



FRANKLIN PIERCE SCHOOL DISTRICT GUEST TEACHER HANDBOOK



FRANKLIN PIERCE SCHOOLS
Human Resources Department

315 129th Street South / Tacoma, WA / 98444-5099
253-298-3085/FAX (253) 298-3016

Welcome!

Thank you for your service as a guest teacher in the Franklin Pierce School District. You are a critical part of the quality education we strive for. We seek to engage all students in rigorous, relevant, high quality work. Your work is a key component of this goal, enabling the students of the Franklin Pierce School District to achieve the high standard of education they deserve.

This handbook is intended to provide you with valuable district information, expectations, and other useful documentation. Always feel free to contact me with any additional questions. Additionally, you may reach out to an office manager, building principal, or neighboring teacher at the buildings you are working at, as circumstances dictate.

We sincerely hope that you have an enjoyable and worthwhile school year with the Franklin Pierce School District. We value your service and support of our district's youth.

Sincerely,

James Hester

Executive Director, Business Services and Human Resources
Franklin Pierce School District

Substitute Teacher Important Telephone Numbers and Website Addresses

Aesop telephone	1 800 942 3767
Aesop website	https://app.frontlineeducation.com
Franklin Pierce District website	www.fpschools.org
Human Resources Department	253 298 3085
Information Technology Department	253 298 4647 or ext 1234
Payroll Department	253 298 3031
Substitute Coordinator, Brenda Pearson, phone	253 298 3085
Substitute Coordinator, Brenda Pearson, email	brpearson@fpschools.org

At-Will Employment Notice of Disclaimer

Substitute employment is an at-will relationship between the Franklin Pierce School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship. No person other than the Superintendent of the District has the authority to bind the District to an employment contract or an agreement to modify the at-will employment.

Non-Discrimination Statement

Franklin Pierce Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

FRANKLIN PIERCE SCHOOLS

2019-20 Calendar

No School
All Offices Closed
First/Last Day
Wednesday Early Release (90 minutes)
Conferences
Early Release
Make Up Day

August - 3 School Days

19-22 Teacher Training (PRAD)
 27 First Day of School
 Welcome Back!
 30 No School

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February - 18 School Days

14-17 Midwinter Break - No School
 17 Presidents Day

September - 20 School Days

2 Labor Day - No School
 30 Early Release 3.5 hours
 Conferences - All Schools

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March - 22 Days

11 Early Release 3.5 hours
 Elementary Only
 11 2nd Trimester Ends, Day 122
 17-20 Early Release 3.5 Hours
 Conferences - High School Only
 27 3rd Quarter Ends, Day 134

October - 22 School Days

1-3 Early Release 3.5 hours
 Conferences - All Schools
 4 PRAD Training - No School
 31 1st Quarter Ends (MS/HS), Day 45

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April - 17 School Days

6-10 Spring Break - No School

November - 18 School Days

11 Veterans Day - No School
 20 Early Release 3.5 hours
 Elementary Only
 20 1st Trimester Ends, Day 58
 27 Early Release 3.5 hours, **All Schools**
 28-29 Thanksgiving - No School

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020

S	M	T	W	Th	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May - 18 School Days

1 Make Up Day
 Possible No School
 18-21 Early Release 3.5 Hours
 Conferences - Elem/MS Only
 22 No School
 25 Memorial Day - No School

December - 15 School Days

23-31 Winter Break - No School

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June - 9 School Days

3 Early Release 3.5 hours
 Elementary Only
 3 3rd Trimester Ends, Day 174
 10 Early Release 3.5 Hours
 High School Only
 11 Early Release 3.5 Hours All Schools
 11 Last Day of School
 12-15 Possible Make Up Day

January - 18 School Days

1 New Years Day
 1-3 Winter Break - No School
 20 MLK Jr. Day - No School
 22 1st Semester Ends (MS/HS), Day 90
 23-24 Early Release 3.5 Hours
 Middle & High School Only
 27 PRAD Training - No School

JANUARY 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July - No School Days

3 Independence Day Observed

First Day of 2020-21 School Year:
 Tuesday, September 8, 2020
Teacher Training (PRAD):
 August 31 - September 3, 2020

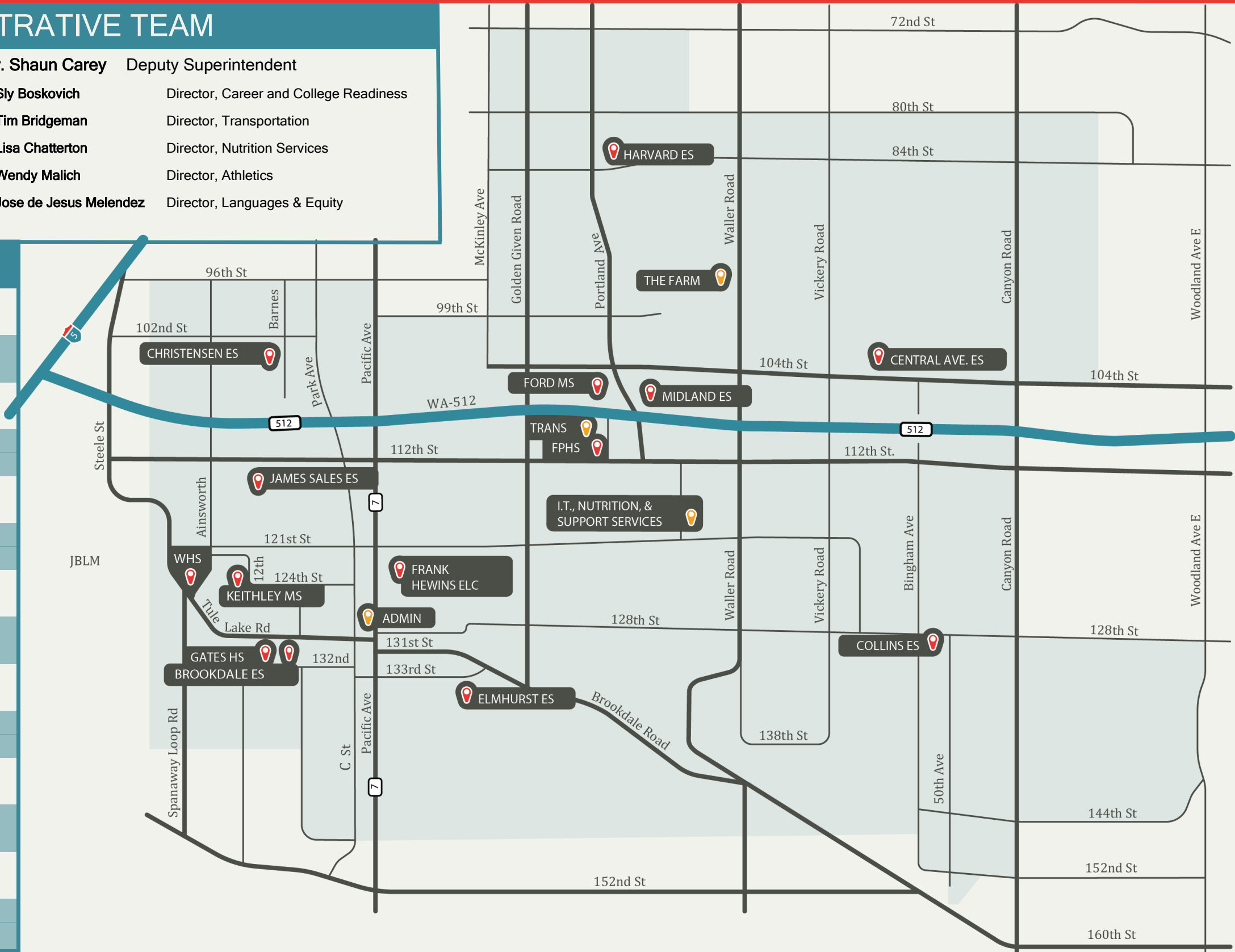
Franklin Pierce Schools Map Guide

DISTRICT ADMINISTRATIVE TEAM

Lance Goodpaster	Superintendent	Dr. Shaun Carey	Deputy Superintendent
Robin Heinrichs	Executive Director, Support Services	Sly Boskovich	Director, Career and College Readiness
James Hester	Executive Director, Human Resources & Business Services	Tim Bridgeman	Director, Transportation
Liza Klumpar	Chief Technology Officer	Lisa Chatterton	Director, Nutrition Services
John Sander	Executive Director, Learning Support Services	Wendy Malich	Director, Athletics
Carolyn Treleven	Executive Director, Teaching & Learning	Jose de Jesus Melendez	Director, Languages & Equity
Joel Zylstra	Public Information Officer		

SCHOOL INFORMATION

Dr. Frank Hewins Early Learning Center	Director Carol Miller
12223 A Street S, Tacoma 98444	(253) 298-4675
Brookdale Elementary	Principal Connie Holman
611 132nd Street S, Tacoma 98444	(253) 298-3100
Central Avenue Elementary	Principal Tonya Middling
4505 104th Street E, Tacoma 98446	(253) 298-3200
Christensen Elementary	Principal Dr. Tim Enfield
10232 Barnes Lane S, Tacoma 98444	(253) 298-3300
Collins Elementary	Principal Dr. Barb Mondloch
4608 128th Street E, Tacoma 98446	(253) 298-3400
Elmhurst Elementary	Principal Theresa Prather
420 133rd Street E, Tacoma 98445	(253) 298-3500
Harvard Elementary	Principal Paul Elery
1709 85th Street E, Tacoma 98445	(253) 298-4100
James Sales Elementary	Principal Brandy Nelson
11213 Sheridan Avenue S, Tacoma 98444	(253) 298-4200
Midland Elementary	Principal Paula Dawson
2300 105th Street E, Tacoma 98445	(253) 298-4500
Ford Middle School	Principal Heather Renner
1602 104th Street E, Tacoma 98445	(253) 298-3600
Keithley Middle School	Principal Dr. Tom Edwards
12324 12th Avenue S, Tacoma 98444	(253) 298-4300
Franklin Pierce High School	Principal Ron Hartley
11002 18th Avenue E, Tacoma 98445	(253) 298-3800
GATES High School	Principal Val Jones
12420 Ainsworth Avenue S, Tacoma 98444	(253) 298-4000
Washington High School	Principal Brent Whitmarsh
11807 24th Avenue E, Tacoma 98445	(253) 298-4600



Franklin Pierce School District Bell Schedule

Early Learning Center	8:30 am – 3:30 pm
Brookdale Elementary	8:55 am – 3:25 pm
Central Avenue Elementary	9:35 am – 4:05 pm
Christensen Elementary	9:20 am – 4:00 pm
Collins Elementary	9:35 am – 4:05 pm
Elmhurst Elementary	9:35 am – 4:05 pm
Harvard Elementary	9:00 am – 3:30 pm
James Sales Elementary	8:55 am – 3:25 pm
Midland Elementary	8:50 am – 3:20 pm
Ford Middle School	8:00 am – 2:35 pm
Keithley Middle School	7:25 am – 1:55 pm
Franklin Pierce High School	8:15 am – 2:45 pm
Gates High School	7:20 am – 1:50 pm
Washington High School	7:25 am – 1:55 pm

FRANKLIN PIERCE SCHOOL DISTRICT CERTIFICATED GUEST TEACHER ASSIGNMENT PROCEDURES

The Franklin Pierce School District utilizes a web and phone based system called Automated Educational Substitute Operator (AESOP) to manage teacher absences and substitute assignments. All guest teacher assignments are offered by the AESOP system or substitute coordinator. If a confirmation number is not displayed on the Scheduled Job section on the website or heard via AESOP phone as a current assignment in AESOP, the guest teacher does not have a job.

Contracted teachers enter their absence and substitute assignment into the AESOP system. All available guest teachers will be able to view assignments depending upon their own school preference selections and inclusion on the district, school, and teacher's preference lists. A guest teacher's ability to view and/or hear and accept available assignments can vary greatly from immediately for a current day's assignment and up to 120 days in advance.

Guest teachers who are included on a school's or teacher's "Preferred Substitute" list can have increased visibility (opportunity) to view and accept available assignments at a specific school or for a specific teacher. However, when the preferred substitute is unavailable or the assignment being entered starts within 12 hours or less, AESOP will make the assignment available to all guest teachers.

A contracted teacher may assign a guest teacher to an absence after verbally confirming with the guest teacher. The AESOP system will not contact the guest teacher to confirm the assignment. The guest teacher may call or log in and view the assignment in the Scheduled Job section.

Principals may change the assignment of substitutes to fit the educational needs within their building.

It is a good idea for all substitutes to keep track of completed assignments. This information may be accessed and printed from AESOP using the History tab on the AESOP homepage.

EMERGENCY GUEST TEACHER PROCEDURES

Emergency guest teachers are important members of our team. However, Washington Administrative Code (WAC) and the Office of the Superintendent of Public Instruction (OSPI) place certain limitations on the use of Emergency guest teachers in school districts.

WAC 181-79-231 states:

As defined by the superintendent of Public Instruction, WAC 181-79A-231(4A), and as outlined in the Emergency Substitute Certification application; **"...persons with an emergency substitute certificate may be assigned once the list of otherwise qualified substitutes has been exhausted."**

Thus, emergency guest teachers are not to be prearranged by contracted teachers. Preferred and assigned guest teacher assignments are not applicable to emergency substitute guest teachers. If a contracted teacher wishes to specify a preferred emergency guest teacher in the event the list of otherwise qualified substitutes has been exhausted, they may do so by contacting the substitute coordinator with their request. Emergency guest teachers are distinguishable in the AESOP system by the asterisk (*) after the last name.

Emergency guest teacher assignments are made starting at 6:00 AM on the day of the assignment and are made by phone calls from the substitute coordinator.

PAYROLL INFORMATION

Certificated guest teachers will be paid one hundred forty five dollars (\$145.00) for full day assignments during the 2019-2020 school year. After 30 days, pay increases to \$152.25 per full day, retroactive to the first day. Half-days are paid at half the daily rate.

When a particular assignment is extended due to a contracted teacher's continued absence, the daily rate shall apply to the first 20 days. On the 21st day of the extended assignment, the guest teacher's compensation shall be increased to one hundred seventy five dollars (\$175.00) retroactive to the first day of the assignment. If there is an unapproved interruption during the first 20 days, the 20-day period will begin again. The increased rate shall continue only through the period for that specific assignment.

Franklin Pierce School District is a direct deposit district. Funds will be directly deposited into a checking account. Information regarding your direct deposit can be viewed via Skyward web access on the Franklin Pierce School District homepage or electronically through your banking institution. Should you lose your password to Skyward web access, contact Rhonda Grissom at 253 298 3031.

Pay earned from the 11th of the previous month through the 10th of the current month will be paid in that current month. Payday is the last business day of the month.

The 2019-2020 Payroll Schedule is as follows:

Payroll Cutoff Dates	Payday Dates
Aug 11 th , 2019 - Sep 10 th , 2019	Sep 30 th , 2019
Sep 11 th , 2019 - Oct 10 th , 2019	Oct 31 st , 2019
Oct 11 th , 2019 - Nov 10 th , 2019	Nov 29 th , 2019
Nov 11 th , 2019 - Dec 10 th , 2019	Dec 31 st , 2019
Dec 11 th , 2019 - Jan 10 th , 2020	Jan 31 st , 2020
Jan 11 th , 2020 - Feb 10 th , 2020	Feb 28 th , 2020
Feb 11 th , 2020 - Mar 10 th , 2020	Mar 31 st , 2020
Mar 11 th , 2020 - Apr 10 th , 2020	Apr 30 th , 2020
Apr 11 th , 2020 - May 10 th , 2020	May 29 th , 2020
May 11 th , 2020 - Jun 10 th , 2020	Jun 30 th , 2020
Jun 11 th , 2020 - July 10 th , 2020	Jul 31 st , 2020

Change of name, address, phone number, email address or availability: Each guest teacher is responsible for notifying the school district of any change in name, address, telephone number, or email address. This task is accomplished by navigating to the Franklin Pierce School District homepage / DORA / Substitutes / Name, Address or Phone Changes. Name changes will not be made unless and until an updated social security card is presented to the Human Resources / Business Services office. Additionally, each guest teacher is responsible for notifying the school district, if he/she is no longer available to guest teach. This is accomplished by contacting the Substitute Coordinator at 253 298 3085.

Optional Service Credits: As a substitute, guest teachers may qualify to participate in the Teachers' Retirement System (TRS) administered by the Washington State Department of Retirement Systems (DRS). For further information, please go to www.drs.wa.gov.

Unemployment Compensation: Guest teachers are ineligible for unemployment compensation when they are given assurance on continuing employment in the same or similar position for the following school term. As a regular practice, the Franklin Pierce School District gives such written assurance for the following year.

IMPORTANT INFORMATION

Child Abuse, Neglect and Exploitation: Anyone having reasonable cause to believe that a child has been non-accidentally physically or mentally injured, neglected, or sexually abused has a requirement by law to report their suspicions. Refer to policy 3421 and procedure 3421P for details regarding the reporting of suspected child abuse or neglect.

Confidentiality: Only those people directly involved in the education of a student may have specific student information. Any request for information regarding students or families from outside school sources should be referred to the school principal. Guest teachers need to be diligent in protecting the privacy rights of students and families.

Nondiscrimination and Affirmative Action: Discrimination in any form is prohibited in the Franklin Pierce School District. Please refer to policy 5010 and procedure 5010P for details regarding this prohibited behavior.

Harassment, Intimidation, and Bullying: Harassment, Intimidation, and Bullying are prohibited in the Franklin Pierce School District. Refer to policy 3207 and procedure 3207P for details regarding this prohibited behavior.

Instructional Material: Guest teachers bringing instructional materials to schools for use in the classroom must have approval from the building principal prior to their use. This includes the use of videos, movies, music, DVDs, films, and internet content.

Maintaining Professional Staff/Student Boundaries: All employees are expected to maintain the highest professional, moral, and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Refer to policy 5253 and procedure 5253P for details of this requirement.

Personal Computer/Internet/Mobile Devices/Laptop Use: Use of personal computers, internet, mobile devices, and laptops should be avoided while in direct supervision and instruction of students.

Personal Property: Teachers and staff may have personal property in the classroom. Do not access, use, or remove any personal property from the classroom. Always lock the classroom whenever you leave for any amount of time.

Students on Medication: Students are prohibited from taking medication without being under the immediate supervision of trained staff. If a student brings medication to class, notify the principal immediately.

Supervision Requirements: All teachers and guest teachers are primarily responsible for the supervision and safety of assigned students. Always maintain visual contact with the students and never leave them unattended without another staff member present. Students should not be released directly to anyone other than school personnel without permission from the office staff.

Tobacco Use: The Franklin Pierce School District prohibits tobacco use on all district property and in district vehicles. Please refer to policy 4215.

Use of Physical Force: Do not touch a student in a disciplinary manner unless necessary to defend that student, yourself, or others from imminent physical harm. Refer to WAC 392-400-235 within the Discipline Section of this Handbook. If a discipline challenge arises which cannot be calmly addressed, notify the building principal immediately.

Weapons and Drugs: The Franklin Pierce School District has a zero tolerance policy regarding weapons and drugs on school grounds. If a student is suspected to be in possession of a weapon or drugs or appears to be under the influence of drugs, notify the principal immediately. Further, if a student suggests inflicting physical harm on another individual, notify the principal immediately. Please refer to policy 5201 and procedure 5201P and policy 4210.

GENERAL INFORMATION

Appropriate Attire: Substitute teachers should respect the same dress code as staff and students. Shorts, tank tops, spandex, strapless necklines, mini-skirts, etc. should not be worn for any assignment.

Calls or Assignments in Error: Occasionally, an assignment is made in error. If we are unable to reach you prior to leaving your residence on the morning of the assignment, we will make every effort to place you in another assignment. If we are unable to place you elsewhere, you will be given a work assignment at the initial assignment building. You may also choose not to work and will not receive pay for the day.

Cell Phone Use: Cell phones should be off or silenced and will not be used while in the classroom, on the playground, or while involved in the supervision or instruction of students. If you have an emergency situation, please check with school staff before using your cell phone at school. Personal long distance phone calls are not to be made using district phones. In order to protect the privacy of students, the taking of photos or videos, without specific prior authorization, is not allowed.

Accidents and Injuries: Always use common sense when an accident or injury occurs. Attend to the injury and send a reliable student to the office (or nearest staff member) for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas and in physical education, shop, and science classes. Whenever an accident or injury occurs, see the office manager for direction regarding completion of paperwork compliance items.

Student Illness: If a student becomes ill, whether in the classroom or on the playfield, they should not be sent to the office or restroom alone. Send a reliable classmate with the ill student or get help from another staff member.

DAILY PROCEDURES

Beginning the Day:

- ✓ Report to the office manager at the building main office;
- ✓ Report at the specified report time;
- ✓ Sign in (even if a continuing assignment);
- ✓ Obtain any building sub file, keys, lesson plans;
- ✓ Understand the attendance procedure for the day;
- ✓ Understand student pass and discipline procedures; and,
- ✓ Locate teacher restrooms.

Before Students Arrive:

- ✓ Locate and review lesson plans;
- ✓ Locate and review expectations and rules for the classroom;
- ✓ Locate the school evacuation map and student seating chart;
- ✓ Locate student restrooms and reasonable passing time to restrooms; and,
- ✓ Address any questions or concerns regarding any above items with neighboring teachers or the office manager.

Teaching the Class:

- ✓ Introduce yourself. Identify your instructional goal for the day to create a learning environment rather than a disciplinary environment. Use your proper name (Mr., Mrs., Ms.);
- ✓ Take attendance;
- ✓ Carry out the lesson plans; and,
- ✓ Have an alternative plan should you find yourself with idle time.

Ending the Day:

- ✓ Students should be released on-time;
- ✓ Correct student work ONLY if directed to within the sub plans;
- ✓ Make a report for the teacher, including assignments covered/completed, helpful students, challenging students;
- ✓ Close windows, turn off lights and equipment, make sure room is in good order;
- ✓ Lock the door; and,
- ✓ Check out with the office manager, including turning in your keys and signing out.

CLASSROOM MANAGEMENT

Be ready: Familiarize yourself with the lesson plans and materials.

Expect good behavior: An expectation of good behavior tends to bring better results than a negative approach.

Show confidence and interest: Your students will have more interest in response.

Be fair and consistent: This is an important aspect of classroom control. Students must know what to expect from you and what you expect of them.

Be Patient: It is natural for a class to "test" a substitute. Patience, understanding, consistency, firmness, and respect will diminish distrust.

Be a professional: Maintain a professional barrier between you and your students. Avoid any behavior that could be misinterpreted when interacting with students. Avoid any sexual and/or racial comments, jokes, or humor. Avoid any disrespectful behavior towards students.

Never leave students unattended: Students require adult supervision at all times.

Keep your sense of humor: Common sense and a good attitude, along with a sense of humor, will serve you well.

STUDENT DISCIPLINE

If a student becomes non-compliant, there are several techniques you should try that may prevent the situation from escalating to a need for disciplinary action.

Proximity: Standing near a disruptive student, while continuing to instruct, will often change their behavior.

Maintain a calm manner: It is better to make a request in a soft, firm voice rather than a loud voice. Making eye contact will help convey your message.

Don't take it personally: It is important to stay emotionally detached and remain professional.

Use a positive approach: Requests for a student to start an appropriate behavior are better than negative requests to stop misbehavior. Praise to other students regarding their appropriate behavior is also a preferred approach.

Avoid sarcasm: The use of sarcasm can create a negative learning environment. Be direct with your request for positive behavior.

Give the student time to comply: After you make a clear request for positive behavior from a student, give him or her time to comply. Be sure to maintain eye contact and restate the request in a calm manner if necessary.

Avoid giving threats or ultimatums: Try a calm, matter-of-fact approach void of emotion or sarcasm. Reinforce the idea of consequences when a student makes the choice to misbehave.

If a student remains non-compliant after trying all the above-mentioned techniques, you will need to implement the specific building's discipline procedures. Sending the student to a different classroom for a short period of time or to the office are two examples of handling discipline. Additionally, seeking the assistance of other staff members is also appropriate. Please speak with the office manager prior to the beginning of class to learn the building's procedures.

You should never touch a student while trying to enforce disciplinary procedures unless necessary to defend that student, yourself, or others from imminent physical harm. Corporal Punishment, (the use of physical punishment) is strictly prohibited by Washington Administrative Code (WAC) 392-400-235.

ACCIDENT REPORTING PROCEDURE

The Franklin Pierce School District is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor and Industries regulates your employer's compliance with these laws. If you become injured on the job or develop an occupational disease, you may be entitled to industrial insurance benefits. Your claim will be handled (and your benefits may be paid) by your employer.

Accident Reporting: Report all accidents to your building office manager. If you are injured on the job, you are required to complete an "Accident/Incident Report" form. If it is possible that you will need to seek medical attention by a physician, please file a claim by visiting the www.pswct.org website and scrolling to the Workers' Compensation Claim Filing at the bottom of the Home Page. This includes information that will guide you through the claims process. If you file the claim before the doctor's visit, the website will provide the claim number and helpful documents to take to the doctor.

Important Facts: You have the right to go to the doctor of your choice. When seeking medical attention, have your doctor mail the "Physician's Initial Report" form to Rhonda Grissom at the address listed below. She will evaluate your claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease may be paid through Puget Sound Workers Compensation Trust. You may be entitled to time-loss benefits.

Your employer cannot deny you the right to file a claim and your employer cannot penalize or discriminate against you for filing a claim. Every worker is entitled to workers' compensation benefits for an injury or illness which results from his/her job.

Any worker may be prosecuted to the full extent of the law for filing a false claim.

Questions about Industrial Insurance Claims: If you have any questions regarding payment of benefits or the validity of a claim, you should contact Rhonda Grissom at 253 298 3031, or Puget Sound Workers' Compensation Trust at 425 917 7667.

Claims Administration Address:

Rhonda Grissom
Human Resources
Franklin Pierce School District
315 129th St So
Tacoma, WA 98444

HUMAN RESOURCES

Washington State and Federal Bureau of Investigations Background Checks: All employees must be fingerprinted for the purpose of a Washington State and FBI background check. Employment is on a conditional basis pending completion of this state and national background check, which includes fingerprinting, with the fees to be paid by the applicant. Please inform the substitute coordinator if you have been fingerprinted in the last two years as you may not need to be re-fingerprinted.

Teaching Certificate: A valid Washington State teaching or substitute certificate or permit is required to substitute teach in the school district, with the fees to be paid by the substitute. A copy of the valid certificate/permit must be provided to the Human Resources office before substituting. Expiration dates, re-application, and notification of re-issuance of certificates/permits are the responsibilities of the substitute. Failing to provide copies of required certificates could result in the substitute not being able to work until an official copy is obtained.

Questions about certificates or certification: For specific information for applications to obtain certificates or certification, contact the following:

Office of the Superintendent of Public Instruction

Website: www.k12.wa.us/certification

Email: cert@k12.wa.us

Phone: 360 725 6400

Permanent Teaching Positions: Those holding a regular Washington State teaching certificate, not a substitute or emergency substitute teaching certificate, with interest in permanent teaching positions, are encouraged to keep their application up-to-date. Review the job openings on the district website to determine if there are any part-time or full-time positions available.

Emergency substitute teachers are invited to apply for any classified positions that become available. A complete classified application packet is required to apply. Some additional testing may be required. For more information regarding permanent classified positions, please review the job openings on the district website.

CODE OF PROFESSIONAL CONDUCT

WAC 181-87-005 PURPOSE.

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, non-renewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, nonrenewal of contracts, or other employment action by employers of education practitioners.

WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER.

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 181-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT.

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 181-86 WAC.

DISTRICT POLICIES

You may obtain all Franklin Pierce District policies and procedures from the district web site, www.fpschools.org / About Us / District Policies & Procedures.



Franklin Pierce Schools

Human Resources

315 129th Street S, Tacoma, WA 98444
253-298-3085, FAX 253-298-3016
www.fpschools.org

GUIDELINES FOR SCHOOL CLOSURES AND SCHEDULE CHANGES

TO: ALL EMPLOYEES
FROM: JAMES HESTER, EXECUTIVE DIRECTOR, HUMAN RESOURCES AND BUSINESS SERVICES
DATE: FEBRUARY 2019

In the event weather conditions, power outages, or emergency conditions necessitate school closures or schedule changes, please follow these guidelines:

NOTICE OF SCHOOL CLOSURE OR LATE START:

In the event of inclement weather or another situation severe enough for the District to determine that schools need to be closed or schedules changed, radio and television stations will be notified. In addition, information will be posted on the internet at <http://www.flashalert.net/news.html?id=4380> and www.fpschools.org. It is recommended to bookmark these websites in advance. You may also subscribe to receive automatic updates via email and text message from Flash Alert by signing up at <https://www.flashalert.net/signup.html>. The District's autodialer will also be activated to send out a recorded message.

Franklin Pierce Schools parents, guardians, and staff have the opportunity to sign up to receive text messages from the school district in the event of an emergency. To opt in, text "YES" to 67587. At any time, you may opt out by texting "STOP" to 67587. If you have additional questions, please visit: www.fpschools.org/textmessage.

IF SCHOOLS ARE CLOSED:

1. The following employees ***are*** expected to report to work or use appropriate available leave:
 - District Office Administrators & Staff
 - Building Administrators
 - Bus Mechanics
 - Transportation 260-Day Support Staff
 - Custodians
 - Information Technology
 - Maintenance
 - 12-Month Clerical Staff
2. The following employees ***are not*** to report to work. These employees will instead work when the school days are made up.
 - Teachers and Certificated Support Staff
 - Paraeducators
 - Clerical Support Staff (10-month only)
 - Bus Drivers
 - Nutrition Services Staff

IF START TIME FOR SCHOOL IS DELAYED:

Employees, other than bus drivers, are expected to be at work at their regular time; however, arriving safely is more important than punctuality for inclement weather. Missed time may be accommodated by using personal leave, vacation or comp time if applicable, unpaid leave, or arranging with one's supervisor to make up time.

SCHOOL DELAYS ON EARLY RELEASE WEDNESDAY: If a late start of either 1 or 2 hours is made on an early release Wednesday, the district expects employees to arrive at work as soon (and as safely) as possible. On these late start days, collaboration (PLC) teams will occur in the morning before the school's first bell. The students will not be dismissed until regular time in the afternoon and the early release will be canceled.

IF THE ENTIRE DISTRICT IS CLOSED:

Full-time employees will be notified by their supervisors and employees may arrange to make up for the missed time, charge the time to accrued vacation or personal leave, or request unpaid leave.

CHILD ABUSE, NEGLECT, AND EXPLOITATION PREVENTION

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

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

"Child abuse, neglect, or exploitation" means:

- A. Inflicting physical injury on a child by other than accidental means; causing death, disfigurement, skin bruising, impairment of physical or emotional health; or loss or impairment of any bodily function;
- B. Creating a substantial risk of physical harm to a child's bodily functioning;
- C. Attempting, committing, or allowing any sexual offense against a child as defined in the criminal code. This definition includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes intentionally contacting, directly or through the clothing, the genitals, anus, or breasts of a child unless the contact is necessary for the child's hygiene or health care. This also includes a child's intentional or coerced contact with anyone's genitals, anus, or breasts;
- D. Committing acts that are cruel or inhumane regardless of observable injury. These acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering;
- E. Assaulting or criminally mistreating a child as defined by the criminal code;
- F. Failing to provide food, shelter, clothing, supervision, or health care necessary to a child's health or safety;
- G. Engaging in actions or omissions resulting in a substantial risk to the physical or mental health or development of a child; or
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

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

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

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

The superintendent will develop reporting procedures and provide them to all staff on an annual basis. The purpose is to identify and timely report all evidence of child abuse, neglect, or exploitation to the proper authorities. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

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

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

Legal References:	RCW 13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
	RCW 26.44.020	Definitions
	RCW 26.44.030	Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process
	RCW 28A.320.160	Alleged sexual misconduct by school employee — Parental notification — Information on public records act
	RCW 28A.400.317	Physical abuse or sexual misconduct by school employees — Duty to Report — Training
	RCW 28A.620.010	Purposes
	RCW 28A.620.020	Restrictions — Classes on parenting skills and child abuse prevention encouraged
	RCW 43.43.830	Background checks — Access to children or vulnerable persons — Definitions
	WAC 388-15-009	What is child abuse or neglect?
	AGO 1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student

Adoption Date: 6/7/80
Franklin Pierce Schools
Revised: 11/10/87; 11/18/08; 12/8/15
Classification: Priority

CHILD ABUSE, NEGLECT, AND EXPLOITATION PREVENTION

The district will develop and implement an instructional program that will teach students:

1. How to recognize the factors that may cause people to abuse, neglect, or exploit children;
2. How one may protect oneself from incurring these forms of maltreatment; and
3. What resources are available to assist an individual who does or may encounter an abusive situation.

To facilitate such a program, staff development activities may include such topics as:

1. Child growth and development;
2. Identification of child abuse, neglect, and exploitation;
3. Effects of child maltreatment on child growth and development;
4. Personal safety as it relates to potential child abuse, neglect, and exploitation;
5. Parenting and supervision skills;
6. Life situations/stressors which may lead to child maltreatment; or
7. Substance abuse.

Reporting Responsibilities

Staff are expected to report every instance of suspected child abuse, neglect, or exploitation. Since protection of children is the paramount concern, staff should discuss any suspected evidence with the principal, nurse, or supervisor regardless of whether the condition is listed among the indicators of abuse or neglect.

Staff are reminded of their obligation as district employees to report suspected child abuse, neglect, or exploitation. Professional staff are reminded of their legal obligation to report these incidents. Staff are also reminded of their immunity from potential liability for doing so. The following procedures are to be used in reporting instances of suspected child abuse, neglect, or exploitation:

- A. When there is reasonable cause to believe that a student has suffered abuse, neglect, or exploitation, staff or the principal will immediately contact the nearest office of the Child Protective Services (CPS) of the Department of Social and Health Services (DSHS). If the situation is urgent and CPS cannot immediately respond, staff will immediately contact the local law enforcement agency. This contact must be made within forty-eight (48) hours.

Staff will also advise the principal or supervisor regarding instances of suspected abuse, neglect, or exploitation, as well as reports that have been made to CPS or law enforcement. In his/her absence, the report will be made to the nurse or counselor.

A staff member may contact CPS to determine if a report should be made. Child Protective Services has the responsibility of determining the fact of child abuse or neglect. Any doubt about the child's condition will be resolved in favor of making the report.

- B. A written report will be submitted promptly to the agency to which the report was made. The report will include:
 1. The name, address, and age of the child;

2. The name and address of the parent or person having custody of the child;
 3. The nature and extent of the suspected abuse or neglect;
 4. Any evidence of previous abuse or any other information that may relate to the cause or extent of the abuse or neglect; and
 5. The identity, if known, of the person accused of inflicting the abuse.
- C. When the district receives a report that a school employee has committed an act of sexual misconduct, it will notify the parents of the alleged victim within forty-eight (48) hours.

Abuse Indicators

Physical abuse indicators:

1. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.) or unreasonable use of force (grabbing, pinching, dragging and/or other unapproved forms of restraint);
2. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.);
3. Lacerations, welts, abrasions;
4. Injuries inconsistent with information offered by the child;
5. Injuries inconsistent with the child's age; or
6. Injuries that regularly appear after absence or vacation.

Emotional Abuse Indicators:

1. Lags in physical development;
2. Extreme behavior disorder;
3. Fearfulness of adults or authority figures; or
4. Revelations of highly inappropriate adult behavior; i.e., being enclosed in a dark closet, forced to drink or eat inedible items.

Sexual Abuse Indicators:

Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving intentional sexual contact, conduct, or communication with a child. Beyond direct evidence of this kind of abuse, indicators may include, but are not limited to:

1. A child's developmentally inappropriate sexual conduct, regardless of the child's own mental status or development;
2. Child engaging in "sex talk", drawings, or attempting to access pornography;
3. Child's disclosure of "grooming behaviors" or inappropriate conduct that does not necessarily rise to a specific sexual act;
4. An adult's attempt to form a secret or unreasonably special relationship with a child;
5. Venereal disease in a child of any age;
6. Evidence of physical trauma or bleeding to the oral, genital, or anal areas; or
7. Pregnancy.

Some Behavioral Indicators of Abuse:

1. Wary of adult contact;
2. Frightened of parents;
3. Afraid to go home;
4. Habitually truant or late to school;
5. Arrives at school early and remains after school later than other students;
6. Wary of physical contact by adults;
7. Shows evidence of overall poor care;
8. Parents or caretakers describe child as “difficult” or “bad”;
9. Inappropriately dressed for the weather — no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse); or
10. Exhibit behavioral extremes: crying often or never, unusually aggressive, or withdrawn and fearful.

Neglect Indicators

Physical Neglect Indicators:

1. Lack of basic needs (food, clothing, safety, shelter);
2. Inadequate supervision;
3. Lack of essential health care and high incidence of illness;
4. Poor hygiene on a regular basis;
5. Inappropriate clothing in inclement weather; or
6. Abandonment.

NOTE: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

Child abuse as defined by the statutes can be inflicted by any person and may include student-on-student abuse. These cases also require reporting to CPS or law enforcement.

Date: 6/7/80

Revised: 11/10/87; 10/14/08; 11/10/15

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image, including those that are electronically transmitted; a verbal or physical act including, but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, age, veteran or military status, marital status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability or other distinguishing characteristics, when an act:

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

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

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

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

Behaviors/Expressions

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

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

Training

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

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 by the IEP team.

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.

Legal References: RCW 28A.300.285

WAC 392-190-059

Harassment, intimidation, and bullying
prevention policies and procedures –
Model policy and procedure – Training
materials – Posting on web site –
Rules – Advisory committee
Harassment, intimidation, and bullying
prevention policy and procedure –
School districts

Adoption Date: 5/13/03
Franklin Pierce Schools
Revised: 11/18/08; 8/16/11; 5/12/15
Classification: Essential

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

A. Introduction

Franklin Pierce Schools strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race; color; religion; ancestry; national origin; gender; sexual orientation (including gender expression or identity); mental or physical disability; or other distinguishing characteristics.

Any school or district staff member who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor means a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying means an intentional electronic, written, verbal, or physical act that:

- 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group, whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website: www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

Retaliation occurs when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to: educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted student means a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation, and Bullying Prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation, and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation, or bullying. Nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

1. Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education

Annually, students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

3. Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and the use of the district's Incident Reporting Form.

4. Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline referral forms, and letters to parents providing the outcomes of investigations. If a written report of harassment, intimidation, or bullying indicates a potential violation of the district's nondiscrimination policy (Policy 3210), the compliance officer must promptly notify the district's civil rights compliance coordinator;
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern;
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough;
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis' and
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

F. Staff Intervention

All staff members will intervene when witnessing or receiving reports of harassment, intimidation, or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target

of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

1. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

2. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

3. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying will attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation, and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation, or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant; and other measures.

If, during the course of an investigation, the district employee conducting the investigation becomes aware of a potential violation of the district's nondiscrimination policy (Policy 3210), the investigator will promptly notify the district's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-190-066 through WAC 392-190-075 as well as the HIB complaint procedure. The notice must be provided in a language that the complainant can understand. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations of a violation of the district's nondiscrimination policy.

3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation, and bullying.
4. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

5. The investigation will include, at a minimum:
 - a. An interview with the complainant;
 - b. An interview with the alleged aggressor;
 - c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
 - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
6. The principal or designee may determine that other steps must be taken before the investigation is complete.
7. The investigation will be completed as soon as practicable, but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - a. The results of the investigation;
 - b. Whether the allegations were found to be factual;
 - c. Whether there was a violation of policy; and
 - d. The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker), that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee will request assistance from the district.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to Board Policy 3241: Classroom Management, Discipline, and Corrective Action. If the accused aggressor is appealing the

imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the School Board by filing a written notice of appeal with the secretary of the School Board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the School Board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the School Board. The School Board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing and will provide a copy to all parties involved. The Board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to Board Policy 3241: Classroom Management, Discipline, and Corrective Action.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may

propose disciplinary action on a certificate up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate.

I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state, or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

OSPI Equity and Civil Rights Office
360.725.6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx

Washington State Human Rights Commission
800.233.3247
www.hum.wa.gov/index.html

Office for Civil Rights, U.S. Department of Education, Region IX
206.607.1600
Email: OCR.Seattle@ed.gov
www.ed.gov/about/offices/list/ocr/index.html

Department of Justice Community Relations Service
877.292.3804
www.justice.gov/crt/

Office of the Education Ombudsman
866.297.2597
Email: OEOinfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp

OSPI Safety Center
360.725.6044
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

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

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult, or can be carried out by a group of students or adults.

Sexual harassment will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of staff by other employees, students, or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit; and
- Sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority every time a report, complaint, and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

Retaliation and False Allegations

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

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

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

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

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided

to each employee, posted online, and reproduced in each staff, volunteer, and parent handbook. Such notices will identify the district's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

As needed, the compliance officer will convene an ad hoc committee to review the policy and procedure and recommend any necessary changes to the superintendent and School Board.

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	WAC 392-190-057	Sexual harassment policy — Required criteria
	WAC 392-190-058	Sexual harassment policy — Notification
	20 U.S.C. §§ 1681-1688	

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

- Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee, posted online, and reproduced in each staff, volunteer, and parent handbook.
- In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at Franklin Pierce Schools, 315 129th St S, Tacoma, WA 98444.

Staff Responsibilities

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Assistant Superintendent of Human Resources and Business for evaluation.
- The Assistant Superintendent of Human Resources and Business will inform the complainant that honoring the request may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

- Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, the person who was the subject of the harassment, or against those who provided information as witnesses. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Civil Rights Coordinator at Franklin Pierce Schools, 315 129th St S, Tacoma, WA 98444, 253-298-3000. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive, or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating staff persons; or
- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One – Complaint to District

- Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.
- The district will, however, fully implement the anti-retaliation provisions pursuant to this procedure, Title IX, Title VI, Section 504, and Title II of this policy to protect complainants and witnesses.

The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Civil Rights Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail, or hand-delivery to the district Civil Rights Coordinator at Franklin Pierce Schools, 315 129th St S, Tacoma, WA 98444, 253-298-3000. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Civil Rights Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his/her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable, and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the School Board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy, and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the Coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district Board of Directors by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.
- The Board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.

- Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the Board of Directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20th) calendar day following the date upon which the complainant received written notice of the Board of Directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) a description of the specific acts, conditions, or circumstances alleged to violate applicable anti-sexual harassment laws; 2) the name and contact information, including address, of the complainant; 3) the name and address of the district subject to the complaint; 4) a copy of the district's complaint and appeal decision, if any; and 5) a proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination, and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or Board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including, but not limited to, referring the district to appropriate state or federal agencies empowered to order compliance.
- A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

- A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

- *Office for Civil Rights (OCR), U.S. Department of Education*
 - OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr
- *Washington State Human Rights Commission (WSHRC)*
 - WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

- At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.
- The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.
- Mediation must be conducted by a qualified and impartial mediator who may not: 1) be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he/she serves as a mediator.

- If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing, or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

- A fixed component of all district orientation sessions for staff, students, and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.
- Certificated staff will be reminded of their legal responsibility to report suspected child abuse and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.
- Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents/guardians.
- As part of the information on the recognition and prevention of sexual harassment, staff, volunteers, students, and parents/guardians will be informed that sexual harassment may include, but is not limited to:
 - Demands for sexual favors in exchange for preferential treatment or something of value;
 - Stating or implying that a person will lose something if he/she does not submit to a sexual request;
 - Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
 - Making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender, or conduct;
 - Using derogatory sexual terms for a person;
 - Standing too close, inappropriately touching, cornering, or stalking a person; or
 - Displaying offensive or inappropriate sexual illustrations on school property.

Date: 5/9/95

Revised: 12/9/08; 12/13/11; 3/11/14; 7/6/15; 12/8/15

DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE

The Board has an obligation to staff, students, and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serve.

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

Prohibited Behavior

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

- A. Reporting to work or the workplace under the influence of alcohol or illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, or transmitting alcohol or illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace.
- C. Using district property or the staff member's position within the district to make or traffic alcohol or illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including termination.

Notification Requirements

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students, or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district office, will then determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his/her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be pro-

vided no later than 5 days after such conviction. The district will inform the federal government within 10 days of such conviction, regardless of the source of the information.

Disciplinary Action

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

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

Legal References:	RCW 69.50.435	Violations committed in or on public places or facilities — Additional penalty — Defenses — Construction — Definitions
	20 USC §§ 7101-7117	Safe and Drug-Free Schools and Communities Act (as amended by Title IV – 21 st Century Schools)
	21 U.S.C. 812	Controlled Substance Act
	41 U.S.C. § 8103	Drug Free Workplace Requirements for Federal Grant Recipients

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Purpose

The purpose of this policy is to provide all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” include both employees and volunteers.

General Standards

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

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

The interactions and relationships between district staff and students should be based upon: mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the district.

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

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

Use of Technology

The Board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

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

Legal References: Title IX of the Education Amendments of 1972

Chapter 9A.44, RCW	Sex offenses
Chapter 9A.88, RCW	Indecent exposure – Prostitution
RCW 28A.400.320	Crimes against children – Mandatory termination of classified employees – Appeal – Recovery of salary or compensation by district
RCW 28A.405.470	Crimes against children – Mandatory termination of certificated employees – Appeal – Recovery of salary or compensation by district
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies – Notice to superintendent of public instruction – Record of notices
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach – Criminal basis – Complaints – Investigation – Process
RCW 28A.410.095	Violation or noncompliance – Investigatory powers of superintendent of public instruction – Requirements for investigation of alleged sexual misconduct towards a child – Court orders – Contempt – Written findings required
RCW 28A.410.100	Revocation of authority to teach – Hearings
Chapter 28A.640, RCW	Sexual Equality
Chapter 28A.642, RCW	Discrimination Prohibition
Chapter 49.60, RCW	Washington State Law Against Discrimination
WAC 181-187	Professional certification – Acts of unprofessional conduct
WAC 181-88	Sexual misconduct, verbal and physical abuse – Mandatory disclosure – Prohibited agreements

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Purpose

The purpose of this procedure is to provide all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. For purposes of this procedure and its policy, the terms “district staff,” “staff member(s),” and “staff” include both employees and volunteers.

Boundary Invasions

In a professional staff/student relationship, staff 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 staff member 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 staff member that does not have an educational purpose and results in abuse of the staff/student professional relationship.

Inappropriate Boundary Invasion Examples

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

- A. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the district’s policy on Sexual Harassment of Students (Policy 3205); Prohibition of Harassment, Intimidation, and Bullying (Policy 3207); Nondiscrimination (Policy 3210); Title IX of the Education Amendments of 1972 (Title IX); the Washington State Law Against Discrimination (Chapter 49.60 RCW); or that constitutes misconduct under RCW 28A.640 and .642 or WAC 181-88-060; or any conduct that would constitute a violation of Chapter 9A.44 or 9A.88 RCW;
- B. Showing pornography to a student;
- C. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship;
- D. Socializing where students are consuming alcohol, drugs, or tobacco;
- E. 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 staff. In either case, staff involvement should be limited to a direct connection to the student’s school performance;
- F. Sending students on personal errands unrelated to any educational purpose;
- G. Banter, allusions, jokes, or innuendos of a sexual nature with students;
- H. Disclosing personal, sexual, family, and/or employment concerns, or other private matters, to one or more students;
- I. Addressing students, or permitting students to address staff members, with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;

- J. Maintaining personal contact with a student outside of school by phone, email, instant messenger, internet chat rooms, social networking websites, or letters beyond homework or other legitimate school business without including the building administrator/supervisor and parent/guardian;
- K. Exchanging personal gifts, cards, or letters with an individual student;
- L. 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;
- M. Giving a student a ride alone in a vehicle in a non-emergency situation;
- N. Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom);
- O. Soliciting or sending phone, email, text messages, or other forms of written or electronic communication to students without building administrator/supervisor and parent permission when the communication is unrelated to school work or other legitimate school business; or
- P. 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 member must report the occurrence to the appropriate administrator as soon as possible.

- A. Being alone with an individual student out of the view of others;
- B. Inviting or allowing individual students to visit the staff member's home;
- C. Visiting a student's home; or
- D. Soliciting or sending email, text messages, or other electronic communications to the student, even when the communication relates to school business, except where the parent/guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication. Staff should use school email addresses 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 another administrator if they believe a staff member may be engaging in conduct that violates this policy or procedure.

Staff members are required to promptly notify the principal or the supervisor of the staff member suspected of engaging in inappropriate conduct that violates this policy or procedure.

The administrator to whom a boundary invasion concern is reported must document the concern in writing and provide a copy of the documentation to the Human Resources Department. Human Resources will maintain a file documenting reports of boundary invasion concerns.

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: 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 may also be reported to the state Office of Professional Practices.

Training

All new employees and volunteers will receive training and/or notice on appropriate staff/student boundaries within ninety (90) days of employment or service. Continuing staff will receive training every three years.

Dissemination of Policy and Reporting Protocols

This policy and procedure will be included on the district website and in all employee, student, and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, falls, or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas; and
- Any implement or instrument which has the capacity to inflict death and, from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the district considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

Students who violate this policy will be subject to discipline. An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility will be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture, or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state, or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons other than firearms onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission, or use of personal protection spray devices under any other circumstances is a violation of district policy.

Legal References: RCW 9A.16.020
RCW 9.41.250
RCW 9.41.280

RCW 9.91.160
RCW 9.94A.225
RCW 28A.600.420

Use of force — when lawful
Dangerous weapons — Penalty
Dangerous weapons on facilities — Penalty —
Exceptions
Personal protection spray devices
Deadly weapon special verdict — definition
Firearms on school premises, transportation,
or facilities — Penalty — Exemptions

USE OF TOBACCO, NICOTINE PRODUCTS, AND DELIVERY DEVICES

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

Any use of such products or devices by staff, students, visitors, and community members will be prohibited on all school district property, including all district buildings, grounds, and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited.

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

Notices advising students, district employees, and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent, and will be included in employee and student handbooks.

Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Legal References:	RCW 28A.210.260	Public and private schools – Administration of medication – Conditions
	RCW 28A.210.270	Public and private schools – Administration of medication – Immunity from liability – Discontinuance, procedure
	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 70.155	Tobacco – Access to minors

Adoption Date: 1/10/89
Franklin Pierce Schools
Revised: 1/12/93; 10/14/08; 11/8/11; 5/13/14; 10/11/16
Classification: Essential

EMPLOYEE: ACCEPTABLE USE AGREEMENT

Franklin Pierce Schools - Electronic Information Resources

Introduction:

Electronic information resources are available to employees of Franklin Pierce Schools and include, but are not limited to, voicemail, email, the internet and other network files or accounts. The goal in providing electronic information services to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

Scope:

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network, it is virtually impossible to control all materials. However, through a filtering and monitoring system, Franklin Pierce Schools has taken precautions to restrict access to inappropriate materials. Those users who access, publish, or attempt to access or publish inappropriate material or illegal internet sites will be subject to discipline, which may include termination of employment.

The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines and rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network resources.

Terms and Conditions of this Agreement:

The signature at the end of this Acceptable Use Agreement is legally binding and indicates the party has carefully read, understood, and agrees to the terms and conditions of appropriate use.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrator/supervisor or systems administrator may limit, suspend, or revoke access to electronic resources at any time.

2. **Acceptable Use:** The use of an assigned account must be in support of education, business, and research and/or within the educational, professional, or personal employment goals, roles, responsibilities, and objectives of Franklin Pierce Schools. Each user is responsible for this provision when using the Franklin Pierce Schools electronic information resources.

Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; the design or detailed information pertaining to explosive devices; criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language; use of product advertisement; or political lobbying.

Any employee who "publishes" on the internet must abide by the approved publishing procedures and district guidelines, which include informing and involving the organization administrator in the publishing process. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations, and policies of Franklin Pierce Schools are forbidden.

It is advised to not reveal personal information such as: home address, phone numbers, passwords, credit card numbers, or social security numbers. This also applies to others' personal information or that of organizations.

3. **Network Etiquette:** District employees have the responsibility to assure all shared information meets the standards set forth in this Acceptable Use Agreement. Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- Be polite

- Never send or encourage others to send abusive messages
- Use appropriate language

Email is not guaranteed to be private. Anyone on the system has the potential access to email. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.

Do not use the network in any way that would disrupt network use by others. Use electronic resources appropriately, including no sales, advertisements, or solicitations. Messages relating to, or in support of, illegal or inappropriate activities as pertaining to this Acceptable Use Agreement must be reported to the appropriate local principal/supervisor or systems administrator.

4. **Vandalism**: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network or the internet system. Vandalism also includes, but is not limited to: overloading of data on the server and/or the uploading, downloading, or creation of computer viruses.

5. **Security**: Security on any computer system is a high priority because of multiple users. Do not use another individual's account, nor log on to the system as the systems administrator. Any security concern must be reported to the principal/supervisor or systems administrator at once.

6. **Updating**: Account changes, such as to phone numbers, locations, or addresses, must be reported by the account owner to the systems administrator.

7. **Service Disclaimer**: Franklin Pierce Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Franklin Pierce Schools will not be responsible for any damages the employee may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the employee's own risk. Franklin Pierce Schools specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

User Signature of Agreement:

I understand any violations of the above provisions of this Acceptable Use Agreement, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action, which may include termination. I therefore agree to maintain professional standards and to report any misuse of the electronic information resources to my site systems administrator. I also agree to fully disclose to my administrator/supervisor all internet/intranet publishing activities. Misuse may include, but is not limited to: any messages, information, or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described above.

I have read this agreement and understand that internet sites are filtered and that my district electronic information resource accounts may be monitored. I hereby agree to comply with the above described conditions of acceptable use.

User Name (please print): _____

User Signature: _____ Date: _____



Substitutes working at a building that serves lunch are eligible for a free lunch on that work day! When checking into the office in the morning, ask for your free lunch ticket. Then, please let the kitchen staff know, in the morning, so they can be prepared.

You are appreciated!

PROFESSIONAL DEVELOPMENT

Continued professional development is highly encouraged for our district substitute teachers.

For those that wish to increase their teaching skills, we offer these suggestions:

Teaching Channel - visit <https://www.teachingchannel.org> for free training videos, newsletters, Q & As, blogs.

SafeSchools and the Franklin Pierce School District offers free additional training. Log into the district website at www.fpschools.org / For Staff / Safeschools. Use your Namekey to log in. Click on Extra Training and scroll through the many choices for additional training. Specifically, check out the choices under the Social and Behavioral, Special Education, Security, and Health. They include Disruptive Student Behavior and De-Escalation Strategies.

Randy Sprick's Safe & Civil Schools - Please visit www.safeandcivilschools.com for information regarding the behavior and classroom management program that the Franklin Pierce School District participates in. Some information is free and some information requires payment.

Substitute Institute Website - Visit <http://stedi.org> for resources for activities and curriculum, and support, as well as for-free training.

There are no district funds available for the cost of this training. All fees are the responsibility of the substitute teacher.

