be an emergency exit map. If you do not have one, let the administrations know so that one can be provided.

Evacuation drills: The signal to evacuate the building will be a continuous sounding of the building siren. When the building siren sounds, direct all students to proceed out of the building in an orderly manner. Check to see that all windows and doors are closed. Be sure to take your grade book or attendance list and your red/green card with you. If you are missing a child from your class, **even if you believe her/him to be absent that day**, you must hold up your **red** card when you have assembled in the staging area. If everything is all clear and all students are accounted for hold up the **green** card.

In the event of an **earthquake**, direct students to get under their desks and remain there until an evacuation order is given. Aftershocks are usual and it is prudent to assume that we will experience them. Once the building has been evacuated, staff and students should not return to the building until the "all clear" signal has been given.

In the event that we receive a **bomb threat**, the building administrator will decide when and how the building is to be evacuated. Each teacher should make a quick search of their room. If any suspicious article is found – discreetly notify the office immediately. The principal or designee will assess the situation and decide what actions to take. Items in Emergency Bag in each classroom: (red/green card, flashlight, medical safety gloves, emergency plans, first aid kit)

**Additional information is located on the Emergency Folder in your classrooms. Review this folder at the beginning of each school year.**

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## Employee Payroll/Insurance

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The district office will notify staff members of their annual compensation and related benefits provided under their respective Collective Bargained Agreement. After receipt of this notice, each staff member is to sign and return the notice to the district office within 5 working days. If you have any questions, please contact Sandy Sundling, Business Manager.

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### Employee Contact Information

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At the beginning of the year, by **September 9, 2017**, each employee is to verify the contact information the district has on file. This information will be included on the district contact list and used to contact you in emergencies. Whenever this information is changed, please notify the main office. The district will create a contact list and give to each staff member, which should only be shared with district employees.

**Employee contact form is located on webpage.**

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### Faculty Meetings

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There will be bi-monthly staff meeting held on the 2<sup>nd</sup> and 4<sup>th</sup> working Thursday of each month. Your presence is required. If you cannot attend a faculty meeting, check with the principal. Additional faculty meetings may be required during this time at the discretion of the administration.

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### Field Trips

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Teachers are encouraged to have students take field trips during the school year. To make sure information is provided to other staff members in a timely manner, the following procedures are to be used when requesting and taking a field trip.

1. At the beginning of the school year, complete a **Field Trip Request Form** indicating what field trips you anticipate taking during the year. This request doesn't have to be specific at this time, but it must be completed with all the information requested on the form.
2. The building administrator will review this request and inform the teacher if the trip can be taken. The form will be verified, approved/not approved as appropriate, and distributed to staff members who will be directly impacted by this trip.
3. If approved, it will be checked OC and it will be scheduled on the Master Calendar.
4. Once approved, use the district **Filed Trip Permission** form for students. Make sure you have all the informatno on the form completed prior to taking the field trip.
5. Teachers are responsible for directing any volunteer (s) who would like to go on the field trip to complete the volunteer form at least 7 school days before the trip. You will be notified if the volunteer has been approved/not approved. When notified you may make plans for including the volunteer on the trip.

**NOTE: Do not take any volunteer who has not been approved by the building administrator.**

6. Any trip that involves an overnight stay must be approved by the Board of Directors at least 60 days in advance of the trip. Board of Directors approval will be made at the regular board meeting scheduled the third Tuesday of every month. Please plan accordingly.
7. A parent/guardian permission/medical release form will be completed for each student going on the trip. It is mandatory that the teacher/advisor take the forms on the trip. Just prior to departing, the teacher will take roll and report the names of all students traveling on the bus. Special care should be taken to make sure that absent students are noted as such for office personnel.
8. Upon return to the district, students must be supervised until all students have been picked up. **Under no circumstances** should a student be left alone at school without a staff member present. If a student is to be dropped off at a location other than the school a permission slip must be completed and approved.

**Field Trip request and permission slip are on webpage and in district office. This is the form that must be used.**



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### Food in the Classroom

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When staff decide to have food in the classroom they must pay special attention to any dietary/medical restrictions of students (peanut allergies, etc.) At the beginning of the year you will be provided with the most current food restrictions of any student in your class. Please have students pick up after any event and place trash in appropriate receptacle. There should be no hot plates or cooking appliances in your classrooms. Small refrigerators and microwaves are permitted under supervision. Coffee machines are to be used by staff only. Staff are to use their discretion of students taking breakfast and lunch in their rooms.

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### Fund Raising

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At the beginning of the year, anyone interested in having a fundraiser will submit a **Fundraiser Form** to the building administrator by the end of the 2<sup>nd</sup> week of school. Afterwards, the Fundraiser Coordinator will meet with all people who submitted fund raiser requests. At this meeting, a decision will be made regarding the permitted fund raisers for the year. Once approved, the fundraisers will be placed on the on-line fundraising calendar. It is the advisor's responsibility to ensure that:

1. All the required forms are completed and approved prior to starting the fund raiser;
2. All funds collected are turned in at the office, counted, and receipt written to the proper activity account.
3. Reconciled funds will be accepted before school, during the ASB treasurer's office period, and immediately after school. The school safe will remain locked at all other times. Under no circumstances should money be left in your classroom.

Change for cash boxes is the responsibility of the club or class sponsoring the activity. Requests for cash boxes must be made at least two days in advance of the event.

All staff must complete and have approval of the required ASB fundraiser forms prior to organizing and making any commitments for fund raisers. See Gwen in the main office for additional information.

**Roxanne Richardson is the Fund Raiser Calendar Coordinator.**

**Fund Raising request is located on webpage and in district office.**

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### Getting Started in the Morning

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We will start each day with announcements at approximately 8:30-8:32 by the president of the ASB. During the announcement teachers are to make sure students are quiet. The Pledge of Allegiance will also be started by the ASB president and continued by the students in the classroom.

Afterwards, teachers are to take the lunch count and send to the cafeteria by 8:45 am.

1<sup>st</sup> period classroom attendance must be completed electronically by 8:45 am.

Subsequent classroom attendance in classes at the 7-12 grades must be completed no later than 10 minutes after the start of class.

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### Grading

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Note: RCW 28A.600.030 Grading Policies. Each school district board of directors may establish student grading policies which permit teachers to consider a student's attendance in determining the student's overall grade or deciding whether the student should be granted or denied credit. Such policies shall take into consideration the circumstances pertaining to the student's inability to attend school. However, no policy shall be adopted whereby a

grade shall be reduced or credit shall be denied for disciplinary reasons only, rather than for academic reason, unless due process of law is provided as set forth by the state board of education under RCW 28A.305.160.

It is imperative that all deadlines be met. Especially critical are deadlines for grades, progress reports, and tardy/absence notice letters. Grade books must be kept up-to-date and legible. Information regarding grades, especially quarter and semester grades must be clearly defined. This information must be provided to students/parents, preferably in the course syllabus that is distributed to students at the beginning of each course.

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### Graduation

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Each year the district holds a graduation ceremony for qualified seniors. Graduation is scheduled on a Saturday in June. Staff are encouraged to attend and celebrate the accomplishments of our students.

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### Injury at Work Report

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Any staff member who is injured at work is required to complete the **Employee Incident Report**. This report is available in the main office and district office. After completing this form, it must be submitted to the superintendent within 2 working days on the incident. Failure to complete and submit this form may have an impact on any benefits.

**Staff injury report is on webpage and in district office.**

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### Inventory of Rooms

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At the end of the year each teacher will inventory specific items that are in your room. This inventory must be submitted to the building administrator when you check out in June. You will receive this inventory list at the beginning of the school year in August and you must verify the items and return to the building administrator by the end of the 2<sup>nd</sup> week of school in September. You will be provided notice of this date. The Classroom Inventory form is available on webpage and in district office.

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### Leave Requests

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Pursuant of your respective Collective Bargained Agreement, provisions are provided for a variety of leaves. Each staff member is to use the **Employee Absence Form** when requesting leave. This form is to be completed and submitted to the administration within the time provision of the CBAs and an early notice would be appreciated so that appropriate coverage can be provided.

**Leave request form is on webpage and in district office.**

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### Mandatory Reporting

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Because of potential claims and actual litigation that could result from not reporting incidents in a timely manner it is imperative that each of us report any and all issues that might arise. This would include but not limited to:

- Rumors or allegations of sexual misconduct or child abuse (when a staff member is suspicious of any of these issues, they must contact the building administrator immediately). Since you may be the initial reporter you are responsible for reporting these cases. The building administrator will assist you in reporting but it is your responsibility to make sure the report and has been made.
- Injuries requiring an ambulance response or a surgical procedure-notify building administrator for action.
- Allegations or claims relating to violations of rights-notify building administrator for action.

- Allegations by employee or volunteer accusing a supervisor of any form of harassment-notify building administrator for action, in the event the building administrator is the accused, notify the office administrative assistant.
- Request for reimbursement for any monetary amount due to an injury or property damage of a third party- be it a student, parent, or a staff member-notify building administrator for action.
- Any contact by an attorney on behalf of a third party-notify building administrator for action.
- The need to suspend or place an employee on probation-notify building administrator for action.
- Receipt of an inquiry or Claim for Damages or Summons & Complaint from an attorney-notify building administrator for action.

## **The principal must be notified of all CPS or related calls ASAP and logged into the CPS Report.**

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### **Substitute Folders**

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To ensure that your students have a solid learning experience when you find it necessary to be away, please ensure that a substitute folder is updated in the office. The following must be included in your folder:

1. Seating charts for all classes that include first and last names
2. Classroom rules/procedures
3. Emergency plans
4. Filler activities should students finish early
5. The names of a couple of students who can be relied upon to answer any questions a substitute may have
6. Duties/expectations for TA's
7. Bell/classroom schedule with an explanation on procedures
8. Instructions on calling attendance results to the office each period
9. Instructions on how to use the phone system in general, and specifically how to update homework hotline
10. Lunch count information.

This folder is to be updated at the beginning of each quarter.

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### **Teacher Absences/ Substitute Coverage**

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If you find it necessary to be absent from school contact the building administrator as soon as possible. Mr. Johnson's cell telephone number is (585) 490-3670. Please call the night before if possible. If not, a phone call would be appreciated at home or school between **6:15 and 7:30 a.m.** Once the administration is notified of a staff absence we will make every attempt to arrange coverage. In some instances, teachers and/or support staff will be asked to cover a class with appropriate provision provided. If you know that you will be absent from work following the day of an absence, please contact the office secretary before 2:00 p.m. if you will need a substitute again the next day. It is the teacher's responsibility to complete the district employee absence form upon his/her return to work.

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### **Supervision of Students**

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It is important that your classroom be under your direct supervision at all times when students are present. Students are NOT to be left in your classroom without proper supervision except in the case of an extreme emergency. All student meetings, turnouts, work parties, etc. must be under the direct supervision of a staff member. Other adults may be used in unusual circumstances but please check with the building administrator first.

Student management in the classroom needs to be based on consistent school/classroom expectations, but flexibility of the classroom teacher allows for some variations. These variations must not conflict with the school-wide

expectations or create undue issues for other teachers. Enforcement of all school and district rules is a high priority for all staff. A copy of the student handbook is a part of this document and all staff needs to be familiar with the contents. In order for the students to understand our policies I have included many of the actual Board Policies as part of the new handbook. It is imperative that as a staff we are consistent across the board with our expectations of our students. Whether or not you personally agree with a certain policy, our students MUST see us as a united staff, when dealing with the policy implementation.

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### **Teacher Certification Verification**

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All teachers are responsible for keeping their Educational Certificates and Endorsements up to date. Failure to do so Could result in a loss of assignment. A good practice is to review your credentials at the end of May.

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### **Medications in School**

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Under normal circumstances medication of any kind should be dispensed before and /or after hours under supervision of parent or guardian. It may be necessary to adjust medication time so that this occurs. If medication is required to be given during school hours, an Authorization for Medication at School Request must be completed by the doctor and parent before the medication is brought in original container be kept at school. This applies to all drugs, prescriptions and/or non-prescriptions. If you have any questions, please contact the school office to discuss this requirement with the school nurse.

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### **Monitoring Emails**

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It is a good practice to check your email on a regular basis. This could include early in the morning before classes, once before noon, and at the end of the day. There should be no more than 10 unopened emails in your drop box at any time and no unopened emails should be more that 2 days old.

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### **Notice of Accrued Leaves**

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Pursuant to employees respective Collective Bargaining Agreements, each employee will be provided with a notice of accrued leaves by the end of the first full week of school.

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### **On-Line Courses**

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The District offers on-line classes through the Red Comet Program. Any student who would like to enroll in an on-line program must see the building administrator. On-line classes are used to provide students the opportunity to enhance their learning in elective courses that are not offered at Wishkah and are not intended to be used as a substitute for a school class. Students can also take on-line classes for credit recovery. Students who enroll in an on-line class are responsible for paying the registration fee (\$150-\$250) prior to registration and when they pass the class the registration fee will be returned. If the student does not pass the class the registration fee will not be returned. Students are responsible for paying the registration fee for any on-line class taken for credit recovery. Passed classes will be entered on the student's transcript for credit and graduation purposes.

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### **Parent-Teacher Conferences**

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In October and March the district schedules parent/teacher conferences. A copy of the previous year's conference schedule is in the main office. Students are added/deleted and worked in/out of the schedule and a copy is sent to each teacher and then sent home to parent/guardians.

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### **Personal Pathway Program**

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A "Personalized Pathway" means a locally determined body of course work identified in a student's high school and beyond plan that is deemed necessary to attain the post-secondary career or educational goals chosen by the students. These credits may be substituted for other graduation credits. See building administrator if you know of some student who my benefit from the Personal Pathways option.

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### Placing Information on the District's Website

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The district's website, [www.wishkah.org](http://www.wishkah.org), is an important tool to reach out to our students, parents and community. Teachers are encouraged to submit announcements, pictures and articles for publication. Announcements should be submitted to Gwen Hamilton, [gghamilton@wishkah.org](mailto:gghamilton@wishkah.org). Headlines, articles, and pictures should be submitted to Don Hay, [dhay@wishkah.org](mailto:dhay@wishkah.org). **All publications must have prior approval of the administrator before publication.**

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### FERPA/ Pictures of Students

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Staff will be notified in early September of parents who have elected not to have their child (ren)'s picture taken in school or placed in school publications. Please review this information before taking pictures of students.

Due to FERPA guidelines, do not take or post pictures of students unless you are certain a release has been obtained.

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### Professional Development Plans

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In keeping current with educational reform, when proposing an interest to attend educational training, you must first submit a professional development plan to the building administrator for approval. The plan should be geared towards your personal educational goals, school-wide improvement goals, and the relationship of the request to your goals. It is expected that you will share with staff information that you gained from these professional workshops, etc.

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### Purchasing Materials

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Each teacher is provided a budgetary allotment for their class. Normally, all material and supplies are purchased over the summer and distributed to teachers at the beginning of the year. These items include materials and supplies from KCDA. This process starts with each teacher completing a list and submitting it to Roxanne by June 1<sup>st</sup>. For teachers who have an additional allotment, they will submit their additional requests on the **Excess Material and Supply Form** in the Spring of the preceding year. All purchases must follow these guidelines. Only the Business Official and Superintendent is authorized to encumber funds for district purchase. Items purchased without authorization will not be paid for with district funds.

#### STEPS - When purchasing anything

- 1) Check with Roxanne or Gwen to see if there are funds available for this purchase. If not, contact the business official.
- 2) Check with Gwen or Roxanne to see if there is a school district account with the business you wish to purchase from (or refer to the vendor list). If there is a school district account, proceed to step 3.
  - If there is no school district account ask the business you wish to purchase from if they accept purchase orders. If they do, supply vendor information to Gwen (ASB) or Roxanne (District) and proceed to step 3.
  - If they do not accept purchase orders check the vendor list to see if there is a vendor you can purchase from. If there is no vendor on the list that you are able to purchase from, proceed to step 3 and request to use the bank card.
- 3) Fill out a purchase order request. You can either get one from Gwen or go to the school district webpage and get one. To get one from the web, sign into the webpage on the bottom right corner, click on the teacher link, click on the forms link, and choose between ASB Purchase order form and District Purchase order form. You will be able to fill this out online but will need to print a copy of it.
- 4) Get the purchase order request form signed.
  - For ASB purchases, the advisor must initial form in upper right corner. Afterwards, the order request form needs to be submitted to the main office for two signatures; Gwen's verifying that there is

money in your ASB account to cover your purchase, and the building administrator's signature approving the purchase.

- Classroom purchases order requests (instructional materials for the classroom, etc.) forms will need the building administrator's signature prior to sending it to business office for business official signature. Have the building administrator approve request and send over to B.O.
  - District purchase order requests forms will either need the business manager's signature or the superintendent's signature.
- 5) ASB Purchase order request forms go to Gwen to process. District Purchase order request forms go to Roxanne to process.
- Gwen is here from 7:30 to 4:00
  - Roxanne is here from 8:30 to 3:00
- 6) Purchase order will be returned to you.
- 7) You place the order.

Only the Business Official or Superintendent is authorized to purchase items for the district. Any purchases made without authorization will not be ordered or paid. This also applies for scheduling conferences, trips, lodging, etc. Questions....ask the business office.

All staff must use the proper purchase order forms (PO's) whenever ordering supplies or equipment. District PO's are to be used to order any supplies or equipment for classroom use. Be sure to fill the form out completely including the address of the supplier(s). Plan on at least five working days for the process to be completed.

ASB PO's are used for co-curricular activity purchases such as supplies for a dance, uniforms, and class trips. **State law requires the pre-approval of the student council on all ASB purchases.** ASB meetings are scheduled on a monthly basis. PO's which are received after a meeting will be considered for approval at the next regular meeting. Staff members who make purchases without completing the proper PO forms (with appropriate signatures) will be liable for payment. All invoices must be turned in immediately to ensure proper payments to vendors.

**Request to purchases items is on webpage and in district office.**

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#### Registering Students

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Any new student entering Wishkah School will be provided a registration packet. Once completed the student will be interviewed by the building administrator prior to enrolling in school. You will be notified of any new student enrolling in your class.

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#### Releasing Students from Class

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Teachers and staff members are responsible for students under their supervision during the day. When releasing students to the office, bathroom, lockers, etc. students are to be reminded of your expectations when out of the classroom. Students should not be out of the room for more than 2-5 minutes for locker and bathroom visits. Students who fail to comply with leaving the rooms will be denied this privilege. It is the teacher's responsibility to effectively monitor students and to make adjustments when individual students do not comply with your expectations.

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#### Requests for Maintenance Work

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In the event you need maintenance work in your room and it is of a minor nature (pencil sharpener reattached, something small moved, marking removed from desks, etc.) please let our custodian (Babe Hilliard) know. In the event the request is of a more complex nature (reattaching blinds, broken window, installing or moving cabinets, plumbing or electrical issues, etc.) let our Plant Manager (Joe Thein ) know.

**Request for maintenance work form is on webpage and in district office.**

**Restraint, Isolation and Seclusion Report**

Any staff member who initiates any of the following actions while an employee is required to complete and submit the **Restraint, Isolation and Seclusion Form** within 24 hours of the incident.

**"Isolation"** means restricting the student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.

**"Restraint"** means physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities.

**"Restraint device"** means a device used to assist in controlling a student, including but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons. Restraint device does not mean a seat harness used to safely transport students. This section shall not be construed as encouraging the use of these devices.

**Restraint, Isolation and Seclusion Form is on webpage and in district office.**

**Safe-School Training**

At the beginning of the year all staff will be assigned professional training via the SAFE SCHOOLS Training Modules. Over the course of 2-3 years, a training schedule will be developed where staff will be trained on specific topics pertinent to their job description. Any new staff member will be assigned a module at the discretion of the superintendent and other staff will maintain their certification per the 3 year schedule.

A-All staff T-teachers	P-Para K-Kitchen Staff	C MT G D	Custodial, maintenance, grounds Drivers
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**Projected Safe School Trainings**

Year 1	Active Shooter	44 min	A
	Child Abuse and Mandatory Reporting	25 min	A
	Blood Borne Pathogens	21 min	A
	Sexual Harassment Staff-to-Staff	17 min	A
	Asbestos Awareness	25 min	C MT
	Back Injury and Lifting	18 min	C MT G
	Aerial Lift Safety	25 min	C MT G
Year 2	AED	19 min	A
	CPR/ First Aid-If you do not cards	15 min and 32 min	A
	Conflict Management Student-to Student	20 min	T P K D
	Conflict Management Staff to Staff	20 min	A
	FERPA	14 min	A
	Bus Behavior and Discipline	22 min	D
	Defensive Driving	18 min	D
	Wheelchair Securement	20 min	P D
	Food Safety and Kitchen Sanitation	14 min	K

Food Service Equipment Sanitation	20 min	K
Ladder Safety	21 min	C MT G
Material Safety Data Sheets	20 mi	C MT G
Playground Maintenance and Inspection	19 min	P
Concussion Awareness	20 min	P and PE teachers
Playground Supervision	16 min	P
Student Mental Health	23 min	A
Special Education Lifts and transfers	25 min	P and Laura
Special Education Safety in the Classroom	23 min	P and Laura

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**Staff Webpages**

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Teachers are to monitor their webpage and keep it current with information. A good practice is to review your webpage on a monthly basis.

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**Staff Bulletin Board**

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The staff bulletin board is located in the copy room adjacent to the main office in the main hallway.

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**Start and End Time for Teachers**

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Teachers are to be in the building from 8:00a.m. until 3:30 p.m. each day. If you must vary from that schedule please clear it with the building administrators or his/her designee. On Fridays or the last day before a break, teachers may leave at 3:00 PM. Classified staff have specific start and leave times.

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**State and Other Assessments**

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It is the responsibility of every staff member to maintain the integrity of all national, state and local testing conducted at Wishkah Valley School. If you are not sure as to the proper procedures and/or protocols, check with the testing coordinator or the building administrator. Failure to follow procedures or to knowingly compromise any standardized test could be grounds for disciplinary action including termination of employment. The testing coordinator will develop a testing schedule and meet with all teachers prior to testing.

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**Detention**

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When a student is late to school any time during the day, they must report to the main office and receive an admission pass to class. The main office will maintain of record of these late arrivals through Skyward. When 3 tardies have been accumulated, a consequence will be administered in accordance with the *Student Incident Referral Form*. Detention is a period of time when a student is assigned to report before or after school for misconduct. **Detention will not be made-up during lunch.** A student will be given at least a 24-hour notice when detention is assigned so that transportation may be arranged. During the detention assignment, the student is responsible for bringing in work.

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**ISS- In School Suspension**

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Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. In-school suspension may not be provided every day, but our plans are to provide it several days during the week. When a student is assigned to in school suspension, the student must satisfactory complete the assigned work from his/her teachers. If the work is not



successfully completed, additional assignments or in school suspension time may be assigned. All student privileges are suspended until the in school suspension has been successfully completed and on days a student is in ISS, he/she is not eligible to participate in any extra-curricular activities (clubs, activities, athletics). Policy 3241.

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### Saturday School

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Saturday School is a period of time when a student is assigned to report to school on Saturday or other non-school days for misconduct, especially truancy.

## Wishkah Valley School Student Incident Referral Form

### See Student Supplemental Handbook for Student Management and Student Incident Referral Form

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### Technology Q and A

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**How do I get help with technology?** The best way to get help with a technology need is to email Mr. Hay at [dhay@wishkah.org](mailto:dhay@wishkah.org).

**How do I login to Wishkah Valley's computer network?** Everyone's username is the same as their email address. For example [dhay@wishkah.org](mailto:dhay@wishkah.org). Please contact Mr. Hay if you have forgotten or need your password.

**How do I receive and send email?** While we use Gmail.com for our mail carrier, the domain name is wishkah.org. To send and receive email, go to gmail.com and put in your username and password. For example; [dhay@wishkah.org](mailto:dhay@wishkah.org). Your school email should not be used for personal use. It would be best to have a separate email account just for your personal use.

**How do I edit my webpage?** Each staff member has a webpage that they can use to communicate with the community. Go to [www.wishkah.org](http://www.wishkah.org) and click sign in at the bottom right hand corner of the page. Your username will be your first initial and last name. For example, dhay. Once you are logged in, click on Site Manager to begin editing. The help section in Site Manager is very helpful in helping you edit your webpage.

**Where do I save documents?** Once you are logged into your email, the best place to save documents is your Google Drive. Google Drive is one of your Google Apps. This is the most secure and safe place to save your teaching materials and as a teacher you have unlimited storage. Also your materials are available anywhere you have an internet connection.

**How do I print?** Once you are logged in, each teacher is connected to our main printer/copier. Using this device is the most cost efficient way that we can print.

**How do I take attendance, add grades, create a discipline referral and report lunch count?** Grading, attendance and lunch count are taken through Skyward Student Information System <https://www2.crdc.wa-k12.net/launch/bookmark-crdc-wishkahvalley.html>. Skyward can also be accessed via a link at the top of our webpage, [www.wishkah.org](http://www.wishkah.org). Please contact your network administrator for your username and password.

**How do I set up my telephone?** The directions to setting up your telephone can be found on our webpage at [www.wishkah.org](http://www.wishkah.org) under teachers. Note: You will have to login to the webpage first to see materials that are for staff viewing only.

**Can students use my computer?** By no means should a student be on a teacher work-station. Teachers have access to confidential resources on the network and internet that should not be available to students.

**Can I Social Network with students?** Working with children is always risky. While there are educational benefits to engaging in social networking with students, social networking sites expose teachers to an increased level of risk. The following is a [Reference](#) article giving some good advice for teachers that engage in social networking with students. In general,

**Do's**

- Do use separate personal and professional social media accounts. Putting a boundary between school and personal life is good for your career and less stress on you.
- Do make sure you have strict privacy settings and review those settings frequently. Especially if you use one social media account per site.

**Don'ts**

- Don't say anything on your social media profile that you wouldn't say in class.
- Don't get too chatty with students on your professional profile. This may confuse students into thinking you're available 24/7 for this, that and the other. Be available, but keep it professional.
- Don't share too much. Personal pictures from your weekend soiree have no business being on your professional profile.

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### Using School After Hours

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The district encourages teachers to use the school after hours, weekends and at other times which meet your needs. When this occurs, please follow these guidelines.

1. Enter the building by one of the two front main entrances and make sure the door is locked after you enter.
2. If you need to use the copy room, library or another room make sure the door is locked after you leave.
3. If you open any windows, make sure that they are closed and locked when leaving.
4. When leaving the building, double check the door you came into and make sure it is locked.
5. If you are in the back of the building and you have opened the gate, make sure that no one else is in back when you relock the gate. Teachers, only use the gate by the district office. Bus drivers, please use the bus gate.
6. If you have questions or have concerns, 1<sup>st</sup> contact the building administrator, 2<sup>nd</sup> contact the Plant Manager.

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### Use of School Vehicles

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When requesting the use of a school vehicle, you must complete the Use of School Vehicles form and submit to Roxanne Richardson at least five (5) days before use. Roxanne will approve/disapprove the request and you will be notified.

**Use of School Vehicles Form is on webpage and in district office.**

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### Visitors in School/Staff Children Visiting School

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**Visitors-**To provide patrons of the District the opportunity to visit classroom workstations, with the least interruption to the teaching process, the following guidelines are set forth:

1. All visitors shall obtain the building principal's permission prior to visiting any classroom. The building principal shall confer with the classroom teacher prior to any visit from a non-employee.
2. The employee shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

**Visitors for a Classroom Event-**All visitors must have prior approval from the classroom teacher, with a specified timeline. Pop-ins are discouraged if possible.

**Guests-** Students wishing to bring a guest to school must obtain permission from their teacher(s) and the principal at least 24 hours in advance of the visit. Visiting students may not be at Wishkah School if they are currently suspended from their own school or if their school is in session for that day.

**Location-**All visitors are to enter the school by the main entrance door by the flag pole and report to the office as a visitor. The office secretary will provide additional instructions. The entrance door into the elementary wing will be locked after 8:30 am.

When staff have their children visiting them in school, please contact the building administrator before they come to school.

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### Volunteers

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Volunteers play an important role in the educational process and we highly value their contributions. Listed below are some guidelines to follow when using volunteers. All volunteers must complete the **District Volunteer Form** prior to serving as a volunteer. This process takes about 1 day, so plan accordingly. A list of approved volunteers is available in the main office.

1. Be sure your volunteer "signs in" at the office each day.
2. Some volunteers have been identified as "unsupervised" and other as "supervised" volunteers. Please Consult with the building administrator as to the status of your volunteer to determine who must be under supervision at all times.
1. Academic classroom volunteers should never be in the same classroom as their own child. This does not preclude "room mothers" or parents helping with a social event or field trip.
4. Keep a record of all of your volunteer presences.

**Volunteer Form is on webpage and in district office.**

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### Copying

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The district provides copiers for the reproduction of materials used in the classrooms. These copiers are networked and teachers can print to these copiers from their classrooms. This is the most cost effective way in which to copy materials, and the district pays for the printer ink used in these copiers. When a document needs to be printed in color please use your judgement when copying due to the additional costs. Teachers who have printers in their classrooms are responsible for purchasing the printer cartridges through the use of their annual KCDA budget allotment. Starting this year, all staff members will be provided an access code for printing. The main school copier is located in the copy room wch is adjacent to the main office and located in the main hallway.

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**Non-Discrimination Notice**


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The Wishkah Valley School District No. 117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. An inquiry regarding compliance and/or grievance procedures may be directed to the school district's Title IXRCW 28A.640 Officer and/or Section 504 Coordinator: Mr. Dennis Johnson, 4640 Wishkah Road, Aberdeen, WA 98520.

### Appendix

Forms are located on webpage and in district office.

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| 1. *Club/Activity End of Year Summary                  | 16. *Staff Injury Report                 |
| 2. 21. *Use of Facilities-Wishkah Staff                | 17. *Teacher Assistants                  |
| 3. Physical Education Waiver                           | 18. *Maintenance Request                 |
| 4. *Transportation Release                             | 19. *Request to Purchases Items Form     |
| 5. *Restraint, Isolation and Seclusion Form            | 20. *Fund Raising Request                |
| 6. *Lesson Plan Template                               | 21. *Use of School Vehicles              |
| 7. *Closed Campus                                      | 22. *Vehicle Registration                |
| 8. *Conference Request                                 | 23. *Vehicle Incident (Accident) Report  |
| 9. *Curriculum Template                                | 24. *Volunteer Form                      |
| 10. *Daylong Field Trip Information                    | 25. *FERPA Release                       |
| 11. Emergency Plans Document (separate document)       | 26. *District Directed Verification Form |
| 12. *Employee Contact Information Card                 | 27. *Use of Facilities-Community         |
| 13. *Employee Leave Request                            |  |
| 14. *Student Field Trip Permission Slip                |  |
| 15. **Out of District/Overnight Trip Itinerary Request |  |
- Technology and Computers Policy & Procedure 2022 and 2022P, and related documents-In handbooks