

Union Gap School Staff Handbook

Mission Statement

The Union Gap School District is committed to providing a quality educational experience to all students.

Dedication to Education – Inspiration for Life!

2019-2020



THE CUB WAY

ACHIEVEMENT RESPECT EXCELLENCE



School Board Adoption: July 2019

UNION GAP SCHOOL DISTRICT #2
STAFF HANDBOOK
Board Adopted - July, 2019

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Union Gap School District 2019-2020

	AUGUST 2019	FEBRUARY 2020
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	Aug 20	Meet and Greet 4:30-6:30
	Aug 22	First Student School Day
	Sept 2	Labor Day - No School
	Sept 17	Picture Day
	Sept 20	No School for Students
	Sept 27	Student of the Month Assembly (Friday)
	Oct 11	No School - District Professional Day
	Oct. 14-18	Book Fair - School Library
	Oct 25	Student of the Month Assembly (Friday)
	Oct. 25	Harvest/Halloween Carnival 5:30-7:30 pm
	Nov 4 - 8	Parent Conferences Student Early Release 12:50 pm
	Nov 11	Veteran's Day Holiday - No School
	Nov. 13	Picture Re-takes
	Nov. 14	Fall Play - 6:30pm
	Nov 27-29	Thanksgiving break - No School
	Dec. 12	Winter Programs: Gr. 1 @ 6:00 pm and Gr. 2 @ 7:00 pm
	Dec. 17	Winter Programs: Kinder @ 6:00 pm and Gr. 3 @ 7:00 pm
	Dec. 19	Winter Programs: Bands at 6:30 pm
	Dec. 20	Student of the Month Assembly (Friday)
	Dec. 23 - Jan 3	Winter Break - No School
	Jan. 16	Family Math Night 6:30-7:30 pm
	Jan 20	Martin Luther King Jr Birthday - No School
	Jan 31	Student of the Month Assembly (Friday)
	Feb 12	Pictures Class/group/personality/club
	Feb. 13	Valentine's Family Night 6:00-7:30 pm
	Feb. 14	Student Early Release 12:50
	Feb 17	Presidents' Day - No School
	Feb 18	Snow Day #1, if needed or No School
	Feb 28	Student of the Month Assembly (Friday)
	Feb. 24-28	Book Fair - School Library
	Feb. 27	Dr. Seuss Family Reading Night 6:30-7:30
	Mar 6	No School - District Professional Day
	Mar 19	Spring Concert: Grades 4 and 5 @ 6:30 pm
	Mar 27	Student of the Month Assembly (Friday)
	Mar 30 - Apr 3	Parent Conferences Student Early Release 12:50 pm
	April 6 - 10	Spring Break - No School
	April 23	Family Night Earth Day/Science 6:30-7:30 pm
	April 24	Student of the Month Assembly (Friday)
	April 30	Spring Band Concert 6:30 pm
	May 7	Family Night 6:30-7:30pm
	May 21	Spring Play - 6:30pm
	May 25	Memorial Day - No School
	May 28	Band Awards Night - 6:30pm
	May 29	Student of the Month Assembly (Friday)
	June 4	Kinder graduation 9:30 am
	June 4	8th grade Promotion 6:00 pm
	June 5	Tentative last day - Student Noon Release (no lunch)
	July 6 - 31	Summer School

	1st Qtr Aug 22-Oct 25 (44 days).... 2nd Qtr Oct 28-Jan 17 (46 days) 3rd Qtr Jan 21-Mar 27(46 days).....4th Qtr Mar 30-Jun 5 (44 days)	
End of Quarter		Fall Conferences: Nov 4-8
Early Release		Spring Conferences: Mar 30-Apr 3
Holidays/Breaks		Student of the Month Gr 1-2 @ 1:30; Gr. K @ 2:00

The 2019-2020 calendar was adopted by the Board of Directors on March 19, 2019

El calendario de 2019-2020 fue adoptado por la Mesa Directiva el 19 de marzo del 2019



Revised 04/11/2019

Tune In For School Closures

When extreme weather conditions exist and you are not sure whether school will be in session, please use ClassDojo, district mobile app/website, Twitter, Facebook or the local news. Union Gap School District staff decides in the early morning hours if it is necessary to close or delay schools.

Sintonizar para Cierres Escolares

Quando las condiciones climaticas extremas existen y usted no está seguro si la escuela tendrá clases, favor de usar ClassDojo, la aplicación móvil del distrito/sitio web, Twitter, Facebook o las noticias locales. El personal del Distrito Escolar de Union Gap decide en las horas de la madrugada si es necesario cerrar la escuela.

Section 1- Purpose and Intent of the Handbook

This handbook has been developed to provide you with District, State, and Federal mandates and expectations governing your employment with the Union Gap School District. You are responsible for the information in this handbook and are required to sign the “Acknowledgement of Review” at the end of this document and return the form to the principal.

Please refer to the collective bargaining agreement for your group for additional information pertaining to sections included in this handbook.

Staff ID Badges are required to be worn at all times upon entry to school property. The badges must be visible for safety and security purposes. Report lost or damaged ID badges to the Superintendent immediately!

Students should never have possession of a staff member’s badge for any reason.

Union Gap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Officer

Patrick Vincent
Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 ext. 306

Section 504/ADA Coordinator/Foster Liaison

Barbara Groth
Special Education Director/School Psychologist
3201 S. 4th Street
Union Gap, WA 98903
bgroth@uniongap.org
(509) 248-3966 ext. 308

Title IX/Affirmative Action Officer

Aaron Schilperoort
Assistant Principal
3201 S. 4th Street
Union Gap, WA 98903
aschilperoort@uniongap.org
(509) 248-3966 ext 304

McKinney-Vento Liaison

Juanita Justo
State and Federal Programs
3201 S. 4th Street
Union Gap, WA 98903
jjusto@uniongap.org
(509) 248-3966 ext 400

Migrant Liaison

Hoxihin Nieto Rosario
3201 S. 4th Street
Union Gap, WA 98903
hnieo@uniongap.org
(509) 248-3966 x301

Middle School - Hallway eating – there is NO eating in the hallway between classes. This will be monitored by the teachers and consistently reinforced.

Section 3 – Staff Guidelines

GENERAL STAFF GUIDELINES – ALPHABETICAL LISTING

APPLIANCE USAGE- Policy #6910

Effective date: September 1, 2009

Only commercially approved appliances will be allowed for use on school property. The use of such appliances, and the area where such appliances may be used, must be approved prior to the use of the appliance by the Board of Directors and/or the Superintendent.

All appliances must meet the following specifications in order to be used on the property, unless waived in writing by the Superintendent:

- a.) Appliances must be unaltered from their original manufactured state, are required to have grounded three prong electrical cords and are UL listed and labeled
- b.) Surge protectors/Power strips may be used but they must be a grounded three pronged unit, UL listed and must have a metal housing (not plastic)
- c.) Extension cords shall not be used in place of permanent wiring.
- d.) In general, appliances should be placed in a location where they are not accessible to unsupervised students and/or pose a safety risk to students

Any requests for use of appliances shall be directed to the Superintendent.

The appliances in Room 101 or 4/5 wing custodial closet are not available for staff food storage or personal usage.

ARRIVAL/DISMISSAL

Teachers are to arrive by 8:00 a.m. daily. Teacher dismissal time is 3:30 p.m. This is your contractual time to be in the building. Please contact an administrator if you cannot be at work on time.

Classified staff – please adhere to your schedule of duties. If an emergency arises regarding fulfilling your duties, please contact an administrator.

If you **leave the building** during your work schedule/contracted hours, you must check out in the binder in the office.

You are responsible for children in your classroom and must be in your classroom when students are present. If you must leave your classroom, **you must lock your door**. Students will be allowed in the multipurpose room at 7:45 am for breakfast. Students will be allowed in the rest of the building at 8:00 am (unless severe weather conditions are present). **Do not let students into the building prior to 7:45 am as there is no supervision until that time. This is a liability issue.**

ASB (Associated Student Body)

An ASB event or fundraiser allows money to be raised when students are involved, when the school district or school name is used, on or off school property, and when the fundraising is done with the approval of the School Board or their designees. [RCW 28A.325.120] [WAC 392-138-013]. ASB funds must be used for cultural, athletic, recreational, and or social purposes. All ASB requisitions need to be submitted in a timely

manner in order for all paperwork to be completed before the activity. The ASB Advisor will provide staff with guidelines for submitting required paperwork.

ASSEMBLIES

It is staff responsibility to sit with their class or within the grade level that they teach in order to provide appropriate adult supervision during assemblies. Staff are not to sit together during assemblies as supervision is key during this time.

ASSESSMENTS

Specific assessments are required statewide and school wide to more effectively meet the needs of students. Teachers/PLCs maintain a grade level or content area Assessment Calendar in their OneDrive group folder.

State assessments are legally required and policies and procedures must be followed in regards to professional responsibilities. Failure to follow these policies and procedures may lead to disciplinary action and notification to Professional Standards Board.

ATHLETICS

To be eligible, students in grades 7 and 8 **must have at least a grade of a C- (70%) in 6 out of 6 classes.** Eligibility for participation will be checked at the beginning of each season prior to the identification of teams to the Mid-Valley and Gold League, and on a weekly basis throughout the season. Eligibility checks during the season are applicable to the week following the day the grades were checked. Students who do not meet the eligibility criteria will not play the following week. Probationary athletes are to attend a study time (HUGS) as arranged by the coach and take responsibility for bringing up their grades. Teachers identifying students as academically ineligible will provide specific assignments, or material to study, at the time students are identified as ineligible. Coaches will arrange to assist students to maintain academic level by focusing on specific assignments provided by teachers. Probationary athletes' academic eligibility to participate in games will be determined on Thursday of the week prior to the day games are played.

Grade Checks: First grade check will be Wednesday each week. Athletes will be notified of ineligibility at that time. All grades must improve before final grade check on Friday at 4pm or student is ineligible for the following week. It is the teacher's responsibility to make sure their grade book is up to date, not the coach or Athletic Director.

Student athletes must eat a balanced breakfast and lunch to be eligible to practice/participate in games.

Students who are considered ineligible for play during away games are forbidden to travel with the team.

Sports Activities

Sports activities will include the following seasons. Note that required practices that must be completed prior to the first competition is included below in parenthesis for each sport activity which is mandated by governing athletic association.

Fall: August to October
7th/8th Grade Football (12)
Girls' 7th/8th Grade Volleyball (8)

Winter I: November to December
Boys' 7th/8th Grade Basketball (8)

Winter II: January to March

Girls' 7th/8th Grade Basketball (8)

7th/8th Grade Wrestling (10)

Spring:

March to May

Girls' 7th/8th Grade Soccer (8)

Boys' 7th/8th Grade Baseball (8)

Academic Competition Dates

*Math – March

*Science – March

*Art – March

*Spelling – March

Requirements for Attendance at Athletic and School Activities

Each individual, whether a player or a spectator, is responsible for conducting himself/herself in a positive manner that reflects favorably on the school and team. Students at any school-sponsored event will be governed by school district rules and expectations. Students who misbehave in a less serious manner will be asked to leave school grounds immediately and will be processed according to the discipline plan. Student-athletes may be removed from the team for improper behavior.

Students who misbehave in a “more serious” manner will be directed to leave school grounds and may be referred to police for possible legal action. Police will be called to assist in removing any student whose behavior is deemed to be a danger to others or who does not leave immediately upon request. Law enforcement will be called if persons attending a sporting event have any items in their possession that are contraband, or under the influence of mind-altering substances.

Students who are absent for more than half of the school day (11:50 or later) may not participate in any athletic and/or school-sponsored activities that same day. This also includes practice.

The athletic director reserves the right to remove any student from an athletic team who is consistently ineligible for play during a season. Athletes may also be deemed ineligible to participate in season ending celebrations due to ineligibility for grades, attendance and/or discipline.

Participants (including managers) who are removed from class into the Refocus Room, on in-house suspension or assigned after school detention may not participate in contests and may not be in uniform on the team bench, sideline, court, field or deck during the contest and/or practice. **School discipline will always override the ability of the student athlete to practice/play. This includes after school detention.**

Athletic practice is closed to all but participating athletes, Union Gap coaches, Administrators and the district Athletic Director. Students must be enrolled in the Union Gap School District in order to participate in school activities.

ATTENDANCE (STUDENTS)

It is vital that if staff have concerns regarding student attendance that they contact the attendance secretary. This should be done even if absences/tardies are not consistent or consecutive. The secretary will make sure that attendance meetings occur with administration so the truancy process can begin and/or to verify that administration is aware of the student's history.

ATTENDANCE RESPONSIBILITY

Attendance will be entered before 3:45 pm daily in Skyward for all grades as our calling system pulling data from Skyward at 4 pm. Although attendance is not required to be entered in Skyward before 3:45 pm, it is best to have it done by 8:45 in case of an emergency.

According to Union Gap Board Policy 3122, "Teachers shall keep a record of absences and tardies". RCW 28A.225.020 is the law outlining "School's duties upon child's failure to attend school." This law clearly states the responsibilities for the district as it relates to attendance. None of which can be done if the district does not know whether or not the student is in school. The notification to the district is the teacher's responsibility. Teachers are acting as the first link in the chain of responsibility for a district to take the action required by law. This law does not distinguish between parts of the day and the whole day. If, for example, you don't take attendance for 4th period only or if you don't take attendance accurately for your classes, section 28A.225.020 still applies. Teachers will be notified by email when they haven't taken attendance or if they have done so inaccurately. Each email is a written warning. When warnings have accumulated to 10, a written reprimand will be placed in your personnel file.

If a student brings an absent note from their parent, staff have two options; bring the note received to the office or send the student to the office with the note. **Please do not admit students to your class without the admit slip.** These slips are for your information only, letting you know that the student has checked into the office. **These slips do not have to be saved.**

Any attendance changes during the day should be reported to the office. The office will notify the teacher if a child goes home during a recess. Students who arrive late or leave during the day must sign in/out in the office. If a student is excused by telephone, please report the excuse to the office promptly. **Students returning from an absence have 48 hours to verify the absence with a note. Absences not cleared within 2 school days are considered unexcused.** Please stress the importance of students attending daily when you send home classroom newsletters or conference with parents.

The state no longer requires that we keep a hard copy of attendance as Skyward attendance records meets the letter of the law. If you keep a hard copy for your own information that is your choice, but that information does not have to be turned into the office at the end of the school year. Lastly, without a hard copy of attendance, **it is necessary that you keep a hard copy roster of your class(es) on your emergency clip board for substitutes and drills/emergencies.** The Office Manager will put updated class lists in your mailbox following count day.

BLINDS

Classroom blinds must always remain open. They should only be closed during a lockdown. This is a safety requirement.

BOOK FINES

When books are issued, students should notify teachers of previous damage to the book. If there is unreported damage, the student may be held accountable.

Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book. Textbooks that are too new to be listed in the used textbook catalog will be replaced as a new textbook based on prices in the Northwest Textbook Depository catalog. Other fines for ink, torn pages, or other minor damage not requiring textbook replacement will be determined by the reporting teacher.

All fines for damage to school materials are to be submitted to the office manager immediately after damage is noted. **Students owing fines may be excluded from non-academic field trip participation and classroom celebrations and awards. They may also incur other disciplinary measures for damaging school materials. Fines will be mailed home at mid-quarter by the office with a description of the policy in the student/parent handbook. Teachers will receive a fine list at the end of each quarter to reference student exclusion from activities. See Board Policy 3521**

BUDGET

Each regular education teacher will be given a budget of \$200 for classroom use. You must not exceed the budget. Remember to include tax, shipping and handling when completing your orders. The orders/requisitions are then given to the Principal for approval. Basic school supplies will be ordered through the district office. ***All requisitions for the current year budget need to be submitted before the second Friday in May. See the Principal for any other needs you may have for your instruction.***

CELL PHONES

Time in the classroom is an opportunity for learning. We work hard to limit the number of distractions that occur during class. Due to the TREMENDOUS and FREQUENT distractions that they cause, we have a building-wide cell-phone policy. Student cell phones are to be turned off and stored in a locker or backpack upon entry to the building and remain in the student's locker/cubby or backpack until such time that the student leaves the building. This is in effect from 7:45 am to 4:15 pm every school day. Staff members who see these items with students during the school day will confiscate them and give to the main office as soon as possible to keep staff member liability at a minimum.

All cell phone offenses need to be entered into Skyward under "School Infraction".

- 1st offense – return at the end of the day.
- 2nd offense – parent/guardian will need to come and pick up the phone.
- 3rd offense – phone will be returned at the end of the school year.

The cell phone policy also includes allowing students to utilize their cell phones during class to "listen to music". There are no exceptions to the use of cell phones during the instructional day. Teachers who fail to abide by district policy may be subject to progressive discipline.

Electronic devices and Toys - iPods, laser pointers, cameras, smart watches, etc., trading cards, pets, or any distracting toys (**including fidget spinners**), are not allowed inside the school at any time without the express permission of staff. Phones, cameras and electronic devices may be brought on field trips and the last day of school.

Any toys, balls, etc used outside during recess must be put away by students as soon as they re-enter the classroom.

Due to the expense associated with cell phones and any other electronic devices, Union Gap School will not be liable for loss or theft of items. Students and staff bring them on campus at their own risk. The school district is not financially responsible or liable for personal property that is stolen or damaged.

Staff, please limit personal phone calls during the school day; cell phones should be on silent and only used outside of instructional time or during an emergency only. Please set an example for your students and the rules they must adhere to.

CHECKING OUT SCHOOL OWNED EQUIPMENT

Please follow the procedures below, if you need to check out school owned equipment to take home or use over the summer:

1. Fill out the district form listing the specific items being checked out which includes the asset tag(s), serial number(s), model number(s) and sign and date the form. (Forms are available in the district office)
2. You will be financially responsible to reimburse the district any replacement costs for lost/stolen or damaged items while in your possession.

3. Return the form to the superintendent.

CHILD CUSTODY ISSUES/LEGAL MATTERS

Please notify the principal if you are approached to provide any form of documentation in regards to child custody or other legal matters.

CLASSROOM RULES & EXPECTATIONS

Classroom rules and expectations must be posted in every classroom. School wide rules and expectations are found in the Student and Parent handbook according to RCW 8A.600.010/WAC 180-44-010.

CLASS SCHEDULE CHANGE – MIDDLE SCHOOL

Students will be allowed to change their class schedules only after permission from the principal. Requests to change classes will be handled through the school psychologist's office. **Teachers should not give students or parents the impression that class schedule changes are an option.**

CLOSED CAMPUS

After students arrive at school, they may not leave the school grounds until the end of the school day unless the principal or other authorized office staff has excused them after speaking to a parent/guardian.

COMPUTER LABS/COMPUTERS ON WHEELS (CoWs)

Teachers may sign up for class use of computer labs & CoWs up to one week in advance, except for district required progress monitoring or benchmark assessments. No recurring calendar items other than those that are district required are allowed. Teachers should expect limited use during the year-end state required testing window. ***Computer Lab 1A access will be combined with library specialists' time. There will be no "sign ups" for library computer lab until after 11:27 am daily.***

Computers on wheels/cart need to be checked out through the calendar system if labs are not available. A possible exception would be when a teacher's class count exceeds computer lab seats.

Please take a moment to ensure you are leaving the labs/CoWs in the same, if not better condition than which you started with, so the next class does not lose valuable instruction time. In addition, please remember the computer lab doors must be closed when leaving the lab.

It is the teachers' or Paras' responsibility to take out and return the laptops to the CoW cart, plug them in properly, return the cart to appropriate lab, and report any problems with any of the laptops via a help ticket at help@uniongap.org **and** the clipboard in the cart. Substitutes are not authorized to use the CoWs without a trained teacher/para present.

CONFIDENTIALITY (FERPA/HIPPA)

The Federal Privacy Regulations: Health Portability and Accountability Act (HIPPA) and Family Educational Rights and Privacy Act (FERPA) demand confidentiality in school or student records that may contain confidential health information. This is an extremely important component of the law.

Information or records falling under this law must remain confidential. Significant penalties can occur from failure to comply with the privacy act. Many school staff fail to realize that even conversations with non-school personnel or school personnel without an educational involvement with a specific child can be a violation of this act.

Information and records covered under this act may include but not be limited to:

- Personal and family data
- Evaluation and test data

- Psychological, medical and anecdotal reports
- Records of school achievement and progress reports
- Disability information
- Copies of correspondence concerning student
- Records of conferences with students and/or parents
- Student discipline history
- Other personal data

Discussing specific facts about the students with which you work is a violation of the students' confidentiality rights. If this occurs, discipline will occur, at least, suspension without pay, at the worst, termination.

Remember that matters regarding students are confidential and cannot be a topic of public discussion – not even in the teacher’s lounge, not at the grocery store, not with other paraprofessionals who do not work with the student. Even if you do not mention a student’s name, talking about an incident can give identifiable information especially in a one school district like ours.

COPYING

If the copy machine becomes jammed, please notify the office staff to correct the problem.

Copyright laws must be adhered to. Teachers/Staff are responsible for collecting their own printing jobs and not students.

Teachers’ Assistants must be trained and approved to use copying machines. No other students should be in school workrooms.

CORRESPONDENCE

All correspondence mailed or sent home **MUST** be translated in Spanish. ***If you need something translated into Spanish, please give to the office a minimum of one week in advance. Remember that certain times of the school year are very demanding for our staff that translate and timelines that you set may not be able to be met during these busy times.***

The following is the language that must be used in order to provide any correspondence home without it being translated. This should only be used on an emergency basis.

English

This is an important document about your child’s education. If you need this information in another language, please contact your school district at 248-3966 to have this translated for you at no cost.

Spanish

Este es un documento importante sobre la educación de su hijo/a. Si usted necesita esta información en otro idioma, por favor contacte su distrito escolar en 248-3966 para que este documento sea traducido sin costo para usted.

CPS REFERRALS

School staffs are considered to be “mandated reporters” which means you are required by Washington State Law to report suspected incidents of abuse and neglect. In doing so, you have civil immunity under the law for good faith reporting. If you suspect neglect or abuse, you can report directly to CPS or give the information to a Principal or school psychologist and they can make the report. You may call 855-420-5888. Reports must be made within 48 hours.

DETENTION (AFTER SCHOOL/LUNCH)

Teachers may assign detention/lunch detention for the following reasons:

1. As a consequence for tardiness.
2. As a consequence for violation of the behavior code.
3. As a way to have students complete or make up missing assignments.

A student's failure to serve assigned detention without prior arrangements will result in rescheduling the detention, plus one additional detention. The teacher will add this additional information and detention day into Skyward. Further continuation of failure to complete assigned detention will be cause for referral to the principal and may result in removal of school privileges, i.e., recess or in-house suspension. If students continue to skip detention, Saturday School may be assigned.

Teachers must input either type of detention assignment in Office365 and indicate that a Skyward referral has been completed and parents/guardians contacted.

If you assign after school detention for academic reasons, you need to ensure that the student has work to complete independently. No assistance on work is provided in the detention room. **If students continue to have missing assignments after this time, then a referral for "Defiance" should be entered.**

The detention assigning teacher **MUST PROVIDE PARENTS/GUARDIANS AND STUDENTS DIRECT NOTIFICATION BY PHONE (INCLUDING VOICEMAIL) OR A 24-HOUR WRITTEN NOTICE** and document the contact in the Skyward referral. Yearly approval for detention from parents can be obtained but you need written permission via signature or email. ClassDojo can be used to provide notification or permission.

DONOR'S CHOOSE (FUNDRAISING/OTHER CROWDFUNDING PROGRAMS)

Donor's Choose is an online charity that allows individuals from the public to donate directly to public school classroom projects. The District does not discourage these projects; however, it is important to know that DonorsChoose donated materials become property of the district once received (see Materials Owners Policy on donorschoose.org). Any project for a classroom that involves technology will need to be preapproved by the District Technology Coordinator or Superintendent **PRIOR** to creating the Donor's Choose listing/request for funding.

DRESS CODE - PROFESSIONAL

Please make sure that your students follow the dress code policy as outlined in the Student/Parent Handbook.

As staff, you should dress in a manner appropriate with your position.

Union Gap Student Dress Code Discipline

Students not adhering to dress code:

- a) **1st offense** – teacher/student calls parents/guardian; teacher documents infraction. Student goes to office to get in dress code. If student receives a loaner shirt, their personal (non-dress code) shirt will be held until the loaner shirt is returned and they will sign out the loaner shirt and fined if not returned. If loaner shirt is not available, student will call parent. **Discipline - Warning**
- b) **2nd offense** – Student to office to call parent. Office documents in Skyward. Parent must bring appropriate uniform attire to school. **Discipline - assigned detention for insubordination.**

- c) **3rd offense** – Student to office to call parent. Office documents in Skyward. Parent must bring appropriate uniform attire to school. **Discipline – parent conference/in-house suspension for insubordination.**
- d) **Any additional offenses with dress code will result in progressive discipline.**

DRUG-FREE SCHOOL AND WORKPLACE

Union Gap School District Policy 5201 refers to the district’s policy and procedures regarding employee drug activity at work. This includes medication that has been prescribed by a physician. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. Please see the policy for complete information in this regard.

ELECTRONIC INFORMATION SYSTEM USAGE

Staff needs to be familiar with Union Gap School District Board Policy 2022P. There is no expectation of privacy within the District Network, Internet access, and/or email. All use of district technology including but not limited to telephone and internet access is to be used solely for educational purposes.

E-MAIL

Please check e-mail at least once a day. Use of the staffmail@uniongap.org email group will require administrative approval (handled electronically).

EIGHTH GRADE PROMOTION, DANCE AND TRIP

- 1) **Only currently enrolled** Union Gap students may attend the promotion dance.
- 2) Students who have a **cumulative** grade point average of less than a C- (1.7/70%) are academically ineligible for the 8th grade field trip. Students must have a C- (70%) in 6 out of 6 classes to be eligible. 4th quarter grades will be evaluated as well.
- 3) Students who are socially promoted and/or have had significant discipline referrals and/or are currently suspended, as determined by the principal, will **not be allowed to participate in the promotion ceremony, dance and/or trip. Students with outstanding fines will also not be allowed to participate.** Parents will be notified in writing if their student will be excluded from promotion activities.
- 4) Teachers must inform parents/students regularly throughout the school year if they are in jeopardy of not participating in the 8th grade trip due to academics.
- 5) **Students must follow the school district dress code for promotion and the dance.**

EMPLOYEE DEVELOPMENT COMMITTEE

The purpose of the employee development committee is to provide funding for Professional Development of certificated staff. This is for professional development outside of what may be required or funded by the district. The form required to apply for funding is available in the office workroom. The committee meets as needed when funds are requested or until the funds have been exhausted. The committee consists of UGEA members. Please contact your UGEA representatives for more information.

END OF YEAR PROCESS

Check out is required at the end of the school year. K-2 student’s permanent folders must be updated with promotion/retention (see district policy) information. You must turn in a hard copy of grade books or save electronic copies of your gradebook (see end of year check out procedures) and inventory lists. Also, field trip forms must be turned into the Office Manager. Teacher must also provide complete summer school student academic information to the principal at the end of the year.

ENROLLMENT/WITHDRAWALS

Student enrollment and withdrawals are the responsibility of the office. The office will inform you of students leaving and enrolling. The office will make every attempt to give you at least a 24-hour advance notice.

However, on count day, the first day of the month, it may not be possible to provide advance notice for students entering school or if students are identified as homeless or foster children.

Please adhere to a 48-hour turnaround in regard to returning the withdrawal form to the office.

EVALUATION (CERTIFIED)

Evaluation of certificated staff is completed through at least two observations a year. Please see the Collective Bargaining Agreement for specific information. If you have paraprofessionals in your classroom during the year, you will be asked to give input on their work in your classroom.

EVALUATION (CLASSIFIED)

Evaluation of classified school staff will be completed by the last working day of school year and June 30th with year-round staff. Other forms of evaluation are noted in the Collective Bargaining Agreement.

EXTENDED LEARNING ACTIVITIES

The purpose of extended learning activities is to provide extended time for learning as well as enrichment for our students. The following continuous learning activities are available for students:

Drama: Drama meets during scheduled times during the year when plays are scheduled.

Eagle Club: Eagle club is a Native American club that meets twice weekly for cultural enrichment. Students focus is on language preservation and natural sciences.

ELL: English Language Learners classes are held after school four times a week to provide oral language support for bilingual students.

Elementary HUGS: A twice weekly after-school program that provides extended learning time for students. This is meant to be instructional in nature and not computerized or a time for homework. Transportation is provided by the Activity bus at 4:15 p.m.

Middle School HUGS: A twice weekly after-school program that is homework in nature and allows students access to technology that they may not have at home. Transportation is provided at 4:15.

Greenhouse Club: This club meets on Tuesday/Thursday as scheduled each year.

Robotics – These group(s) meet on Tuesday and Thursdays. Students are eligible by application and acceptance only.

Summer School: Summer School is provided for students during the months of July/August for four weeks. This is an opportunity for students to enhance their academic skills. **Summer school is for invited students only. Not all students are eligible for summer school.**

FACILITY USE

Please fill out the Application for Use of School Facilities for activities to be held in the building before and after school hours. All forms should be turned into the district office.

FACILITY WALLS

Please use tacks/staples on walls that have wallpaper. Please do not use tacks/staples on painted walls. Nails are not to be used on any walls. Fire code information is as follows:

IFC 807.5.2.3 - Artwork and teaching materials shall be limited on walls of classrooms to not more than 50 percent of the specific wall area to which they are attached.

IFC 807.5.2.2 – Artwork in corridors – Artwork and teaching materials shall be limited on walls of corridors to no more than 20 percent of the wall area. This includes classroom doors.

FAMILY OPPORTUNITIES

There are many activities and groups for our families to participate in at the school. It is your role to encourage families to participate. The following groups are available for membership and/or participation: Migrant/Bilingual Parent Advisory Council (PAC), Native American Parent Advisory Council (PAC), Band Parents and the Union Gap School District Steering Committee. Family nights and family dances are held in the evenings for our students and their families. There is also the Carnival, Meet and Greet and book fairs, etc.

FIELD TRIPS

All chaperones used for field trips must fill out a **yearly** volunteer application form which includes a background check and must turn into the office two weeks before the date of the field trip. There are no exceptions to this rule.

To attend school field trips, students must meet the following criteria for reward activities:

- **No** level 3 discipline action within one month of the proposed field trip. Any level 3 discipline action within 6 months may be deemed grounds for not attending field trips.
- Student shall not be in violation of the district and/or state attendance requirements.
- **Students owing fines will be excluded from field trip participation.**
- Within 14 days of the field trip, students must have a C- (70%) in 6 out of 6 classes to be eligible to attend. If not eligible, either attending after school tutoring to show effort toward the failing classes (subjects) or making a reasonable effort toward improvement as determined by the teacher. **

Any grade level that has additional requirements (academic, effort and behavior) that are not listed above in order to be eligible for field trip participation will notify parents/students of such requirements.

School rules (cell phone, dress code, etc) apply on school sponsored field trips or at the discretion of the teacher.

Any student not meeting all of the above criteria must be notified at least 5 days prior to the field trip, in writing, by the appropriate teacher. Parent contact must be made and documented at least 5 days prior to the field trip. Administrators have the right to remove students from a field trip as late as the day of the activity based on discipline.

*Level 3 discipline shall include, but not be limited to, the following:

bullying	dangerous behavior	fighting
defiant behavior	drug possession	vandalism
violations of behavior plan	weapon possession	bus infractions
student safety concerns		

**Middle School Students may be required to be released from scheduled classes by individual teachers.

Students must ride the school bus to and from field trips. Exceptions may be granted for extenuating circumstances, but only if the student's parent/guardian is in the vehicle.

No volunteer or chaperone can bring other children to a field trip. A chaperone's responsibility begins when they begin the field trip and end the field trip. A chaperone must be actively chaperoning during the entire event to be considered a chaperone. This is a liability and mandatory requirement for chaperones.

If any medications will be required on the field trip, please discuss this at least one week in advance with the school nurse. Students with life-threatening health conditions (i.e. asthma, diabetes, severe allergies, etc.) must be cleared by the school nurse.

If Administration has given written notice that a student is ineligible for field trip attendance and is then allowed to attend by a teacher, this will be considered insubordination by the teacher. Only students enrolled in the classes attending the field trip are eligible for field trips unless approved by Principal.

District field trip forms are due three weeks prior to the date of the field trip. Trips may be denied due to missed timelines and/or incomplete documentation. If lunches are provided, documentation on who received a lunch is to be completed at the time of lunch handed out.

All field trip paperwork must be returned to the Office Manager after completion as paperwork must be kept legally for a period of time. This includes parent permission slips and lunch count documentation.

ACADEMIC FIELD TRIPS – students cannot be restricted from academic field trips for any reason without permission from administration due to legalities of denial of academic content.

FINES

Fine forms must be completed by the end of each quarter. This includes library books, textbooks, calculators, Kindles, etc. Fines restrict students from participating in reward or end of year-based activities.

FLAG SALUTE

Teachers are to see that each day starts with a recitation of the flag salute (RCW 28A 230.140). Students do not have to participate but they must be respectful during that time. This routine should not be ignored during announcements.

FOOD – BUS

There are students within our school with severe peanut/nut allergies. Strict avoidance (not being around the food) is the only way to prevent a life-threatening allergic reaction. The athletic department, school nurse, and school administration have developed the following procedures for travel to and from sporting events and for field trips on school provided transportation.

Students are welcome to bring only the following foods to consume while on the school bus: fruit, pretzels, chips, string cheese, and a beverage. Any student found to possess foods not on the list will be suspended from participation on the athletic team or on any other field trips.

FOOD/DRINK – CLASSROOM

To provide safety for students with food allergy (or intolerance) or diabetes, please adhere to the following guidelines:

- Before any snacks or treats are given to your students, discuss this with the nurse. Review the Health Care Plans for the students in your class(es).
- Ask parents of students with food allergy/intolerance to provide safe alternatives.
- Avoid cross-contamination by enforcing handwashing and cleaning eating surfaces before and after eating.
- Make certain that all substitute staff is aware of any students in the classroom with food allergies or other health issues, and what actions to take in the event of an allergen exposure. Health care plans should be available for all certified substitutes.

A comprehensive explanation of staff roles/responsibilities related to food allergies can be obtained from the school nurse.

Classrooms are open to celebrations on the last Friday of the month to coincide with “Free Dress Day.” It is policy that the school cannot accommodate snacks on any other day.

- Instruct parents to inform the teacher 24 hours in advance if they plan to bring snacks.
- Parents should provide napkins, plates, and eating utensils if necessary.
- Food items brought to the school must have labels with ingredients/allergen information (store bought, if possible).

Due to the classrooms being carpeted, it is vital that staff inform a custodian if food or drink is spilled immediately.

Spill proof water bottles are allowed in the classroom, but they cannot contain anything but clear water. **No other additives are allowed.**

Only what is supplied by the district should be eaten in the computer labs during state testing. If students have to have “snacks” due to a medical condition during state testing, it must be consumed outside of the computer labs.

GANG-RELATED ACTIVITY

It is the responsibility of the staff to report a student who:

- brings gang-related materials and pictures to school
- wears gang-related clothing
- is involved in gang-activities (flashing/throwing gang signs, etc.)

Gang related writing on books, notebooks, binders, etc., is not allowed on school property. Students exhibiting this style of writing will receive disciplinary consequences. **Gang-related items will be confiscated and not returned.**

Teachers will be notified if any of their students are on a gang contract.

See Student Code of Conduct for discipline/consequences.

GUM

Chewing gum is never allowed at Union Gap School (**including testing**). Discipline will be followed per the Student/Parent Handbook. Gum should never be given to students by staff members.

HALLOWEEN COSTUME POLICY

Halloween will be celebrated on the last school day of the month in October. This is the one exemption to the free dress day which is usually on the last Friday of the month. No other free dress day in October will occur. Students can wear Halloween costumes on this day. No masks or toy weapons are allowed, and costumes must conform to Union Gap dress code. Students should be identifiable in costume. Fake blood or gore is also restricted as our building houses young students that are frightened by this.

HALLWAYS

Workstations/tables/desks will not be allowed in the hallways due to safety concerns/hazards. **Students should not be put in the hall unsupervised for any reason.**

Middle School - Hallway eating – there is NO eating in the hallway between classes. This will be monitored by the teachers and consistently reinforced.

HOMELESS STUDENTS

If you have any concerns about students who may be homeless, please notify the Homeless Liaison (Juanita Justo). Additional information on identification of homeless students will be reviewed at an August Professional Development meeting and throughout the school year.

HOMEWORK

Homework is not a required activity for students, but anything sent home should be able to be completed independently without adult support. It is up to the teacher if homework is a graded activity or not, but it should not be given if not reviewed for skill deficits following completion. Teachers should always encourage independent reading or reading with support in the primary grades.

ID BADGES/ROOM KEYS

It is the responsibility of the employee to **IMMEDIATELY** inform the superintendent if their badge and/or room keys are lost or damaged. The district will deactivate the lost badge code and the employee will be required to purchase a new ID badge for \$5.00. **ID badges are required to be worn at all times upon entry to school property.** Do not punch holes or alter your ID badge. The “chip” enclosed within the card will not work if the badge is altered in any way.

Chipped ID badge and room keys must be returned to the Technology Coordinator upon termination, retirement or resignation.

Do not throw away an old badge unless you are sure it is not chipped.

INSTRUCTIONAL MATERIALS

The usage of videos, movies, DVDs, and films must have instructional value and demonstrate that they are aligned with district curricula, goals, and objectives as well as state standards. The over utilization of videos, movies, and films compromises best instructional practice and therefore, should be used judiciously. Teachers should consider the impact of video viewing on instructional time. Excerpts that emphasize instructional concepts rather than full length showing are recommended. **All** temporary instructional materials must be approved by the principal or assistant principal prior to showing in the classroom. Please submit your request two weeks prior to the date you wish to show the video.

An Instructional Materials Committee will be formed to approve/deny any core (new) instructional materials. This includes personally owned materials as well. See Board Policy 2020P for more information.

A spreadsheet is maintained by the principal of all approved videos within the building and at specific grade levels. A copy of the spreadsheet will be uploaded to OneDrive (Sharepoint) Teacher Café by September 1 every year.

LAMINATING MACHINE

The Library technician will train staff in the use of the laminator. The laminator may be used by staff but not by students. The machine will be kept in the library for teacher use.

LOSS OF PREP TIME

Teachers must turn in the Loss of Prep Time form within 5 school days of loss to be eligible for pay.

LUNCH COUNT

Teachers - please make sure you enter lunch count into Skyward **no later** than 9:00. Notations for substitutes to call Misty with their lunch count should be in your sub plans as well.

LATE (MISSING) WORK POLICY

Teachers need to be able to determine as soon as possible whether or not students have understood key concepts or have mastered specific skills. If students do not turn in assignments on time, the teacher cannot adequately evaluate the student's progress. In addition to teaching subject matter, one of the school's goals is teaching students to be responsible for their own learning and for meeting deadlines that will be important throughout life. Students are expected to complete and turn in assignments on time.

Teachers should be clear to parents in regard to missing homework/work. For example, teacher's "rule" may be that the student has one (1) day to make up work for every day the student was absent (excused) after student returns to school. Consistent expectations are key. If your syllabus/expectations to students and parents are you don't take late work, do not waiver from this. If you communicate your expectations to your parents and students but fail to abide by them, administration cannot support you on this topic. Administration cannot support you if you communicate **a late work policy to students and parents but do not consistently enforce it.**

Staff need to make parents aware of students that habitually do not complete work in class or homework. If the behavior does not improve following phone or other means of appropriate contact, the staff members should schedule a parent meeting with administration present, as needed.

LESSON PLANS

Teachers are required to have lesson plans as a professional responsibility. Plans will be reviewed on demand when administration is observing for informal and formal purposes. Lesson plans should be prepared for in advance and include reference to targets (instructional outcomes), standards, materials, essential questions, assessments and instructional groupings.

Also, please have a ***substitute folder*** available with seating chart, safety procedures, time schedule and location of materials as well as any other pertinent information to help ensure a successful day for the sub. Especially important is safety materials and student health plans. It is better to over plan for any absence.

LIBRARY/LAB USE

Your library/lab time is scheduled for K-5 teachers. If it is noted that a student already has a library fine, please do not check out additional books to that student.

LOCKERS

Middle school students will be assigned to a locker at the beginning of the school year. Lockers are to be kept clean and orderly. Students are not to paint, mark on or deface their lockers inside or out. The student lockers will be physically inspected at checkout from school or as part of the end of the school year summer break check out. Students will be assessed damage fees based upon the cost of materials and labor for repairs to bring the locker back to the condition it was in when it was issued. Periodic locker inspections may occur to encourage cleanliness, and to search for contraband or stolen items and for overdue library books. **Lockers are the property of the school and may be searched by administration at any time.**

Lockers are assigned individually so should not be shared at any time. Students are responsible for keeping their lock closed and secured at all times.

MAILBOXES/EMAIL

All Staff - Please check your e-mail before school, during your prep (teachers) and after school for important messages. Mailboxes should be checked before school and after school. **Students should not be sent to the office to go to your mailbox. All mailboxes should be cleared daily and not be used to secure materials/paperwork.**

MAINTENANCE NEEDS

In the event that you have a maintenance related problem, please create a support request by sending an email to maintenance@uniongap.org or building@uniongap.org. In your support request, indicate the problem in detail and include a time you can be available in case more information is needed.

If your request is urgent, please contact the office.

MATERIALS AND SUPPLIES

Basic materials and supplies are provided by the district and can be accessed through the school office. You can request supplies through Teacher Café. No other means of supply requests will be fulfilled. Teachers - other resources that supplement your classroom are acquired through a teacher's yearly \$200 budget. The budget is available in the late spring for the following year.

MEDICATIONS (STUDENTS)

A medication request form signed by the doctor and parent must accompany any prescription and over-the-counter medications. Without this form, school personnel (including the nurse) cannot legally administer medication.

School District policy allows students to take their own medications with doctor and parent permission and assessment by the school nurse. If you see students taking medications or they ask if they can take a medication, refer them to the nurse. If the nurse is unavailable, notify parents.

Non-medication substances

- Teachers may give petroleum jelly or lip balm for dry lips. A cotton-tipped applicator should be used to prevent cross-contamination.
- Teachers may give hypoallergenic skin lotion (check with the nurse or parent if there are any questions about a skin condition).
- Teachers may give cough drops only after the nurse has assessed the child and the cough. They should not be used during any physical activity, such as PE or recess.
- **Teachers may apply sunscreen, but parents must provide it for each child.**

MEDICATIONS (STAFF)

Board Policy 5201 states that

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 superintendent, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

Disciplinary action may occur for failure to notify the district as required by this policy.

OFFICE/WORK/COPY AREAS

Students are not allowed in the office area (i.e. staff lounge, mailbox area, workrooms, etc.) unless they are designated office helpers or are accompanied by a paraprofessional or by the teacher during the instructional day. Students are not allowed to use the copy machines unless trained and approved by the Office Manager. Select parents may work in the office area at times as volunteers under direction of the Office Manager.

Students/Children of staff members cannot be in the office area as well for FERPA reasons. This includes the staff lounge.

ONLINE GRADEBOOK/FAMILY ACCESS

Teachers in grades 3-8 are required to use the online Skyward grade book. Training will be provided as needed. **Assignments should be posted for all subjects that grades are given. The gradebook must be updated on a weekly basis.**

PAPER CUTTERS

Students are not allowed to use paper cutters due to safety issues. Please keep handle down at all times when not in use.

PARAPROFESSIONAL DISCIPLINE

Teachers are not responsible for student behavior outside of their supervision (prep, recess, etc). Paraprofessionals must write up incidences that require discipline on the pink discipline forms available in the office. The students' teachers can be notified of incidences for their information, but they are not responsible for discipline.

Teachers cannot hold paraprofessionals responsible for implementing discipline outside during recess. Discipline must be implemented and supervised by the teacher or in detention per district policy.

PARENT CONFERENCES

Parent conferences are held during the Fall and the Spring. Students are released early at 12:50 pm for the week during conferences. At risk students are identified and interventions discussed with the families. Conferences may vary for preschool and prekindergarten children.

A parent survey is required in the fall put federal/state requirements. This occurs in the elementary/library computer lab. Staff should encourage all parents/guardians to complete the survey every year.

PARENT CONTACT REQUIRED

Parents/Guardians should be contacted via telephone, email or ClassDojo if students are failing to maintain appropriate grades. Progress reports do not satisfy this requirement even if signed by a parent/guardian. Parents/Guardians cannot support efforts in the classroom if they do not know about them until midterms or end of a term. Email is appropriate but only if you verify parent received the email (read receipt) and it is an accurate email address. Meet and Greet/Fall Conferences are good ways to gather parent email addresses (i.e., sign in sheet). Administration cannot defend a D or F grade if there has been no parent contact prior to the end of a grading period. If contact is made monthly and documented, this can be used when speaking to parents who are upset about a student grade.

The Union Gap School Board has designated ClassDojo as a means of parent communication. Teachers should have class accounts so parents can connect via this platform. Any parent communication should be responded to in a timely manner. Important messages/information should not be left to ClassDojo. Other means of communication such as phone and email are also appropriate and should be utilized to correspond with parents.

Teachers should document any communication outside of written communication (ClassDojo and email) for academic, discipline and evaluation purposes.

Teachers should contact the office if they are unable to contact parents due to inaccurate/inoperable information in Skyward.

PERFUME, AIR FRESHENERS, ETC.

As strong odors can be disruptive, as well as dangerous to students and staff with asthma or other health related illnesses, students and adults may not use perfumes, colognes, scented deodorant, air fresheners, candles, oils, etc. Use of these products may result in disciplinary action.

PERSONNEL FILES

These files are confidential and may not be removed from the district office. Please check with the Business Manager to review your personnel file. This is for your own protection.

PHONES

If you move classrooms, please take your current room phone with you to your new room. Phones are specifically programmed for you and no one else. Security information regarding how to use your phone in an emergency is reviewed at new teacher orientation. Please make sure you familiarize yourself with this so that you do not accidentally put the school in lockdown, etc. If you have any questions or concerns, please do a help ticket (help@uniongap.org)

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Union Gap School District 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.

All staff members shall 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.

Any school staff 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.

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Corrective measures may include counseling, education, discipline, referral to law enforcement and/or other appropriate legal action.

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 district policy 3241, *Classroom Management, Corrective Actions or Punishment*.

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.

See Board Policy 3207 and 3207P to review the policy as a whole.

PURCHASES

Purchases are to be made through submission of a requisition to the Principal. Do not purchase anything before a requisition has been completed and signed by the principal. **Neither payment, nor reimbursement will occur without a completed requisition.**

RADIO/WALKIE-TALKIE USE

When using radios, please only give essential information due to the fact that all conversations are heard by everyone with a radio. More detailed information should be given over the phone to protect the privacy of students and/or staff.

REPORT CARDS

Report cards are issued at the end of each quarter for grades 3-8. Report cards are issued at the end of each semester for grades K-2. Progress reports are issued approximately mid-way into the quarter for grades 6-8. At least 2 grading comments are required for grades 3-8 for all classes.

RESPONSIBLE USE POLICY FOR STUDENTS

Students are required to fill out a Responsible Use Policy (RUP) form located in the back of the student handbook prior to using the Districts' network and Internet. Please make sure these forms are completed and turned into the office within the first 2 weeks of school.

RESTRAINING/PROTECTION ORDERS

If you have any orders of protection for yourself, please consider giving a copy of these orders to the principal for the protection of our students and staff members.

RESTROOMS

Students may use the restroom before and after school, and at the beginning or end of the lunch period. Teachers will allow students to use the restroom during class time in a reasonable manner as arranged by the teacher. Disciplinary action may be taken if students abuse the classroom restroom policy. **Only one student at a time should be excused during class time to use the restroom.**

Middle school students should be able to use the restroom during passing time so release of students during class should not be necessary in most circumstances. No middle school students should be seen using the restroom the first or last 10 minutes of class. Middle school students must sign out to leave the classroom for any reason.

Teachers must send students to restrooms wearing a vest when they leave the classroom.

If a student has an "accident", the teacher must contact parents prior to the end of the school day.

RETENTION

Please discuss retention of students with the Principal and School Psychologist so a file review can be completed before parents/guardians are notified. Please be aware that if you are considering retention for a student, the appropriate procedure and paperwork **must be started before the end of second quarter** or

retention may not be possible. **The final decision to retain or promote students in grades K-8 is made by school administration.**

SAFETY PROCEDURES

Each teacher will have an emergency clipboard with current emergency plans, class list(s) and safety vest attached. **The clipboard should be hung next to the main classroom exit and location should be documented in lesson plans.**

SCHOOL MAIL

School business mail may be placed in the mailbox in the office and it will be mailed with postage paid. The office has stamps for Union Gap business mail. Please be sure that the envelope has the Union Gap School return address.

SEE SOMETHING, SAY SOMETHING

All staff are required to report anything out of the ordinary in regard to safety or call 911 directly if danger appears imminent.

SIGN-OUT

If you need to leave the building during the day, it is imperative that you sign out in the office and sign back in when you return in one of the 3-ring binders (classified or certified) located in the school office. **If it is a time other than your 30-minute lunch period, you need to obtain permission first from an administrator. Signing out even during your 30 minute duty free lunch is necessary for safety reasons.** If you have a planning period prior to or right after lunch and are trading your lunch and leaving the building, please note that when you sign out. Every effort should be made to make personal appointments outside your contracted day. Office staff will not check you in or out.

STAFF DIRECTORY

A staff directory is provided with addresses and phone numbers of all staff members. SchoolMessenger (our calling system) will notify staff of any emergencies or notifications such as late start or no school due to weather.

STAFF LEAVING DISTRICT

Your District account will remain active until at least the end of day of the last day of school and may be left active longer by request. Requests must be approved by superintendent.

Any and all documents and data that you have created & curated while working with the District must be left intact in your account per Policy 2027 & 2027P. Technology staff will facilitate any data transfers or purges as needed or required.

Staff cannot remove district owned materials from their classroom/work area at the time of resignation/termination/retirement.

STAFF MEETINGS

Teacher meetings are held on Monday afternoons as scheduled on PLC/Assessment Calendar provided at August Professional Development day.

Paraprofessional monthly meetings are scheduled at the beginning of the school year. These meetings are vital for professional development and to discuss current issues so are considered mandatory. If you are unable to attend, speak to your evaluator prior to any absence of a meeting.

Stand up/Quick meetings may occur as needed during the school year and will be announced in advanced, if possible.

STAFF PARKING

All staff parking will now be at the following locations, in order of preference:

- Staff parking lot on 4th Street
- Parking lot on 4th and Columbus (next to gym) – please do not park in visitor/patron areas.
- Around the baseball field, outside of the fence
- Parking lot at football/soccer field

Only specified designated staff may park in the eight stall parking lot, behind the school, as assigned by the Superintendent. Parking here is reserved for the kitchen staff, and the Union Gap Police Department only.

STAFF PERSONAL NETWORK DEVICE POLICY

Personal network devices (e.g. phones, tablets, laptops) may be used on the Union Gap BYOD wireless network. However, devices that can be used to disrupt or circumvent content filtering are not allowed (e.g. Hotspots, consumer routers, access points, switches). To use the Union Gap BYOD wireless network, you must have an active account with Union Gap School District and use your district account to log onto the network and when prompted, accept the certificate. Union Gap School District cannot guarantee that all devices are compatible with the BYOD network and will not provide anything beyond basic support and procedural assistance.

STEERING COMMITTEE

The Steering Committee's mission is to improve student learning, and academic achievement. The Committee's goals are to develop a conduit for staff for input/concerns regarding the educational environment of the school in order to optimize that environment, engage students and families in the learning process and to develop school-parent-community communication and relationships. It is not used to replace or supersede day-to-day management or hear grievances. **It is vital that staff members read Steering minutes that are emailed out to all staff within 5 days of every meeting as important information is commonly included in those minutes.**

STUDENT AND PARENT HANDBOOK

The Student/Parent Handbook is given to every student at Union Gap School. It is the responsibility of all staff to be familiar with the handbook in order to consistently reinforce district/school rules and policies. It is the responsibility of the teacher (homeroom) to go over the handbook with their students within the first week of school. All students need to understand what the behavior expectations are at Union Gap School. Copies in Spanish are available in the school office. Students need to return their parent signed forms to you at the beginning of the school year. Please notify the office if you have a student/parent who has not returned their required forms when you give the forms to the office for filing after you are done collecting them.

All staff are responsible for the information in the Student/Parent Handbook and monitoring/implementing policies therein.

New students enrolled after the start of the first of the year will be given a handbook and all required papers to sign upon enrollment. Parents/Guardians will be asked to return signed paperwork to the student's classroom teacher if not completed in the office.

STUDENT FILES

Student files are kept in the office. They are confidential and are managed by the office staff and teacher. In most cases, volunteers should not have access to these files. At times, a volunteer may have access to files for completing items like vision/hearing results.

STUDENT ILLNESS AND INJURIES

When the nurse is here, please send all illness and injuries to her. When the nurse is gone, teachers and paraprofessionals will need to do their best to fill the gap. If a child is injured during recess, the child should be sent to the office. If the child is already back in your classroom, or becomes sick or injured while in your classroom, please do your best to manage it in the classroom. This is especially true if you have a paraprofessional available. Remember, you know the child best, the child is most comfortable with you and you are first aid trained. If the child is vomiting or continuously coughing, send them to the office. If you have help in your classroom, designate someone to contact the parent. Please do your best to relay only the facts to the parent. Stay calm, and if necessary, recommend that the child be picked up. The office staff is ready and willing to help if you are unable to manage, however, they are only a backup.

ALL head injuries, regardless of whether considered minor or not, need to be reported to the office immediately so parent/guardian can be contacted.

Teachers should use nurse passes or a note when sending students to the office. Paraprofessionals will be given “nurse passes” for students to be sent to the office during recesses/lunch. The nurse will assume that an adult has not sent the student to the office if he/she does not have a pass.

STUDENT LEARNING PLANS

Student Learning Plans are required at Union Gap School as we are a school-wide Title 1 school. The Plans are used to identify students that are at risk of failing or students that are not performing at grade level. The plan is to be used during parent conferences or when needed. The teacher is responsible for discussing the plan and the interventions that are being used. Parents must initial or sign the form in order to provide documentation. **This form needs to be completed during conference weeks and filed by the teacher at the end of the school year in the student’s cumulative file.**

STUDENT PLACEMENT

The major criterion for placement of new students will be the number of students in each class. In May, Grade Level Teams will place students for the upcoming year. Every measure will be used to honor the team request for placement. However, when the numbers are within one or two of each other, the following criteria may be used to help determine placement:

- Current classroom make-up;
- Parent’s concern for a particular teaching style;
- Special needs of the new student;
- Recent placement of other new students; and
- The balance between the sexes in the class.

Mid-Year Room Changes: A room change will be considered after other means of resolving a problem have been tried. A room change may be appropriate when there is a clear misfit between a student and the teacher, the program, or another student which has interfered with learning over a considerable period. Occasionally a parent/guardian is determined not to leave the child in his/her current placement.

Procedures

The decision to make a room change will take place within the context of a conference with the teacher, parents, administrator, and any building specialist involved. The conference may be initiated by any one of the above persons, but **the Principal will make the final decision**. If the student is to be moved, the teacher, parents and student will be informed of the decision by the Principal.

Teacher Requests

Parents/Guardians may make requests for teacher placement by completing the appropriate form that is available in the school office. Requests will be taken into consideration, but **final placement decisions will be made by the Principal** with teacher input. Many factors affect student placement, including academic skills, behavioral patterns, legal considerations, etc. **Requests must be made in writing and returned to the Principal by the second week of May of each school year.**

STUDENT PICK-UPS AND PARENT VISITATION

No student will be dismissed from school during the day without written permission from the parent or guardian.

If a student must leave early for an excused reason (doctor or dentist appointments) and they cannot be scheduled outside of the school day, a note needs to be sent with the student in the morning before school so that the office and teacher are prepared for the student's early departure from school. This way, the teacher has to only send the student at the designated time instead of causing an undue interruption for the entire classroom.

Please let the office know when any visitor is coming to school.

STUDENT REMOVAL FROM CLASS

Students should only be removed from class as a **last resort for behavior and after other methods of redirection has been attempted**. Students should never be sent to the office because they are "missing work" or instructional materials. Students are only getting further behind in instruction when they are not in class. You must contact the office if you are sending a student or if you need assistance with the removal.

A teacher, substitute teacher or administrator has the right to exclude a student from a classroom, instructional or activity area for behavioral violations that disrupts the educational process or poses an immediate and continuing danger/threat to others while the student is under the staff member's immediate supervision. This may be done for the balance of a student's class, or block, or as for long as is determined by an administrator. This is utilized to reduce of school exclusions, whenever possible. The teacher or the administrator will notify the student's parent/guardian regarding the classroom exclusion as soon as reasonably possible.

STUDENT SUPPORT

The purpose of the counseling program is to offer support services to students and staff for a variety of reasons. The school counselor is available to assist in solving conflicts, resolve personal problems, assist with behavioral issues, conduct individual and group counseling, and coordinate all CPS referrals. Students can initiate appointments with office staff.

STUDENT TRAVEL IN THE BUILDING

Any student traveling to the restroom, office or library must be wearing a hallway vest. Groups of students should have an adult escort - this includes classes traveling to and from ELL, P.E., Music, Library, Art, Computer Lab, etc.

SUBSTITUTE NEEDS - AESOP

If you will be absent from work for any reason, you must put your absence into the AESOP system well before the school day begins (**7:00 am for certified staff, please see Article VII, Section 1C**). Attendance and punctuality convey how seriously you take your job.

Appropriate lesson plans are required to be completed during each absence.

SUICIDE SAFETY PLAN

The suicide safety plan is available on the school website and copies are in the school and district offices.

CAMERAS/AUDIO/SURVEILLANCE

Please understand video/audio recordings may be taking place within the school facility/buses as well as on other school district property. Law enforcement agencies and/or school personnel, or their designee, may view recorded/live activities. Illegal activities or school violations, captured by the surveillance system, will be addressed by the appropriate agencies. Cameras are **not** installed in classrooms, restrooms or locker rooms; however, they are installed in the staff lounge, library, gym and computer labs. Audio and video surveillance is also installed on school buses and school office.

TECHNOLOGY SUPPORT

In the event that you have a technology related problem, please create a support request by sending an email to help@uniongap.org. In your support request indicate the problem in detail and include a time you can be available in case more information is needed.

You can also find many reference guides and how-to documents on *Teacher Café* in the **Technology Information** folder. If you require additional documentation, please create a support ticket requesting the info.

If your request is urgent, please contact the office.

TELEPHONE USE BY STUDENTS

Calls may be made from the classroom with supervision. Students who wish to use the designated office phone must have a note from their teacher or permission from office personnel. Please, screen requests for the use of the telephone in your classroom carefully, but tactfully. If it is a medically related call, students should go to the nurse. Students do not have access to the school student phone except before and after school.

VANDALISM OF STAFF/PERSONAL PROPERTY

The district's insurance company will not cover vandalism of private property on school property unless it can be proven that the district was negligent. The school district cannot financially reimburse any losses as well. However, the school district will discipline the student offender(s) if it can be proven who they are. The discipline will include financial compensation for the vandalism. Also, please immediately contact the Union Gap Police Department and file a vandalism report.

VISITORS

During regular business hours, all visitors are required to secure a visitors pass upon entry into the school facility. Passes are available at the school office. Visitors will be required to provide a driver's license, passport, or state issued identification card as part of the process of securing a visitor pass. Personal identification provided will be recorded and processed as needed. Failure to provide identification may prevent the visitor from remaining on school property. Local law enforcement may be contacted if assistance is necessary. Thank you for your understanding concerning the safety of students and staff.

The school campus is closed to students who are not members of the Union Gap School student body except during specified times authorized by the school principal. **This includes students/relatives of staff members.**

Former students may visit on the first Friday of every month after school and after receiving a visitor's pass from the office. Visiting former students must always abide by the school rules or their privilege to visit may be suspended. Students wishing to bring a guest to school must obtain prior written approval from the principal and from each teacher whose class they will attend at least one school day prior to the visitation. After securing such written approval, the guest must accompany the host student throughout the day and must always abide by the rules of conduct at the school .

VOLUNTEERS –BOARD POLICY/PROCEDURE 5630

Staff is encouraged to have volunteers in the classroom. However, volunteers need to follow specific guidelines for being in the building, which includes completing a volunteer application form on a yearly basis. This is to ensure the safety of our students. **All volunteer packets must be completed 2 weeks prior to any event that the volunteer wants to participate in.**

WINDOWS IN CLASSROOMS

Please do not open classroom windows as it interferes with the heating and air conditioning of the building. If you are having an issue with the heating or air conditioning in the building, please contact the custodians at maintenance@uniongap.org.

WORK DAY

Certified Staff

Pursuant to Article VIII, section 1.A of the collective bargaining agreement, your contracted work day begins at 8:00 am and ends at 3:30 pm. Your timely arrival in accordance with this schedule is important. Please ensure you are present to prepare for the school day and to be available before school and after school to meet with co-workers, parents, and students, as necessary.

Classified Staff

Pursuant to Article VII Section 7.2 of the collective bargaining agreement, your hours and duties are assigned by the District at the start of the school year. Your timely arrival in accordance with this schedule is important for student supervision purposes.

Both PSE & UGEA

Being a few minutes late on an isolated or very occasional basis obviously is not the end of the world. At the same time, however, repeated or chronic disregard for timely attendance is a progressively more serious performance concern. As public school employees, our work is important and challenging, and it is invested with the public trust. We are not upholding that trust if we don't honor these attendance expectations.

Section 4 – Special Education

STAFF INTRODUCTION TO SPECIAL EDUCATION SERVICES

Which students to refer:

*Refer those students with a suspected disability or with whom you have tried various interventions and have not been successful. For example, no progress in Title program, ESL, RTI or through individual help or curriculum adjustment, etc.

How to refer:

*Complete special education referral form and give to the Director of Special Education. The school psychologist will notify the student's parent that you have made a referral for special education and a meeting will be scheduled. The referring person should attach the following information to the referral form:

- Progress Monitoring Data
- Interventions (frequency, type, duration)
- Attendance records
- Discipline records
- Classroom examples
- Cumulative record

What happens next?

Parent is notified of meeting (form to be completed by psychologist)

Decision to assess:

1. Plan evaluation at the initial meeting if time permits.
2. Parents will be sent a written notice of the team’s decision.
3. Parents will be contacted to obtain permission for testing, completion of developmental history, and input from parent of their concerns. Parents have a right to refuse testing.
4. Once parent permission has been obtained, testing will begin. The evaluation must be completed within 35 school days. The evaluation must be in-depth, and instruments used are those approved by OSPI or proven reliable and valid instruments.
5. After all information has been gathered and testing complete, the team of professionals and the parent will meet for feedback and the decision concerning the student's eligibility for special education and recommendations of what services might be appropriate in the least restrictive environment for the student. Whatever the decision of the meeting, any dissenting member has the right to submit a signed minority opinion statement.

Within 10 days the parent will be notified of the team's decision in writing. A conference to develop an IEP will be scheduled with the parent within 30 calendar days or completed at the eligibility meeting. Attendance at an IEP conference is required by parent, general education classroom teacher, special education teacher, and school district representative (school psychologist). Other members may include SLP, OT, counselor, or anyone else that may have information about how to best meet the student's needs.

Every three years, or sooner if requested, the student must be reevaluated.

****Decision is not to assess:*** Refer to Section 504 for eligibility. Eligibility will be considered if appropriate.

Section 5 - Student Responsibility & Discipline

RESPONSIBILITY REGARDING STUDENTS

Behavioral Expectations

It is staff responsibility to discuss behavioral expectations for the classroom during the first week of school and to reinforce those expectations consistently throughout the year, readdressing expectations as needed. Every effort should be made to support disciplinary actions of other staff members. We use building-wide discipline guidelines, which include treating adults and other students with respect and common courtesy, demonstrating self-control by acting safely and responsibly, and treating school property and the property of others with respect.

Classroom

Students should not be in the classroom if an adult is not present. If you need to leave the room, please ask a neighboring teacher or staff member to help. Students should be supervised while in the school building, to and from specialists, and in the lunch lines. The person in charge should escort the students or visibly be able to watch as the students go to their destination. Do not allow students to sit on student desks.

Inside Recess

When we have inclement weather, an announcement will be made about whether children will go out or remain inside. On inside days the supervisors will monitor students in the halls and possibly in the classroom. Loss of prep time will not be paid if inside recess is housed in your classroom. If a student has a note from a parent indicating, he/she is to stay inside because of illness, please send the student to the office with a note. You may also choose to keep the student in your classroom though this is your personal choice.

NEVER ALLOW A STUDENT TO STAY IN THE CLASSROOM UNSUPERVISED!

Loitering

Students are not to loiter inside buildings after school hours.

Medication

Medication will only be administered at school after a "Medication Request" form is signed by both parent and physician. This includes nonprescription medication such as aspirin/Tylenol/Advil, decongestants, and cough syrup as well as prescription drugs. Medication will be kept in the nurse's office. **Staff should never give students medication.** This is only done by the nurse or designee.

Restraining Orders

If we are aware of a restraining order, the homeroom teacher and specialists will be notified of the situation (whom they can/cannot go home with, can/cannot see).

Social network sites/Texting

Per Student Handbook – Students or parents should not request to be “friends” with staff members on personal social networking sites such as Facebook. Staff are advised to ignore such requests due to the professional nature of the student and staff relationship.

It is highly recommended that staff do not text students. See below for specific examples within District Policies 5253 and 5253P:

- Singling out a student or students for personal attention and friendship beyond the professional staff-student relationship;
- Sending students on personal errands unrelated to any educational purpose;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Maintaining personal contact with a student outside of school by phone, email, instant messenger, or chat rooms, social networking sites or letters (beyond homework or other legitimate school business) without including parent/guardian.
- Giving a student a ride alone in a vehicle in a non-emergency situation

The list above is a sampling of inappropriate boundary invasions by staff members. This list is not comprehensive in nature. Staff must review District Policies 5253 and 5253P for more information on this subject.

Student Sign-In/Out during the day guidelines

Parent/guardians are to sign out at the office when a student is to leave during the day for any reason. If someone other than himself /herself will be picking the student up, we must have received notification from the parent either by telephone or in writing prior to releasing the student. If a Para-educator or teacher is unsure about a student leaving the playground with an unfamiliar adult, the school staff member should first identify him/herself, and then question whom the adult is and where they are going. The school staff member should then notify the office.

Supervision of Students

The Principal, Assistant Principal and Athletic Director are to ensure there is adequate supervision to maintain a safe and appropriate learning environment in the school and at athletic events/after school activities. The level of supervision needed will depend on the activities scheduled during the time of the administrator/director absence.

An integral part of supervision is regular communication with staff. Therefore, supervisors are expected to keep their secretaries and staff informed of their location and emergency contact numbers (i.e. cellular telephone numbers). The supervisor should also communicate to staff who will be in charge in their absence (Supervisor of Record). District office staff will also serve as a support role or for an emergency point of contact.

Walk on the Right

When escorting a group of students through the hallway, please have them walk single file, and make sure they are quiet before proceeding. Please have them walk on the right side of the hallway with their arms at their sides to ensure safe passage.

Discipline of Students and Policies

Discipline and policies relating to discipline are located in the Student/Parent Handbook. Please review for your information as you are responsible for its contents.

Section 6 - Celebration of Students

End of Year Awards: Students are recognized at grades 3-8 at the end of the year. Specific awards are given at an end-of-year awards assembly from academic teachers and specialists.

Honor Roll – Grades 5-8 will have quarterly celebrations for students making honor roll (3.0 or above GPA) in quarters 1 through 3.

Student of the Month: Students in grades K–2 are celebrated at monthly assemblies held on the last Friday of each month. Students are recognized for their achievement and effort towards improvement. Teachers are responsible for getting their student names to the supervising administrator by the set deadline. The office will ensure a letter is sent to all recipients' parents. Students in grades 3-4 are recognized at events held after each quarter for academics as scheduled by the teachers.

Sports and Academic Competition Recognition: Students that have participated in Athletic activities are recognized at the end of the school year as scheduled by the Athletic Director. Students at Union Gap School are also recognized daily dependent on the classroom teacher. It is important to recognize all students in order to enhance their self-esteem and confidence. Individual teachers have developed various strategies to recognize students in the class.

Section 7 – Transportation

Bus Drivers/Transporting Students

- Cell phone use is explicitly prohibited while the bus is moving. Bus drivers are expected to let cell phone calls go to voice mail, and answer the call, when the bus is at a complete stop (parked). Bus drivers are to return calls as soon as possible. Bluetooth usage is not a viable option nor are any other hand-free devices.
- This policy applies when driving a school vehicle or when transporting (with district permission) students in a private vehicle.
- All K-2 students should have an older sibling or adult waiting for them at their bus stop.
- Students cannot be taken off the bus by a parent. Parents need to check students out at the office.
- Students cannot bring “friends” on the bus unless a note is provided by parent. The office should be notified prior of any transportation changes.

Transportation Guidelines for Field and Athletic Event Trips

The following are some suggestions that should help staff and transportation department members and students plan for a positive experience on the bus. Our goal is to provide students a positive, safe and pleasant bus ride for everyone.

Have a Plan

- Complete the district Field Trip Form in its entirety. This must be completed at least two weeks prior to the trip. Gather all permission slips from parents (must be saved and turned into Office Manager, following trip).
- When requesting a school loading time, please consider the actual time you will be boarding the bus.
- Expectations and itinerary should be reviewed with coaches/staff and students before the trip.
- Parents who are riding on the bus as chaperones (volunteer application must be approved) are not allowed to bring children that are not currently enrolled students at Union Gap School.
- Each bus is required to have an appropriate number of adult chaperones consistent with the age, maturity of the students, and type of trip. Chaperones should receive an orientation (e.g., behavior expectations, responsibilities) by the school staff and driver prior to the trip.
- Students must be adequately supervised while traveling to and from their destination. Chaperones/coaches should sit on the bus with the group they will be supervising. It is helpful if staff and chaperones sit spaced evenly throughout the bus.

Bus Rules and Responsibilities

1. The bus driver is responsible for the safe operation of the bus. In addition, the driver and staff member in charge are responsible to obtain a map and directions to the destination(s) for the trip. School staff are responsible for the behavior of their students. Both staff and driver are responsible to communicate with each other before, during, and after the trip to ensure effective communication and a positive field/athletic trip experience for all.
2. All passengers must remain seated and keep conversations in a low tone. It can be very distracting if students are talking loudly. The driver must also be able to listen for possible traffic delays or rerouting, and be able to hear emergency vehicles, trains, etc.
3. **Eating or drinking on the school bus:** there are students within our school with severe peanut/nut allergies. Strict avoidance (not being around the food) is the only way to prevent a life-threatening allergic

reaction. With this in mind, the athletic department, school nurse, and school administration have developed the following procedures for travel to and from sporting events and field trips on school provided transportation. Students are welcome to bring only the following foods to consume while on the school bus: fruit, pretzels, chips, string cheese, and a beverage. Any student found to possess foods not on the list will be suspended from participation on the athletic team or from attending any other field trips. The staff member in charge is responsible for leaving the bus in exactly the same condition it was when they boarded. If garbage or food containers are left on the bus upon return from a trip, the students are responsible to clean the bus to the satisfaction of the driver.

4. When taking lunches onto the bus, please pack them in boxes or have each chaperone carry their own group's lunches in a large bag. Glass containers are not allowed on the bus for obvious safety reasons.
5. The driver and staff member will confer on the return loading time, as outlined of the trip request form, to keep everyone on schedule. Variations to the trip schedule should be clarified prior to departure.
6. Please check the bus carefully for any lost articles left behind.

Section 8 - Dealing with Difficult People

Dealing with Difficult Persons

In the Union Gap School District, we enjoy a generally positive relationship with our students, parents and community. However, at times we do encounter challenging individuals. The guidelines here are to outline the District's recommended procedures concerning how best to respond in word or action to the "inappropriate" behavior of unreasonable, uncooperative and offensive persons. Inappropriate is defined as actions which range from the use of offensive language, to personal insults, to threats of legal action, or threats/attacks to us, family or property. The purpose of these guidelines is:

- To provide support for District employees.
- To extinguish any possible hope that such behavior is an effective strategy in dealing successfully with any school district employee.
- To clearly inform employees who are forced to encounter such people and the District's expectations for their performance.

Complaints Concerning Staff or Program

It is the goal of the Union Gap School District to effectively handle complaints and concerns on the part of students, staff, parents and patrons. To that end, we believe that these are best resolved at the classroom, building or departmental level. If the problem is not resolved at this level, then a written statement, which describes the complaint or concern and a possible solution, may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors.

The Union Gap School District is committed to a positive educational environment free from discrimination of staff and students. Discrimination includes harassment on the basis of race, color, national origin, sex, or disability. Students should report discrimination to their teachers, school counselors, Assistant Principal, Principal or to the Superintendent. It is a violation of school policy to knowingly report false allegations. Staff should report suspected discrimination to the appropriate supervisor.

Teachers/Counselors

The district expects these employees by virtue of professional preparation and experience to deal effectively with angry people. However, they are not expected to deal with angry people who deliberately offend, attempt

to intimidate, coerce a decision or prevent a teacher from performing their duty. Teachers are expected to make a statement such as "In my judgment your behavior is inappropriate, and you are not working with me to resolve the problem. I must refer you immediately to my supervisor so I can return to my other duties."

Administrators

The nature of these positions requires us to be more certain of a person's intentions, and therefore more willing to listen to a greater variety of angry conduct than other District personnel. Even at this level, however, people must operate within a range of acceptable behavior before we agree to mutually solve a problem they are having. Our posture on such matters should be, "I'll be happy to work on some possible solutions or give you an explanation and hear your complaint only after we establish how we talk to each other." At the point when a person becomes uncooperative, combative, or threatening, simply indicate they may see the Superintendent and instruct them to leave the school property immediately as they are keeping you from carrying out your duties and obligations to other students.

There is little we can do to make a situation we are describing here anything but a distasteful experience. We can, however, be as supportive as possible to those who have had to represent us in such encounters. Support could include time away from regular duties to collect thoughts and regain composure, immediate assistance in contacting law enforcement or legal advice when necessary, and follow-up conferences by an administrator with the offending party.

Obviously, these guidelines cannot effectively address all the possible situations you encounter. Every situation is unique. Your good judgment will still be required in each situation. Be assured that the district will support your reasonable efforts to deal with unreasonable, uncooperative, offensive persons.

Section 9 - Workplace Health Issues

Automated External Defibrillator (AED)

We have two installed AEDs (Automated External Defibrillator) at the school. The devices are located in the unlocked janitor's room next to the concession stand (ice machine room) and staff workroom in the elementary hall. There are also red AED signs posted above each door. The school office staff and PE/Health teachers have received demonstrations on its use. The public are also encouraged to use the device during an emergency. The device will verbally walk an untrained person through the process of usage. We sincerely hope the device will never be used but if someone is having a heart attack at school, the device is charged and ready to go! A person who uses an AED at the scene of an emergency and all other persons and entities providing services are immune from civil liability for any personal injury that results from any act or omission in the use of the AED in an emergency setting, unless the acts or omissions amount to gross negligence or willful or wanton misconduct. District Policy 3412 and 3412P.

Blood Borne Pathogen Program:

The Exposure Control-Plan

(Please see Board Policy #6512)

What is an Exposure Control Plan?

An exposure control plan is another District safety precaution to protect employees from contracting a blood borne pathogen such as Hepatitis.

Whom Does the Plan Cover?

All District employees can potentially be exposed to blood or body fluids and are expected to follow the Exposure Control Plan.

How are Employees Protected?

Two methods of protection are offered in the program. Employees at "reasonable risk" can be protected from one of the blood borne pathogens by being inoculated against Hepatitis B. The other basic method of protection from blood borne pathogens is using Universal Precautions in handling potentially contaminated materials. Universal Precautions are merely those actions we take as employees to protect ourselves from getting a blood borne disease from another person. Specific Universal Precautions are taught in the training sessions and the specific supplies needed are supplied by the District. Specific items are supplied to various rooms in the District to be more readily available to employees.

Health Rooms: Protective gloves, goggles, protective gown, absorbent, disinfectant, antiseptic hand cleaner, and an updated first aid kit including a CPR mask.

Custodian Rooms: Protective gloves, absorbent, disinfectant, soap and water, utility gloves, plastic bags for all building wastebaskets.

Designated Special Education Rooms and Art classes: Protective gloves, absorbent, disinfectant, plastic bags, soap and water.

Playground Supervisors: Each playground supervisor should carry with them a pair of protective gloves, a CPR mouth guard, and some absorbent material for wounds. **Fanny packs or a vest with pockets are provided for these materials. If you do not have one, please see the Office Manager.**

First aid kits should also be located in the kitchens, art room, and accompanying each athletic activity. It is the responsibility of each building, department, and/or District Program Supervisors to furnish these.

Plastic Bags: Union Gap School District has decided to treat all waste materials as if it were contaminated. This means that we do not need to differentiate between red and any other color plastic bag. All waste material bags should be tied and **disposed** of. Tied bags should **never** be reopened or emptied.

Required Precautions: Employees should always clean body fluid spills as illustrated in the training session. Protective gloves are required when dealing with potentially hazardous situations involving blood or other body fluids. Hand washing with soap and water after removing gloves is a necessary precaution. Other protective equipment should be used when deemed appropriate. Each main custodial room should have a contaminated waste kit, with the proper cleanup procedures included within the kit.

BLOOD BORNE PATHOGENS TRAINING

Annual Training is required each year for all staff.

First Aid and CPR Certification

Requirements: The Department of Labor & Industries requires that at least one person be trained in first aid at each school and/or site. At school, this person is generally the building secretary and/or playground supervisor(s). Coaches are required to have current first aid and CPR certification in order to coach. Certification must be renewed every two years.

Class Offering: Classes in first aid and CPR are offered during the school year to those in need of certification or re-certification. Coaches who are in need of a first aid/CPR class may take the Sports Medicine/CPR Class.

Teacher Optional Days or Classified Staff Development Stipend: Certified staff may utilize one of their optional days for this training. Classified personnel may sign a time sheet. Clock hours may also be provided at the participants' expense.

Training: District scheduled training every year.

AN EXPOSURE INCIDENT IS...

- A blood or body fluid splash in the eyes, nose or mouth.
- A blood or body fluid spill on your skin that is chapped, cut or scraped. (**NOTE:** Intact skin is an excellent barrier to organisms. A blood splash or spill on intact skin (skin that is **NOT** chapped, cut, scraped, etc.) is **NOT** an exposure incident! If a blood spill occurs on intact skin, simply wash with soap and water as soon as possible.)
- Being cut or stuck with a sharp object that has been **contaminated** with someone else's blood or body fluid.

WHAT DO YOU DO IF YOU HAVE AN EXPOSURE INCIDENT?

- Milk or bleed a puncture or cut, then wash well with soap and water as soon as possible.
- Wash the affected area immediately with soap and water.
- Flush eyes and mucous membrane for 5 minutes with clear running water.
- Inform your immediate supervisor, the principal, or superintendent of the exposure incident.
- Notify the district Business Manager if you are injured at work.

Section 6 - Discrimination and Sexual Harassment

DISCRIMINATION

Union Gap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator/Title IX/Affirmative Action Officer/Section 504/ADA Coordinator:

Civil Rights Coordinator

Patrick Vincent, Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 x306

Title IX Officer

Aaron Schilperoort, Assistant Principal
3201 S. 4th Street
Union Gap, WA 98903
aschilperoort@uniongap.org
(509) 248-3966 x304

Section 504 Coordinator

Barbara Groth, Special Education Director
3201 S. 4th Street
Union Gap, WA 98903
bgroth@uniongap.org
(509) 248-3966 x308

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.uniongapschool.org/Page/91> (Board Policy 5011/Procedure 5011P)

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.uniongapschool.org/Page/91> (Board Policy 3205/Procedure 3025P)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who is listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe

what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with Civil Rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Acknowledgement of Review of 2019-2020 Staff and Student/Parent Handbooks

You are responsible for the information contained in the Staff and Student handbooks. It is important that you review these handbooks in the entirety, so you understand how the policies and procedures affect you and your students. You will be held responsible for the items in these handbooks.

After you have reviewed the handbooks, please sign and return this form (provided separately from handbook) to the Principal.

Staff Name

Signature

Date

Due date: 10 working days from the date of issue.